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**WELCOME TO CRESTLINE EXEMPTED VILLAGE SCHOOLS**

We are pleased to have you in Crestline Exempted Village Schools. We hope that it is a successful year for everyone. We have put together this student handbook to acclimate parents and students to the day-to-day operations of the school district. This handbook contains the rules and basic guidelines per **Crestline Exempted Village Schools Board Policies and Bylaws**. Please review this with your student(s) so you can help familiarize them with our expectations.

**I. School Calendar**

**SCHOOL CALENDAR**

|   |   |
|---|---|
| August 16                                   | Teacher Work Day / Open House                     |
| August 17                                   | Opening Day for Students                          |
| September 5                                 | Labor Day – <b>No School</b>                      |
| September 16                                | Teacher In-Service/ <b>No School</b>              |
| September 23                                | Parent-Teacher Conferences/ <b>No School</b>      |
| October 19                                  | End of 1 <sup>st</sup> Term                       |
| October 24                                  | Teacher In-Service/ <b>No School</b>              |
| November 23-25                              | Thanksgiving Vacation/ <b>No School</b>           |
| December 21                                 | End of 2 <sup>nd</sup> Term                       |
| December 22-December 30                     | Winter Break/ <b>No School</b>                    |
| January 2                                   | Teacher Work Day / <b>No School</b>               |
| January 3                                   | Classes Resume                                    |
| January 16                                  | Martin Luther King Day/ <b>No School</b>          |
| February 17                                 | Parent-Teacher Conferences/ <b>No School</b>      |
| February 20                                 | Presidents’ Day/ <b>No School</b>                 |
| March 10                                    | End of 3 <sup>rd</sup> Term                       |
| March 13-17                                 | Spring Break/ <b>No School</b>                    |
| April 14                                    | Good Friday/ <b>No School</b>                     |
| April 17                                    | Teacher-In Service/ <b>No School</b>              |
| May 19                                      | Graduation  |
| May 24                                      | Last Day for Students/End of 4 <sup>th</sup> Term |
| May 25                                      | Teacher Work Day                                  |
| **January 2, April 17, May 25<br>and May 26 | Make Up Days as Needed                            |

**SCHOOL DAY**

|                        |                         |                             |
|------------------------|-------------------------|-----------------------------|
| Middle / High School - | First Period- 7:30 a.m. | School Dismissed: 2:15 p.m. |
| Elementary School -    | Day Begins- 8:30 a.m.   | School Dismissed – 3:00p.m. |

Doors open for High School at 6:55 and for Elementary 8:00. Upon arrival to school grounds, students are to report to the cafeteria and remain until the warning bell sounds.  
Free Breakfast is Served Daily.

## II. VISITORS/LIMITED ACCESS:

### VISITOR'S PASSES

To avoid unauthorized persons obtaining access to students or teachers, all visitors must stop and register in the main office. This is a security measure that enables us to extend privileges to deserving persons and deny access to those who have no business in the school, and who may disrupt our school activities. Persons found in the halls without registering in the office may be escorted out of the building. Arrangements should be made in advance for individuals to visit the school. Unless a person(s) is authorized to be on school grounds, they may be asked to leave at any time. Volunteers must sign in at the front office to receive a visitor's pass. All volunteers will be required to have background checks prior to volunteering in the school. Visitors are to stay in designated volunteering area.

### LIMITED ACCESS

The main entrance to each building in the Crestline Exempted Village School District now has "Limited Access Control" that is monitored by school personnel. The "Limited Access Control" is being done to further enhance the safety and security of the children.

The procedure that is to be followed when entering the Crestline Exempted Village School building:

1. Enter through the first set of doors to go to the vestibule area. This will allow you to be "buzzed in" While keeping you out of the elements.
2. Once in the vestibule, you will see the buzzer placed on the wall or door frame. The buzzer is a black box with a gray button.
3. Press the buzzer in the vestibule and you will hear a response from school personnel.
4. The individual who responds will ask you to state your name and reason that you are wishing to enter the building.
5. If approval is granted, you will be asked to go directly to the office to sign in and gain a visitor's pass. (After being buzzed in)

## III. Instructional Fee (Fees are subject to change / Fees must be paid by September 30, 2017)

|                        |         |                              |         |
|------------------------|---------|------------------------------|---------|
| <b>General Fees</b>    |         | Chemistry                    | \$13.00 |
| Pre-Kindergarten       | \$20.00 | Physical Sci.                | \$20.00 |
| Grades K-5             | \$35.00 |                              |         |
| Grades 6-12 Class Dues | \$10.00 | <b>Band / Choir</b>          |         |
|                        |         | Band                         | \$5.00  |
| <b>Language Arts</b>   |         | Choir                        | \$5.00  |
| English 6-12           | \$10.00 |                              |         |
|                        |         | <b>Industrial Technology</b> |         |
| <b>Spanish</b>         |         | Manufacturing                | \$20.00 |
| Spanish 1              | \$21.00 | Construction                 | \$20.00 |
| Spanish 2              | \$6.00  |                              |         |
| Spanish 3              | \$22.00 | <b>Social Studies</b>        |         |
| Spanish 4              | \$12.00 | American Gov.                | \$8.00  |
|                        |         | Am. Studies                  | \$2.00  |
| <b>Science</b>         |         | AP US History                | \$20.00 |
| Biology                | \$20.00 | Sociology                    | \$8.00  |
| Biology II             | \$20.00 |                              |         |

|                                       |         |                             |         |
|---------------------------------------|---------|-----------------------------|---------|
| <b>Family &amp; Consumer Sciences</b> |         | Pottery                     | \$30.00 |
| Personal Wellness                     | \$25.00 | Painting                    | \$30.00 |
| Child Development                     | \$10.00 | Ind. Art Study              | \$25.00 |
| Human Development                     | \$10.00 | <b>Computers / Business</b> |         |
| Intro to FCS                          | \$20.00 | All Computer Classes        | \$5.00  |
| Food Science                          | \$25.00 |                             |         |
| Culinary Fundamentals                 | \$25.00 | <b>Miscellaneous Fees</b>   |         |
| Interiors                             | \$5.00  | Parking Permit              | \$10.00 |
| <b>Art</b>                            |         | Second Parking Permit       | \$5.00  |
| Art 6 & 8                             | \$25.00 | Activity Fee                | \$3.00  |
| Art 1                                 | \$30.00 | Replacement Agenda          | \$5.00  |
| Art 2                                 | \$30.00 | Replacement ID              | \$2.00  |

## IV. Attendance

The Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education. The following policy will be enforced before any credits are issued in classes at Crestline Exempted Village Schools:

State statutes strictly control school attendance. Each unit of credit offered in a high school is also controlled by the number of hours which must be spent in the classroom before credit can be awarded. Thus, the following policy will be enforced before any credits are issued in any of our courses: 1 year course, 1 credit - maximum 20 class absences; 1/2 year course - 1/2 credit - maximum 10 class absences. Please note that these are class absences. Credit will not be awarded if absences exceed these maximums. Students who exceed these maximums and temporarily lose credit may need tutoring from a certified instructor at a cost to the student. The 10-day / 20-day policy for credit does not waive attendance laws. Excessive absences will be referred to the Attendance Officer and may result in the loss of the student's driver's license.

### EXCUSED ABSENCES

The following are considered excused absences: **A note must be provided with the student the day the student returns.**

- Personal Illness – this must be verified by a note from a parent.
- Death in the family. Family is defined as mother, father, brother, sister, aunt, uncle, grandmother, grandfather, student's child or any person living in the same household as the student.
- Quarantine for a contagious disease.
- Observance of a religious holiday.
- College visits
- Unforeseen circumstances deemed appropriate by the principal.

An excused absence will provide the privilege of making up missed work for FULL Credit. It is the STUDENT'S responsibility to make arrangements to complete work missed during the student's absence.

\*Note: ½ Day Absence will be 1 ½ hours after the start of the school day or if you leave 1 ½ hours before school ends

Class Period Absence – A student must be present for ¾ of the period.

#### **WAIVED ABSENCES**

An absence will be “waived” (not counted against the 10/20 day policy) under the following circumstances:

- An illness excused by a doctor’s note
- Court Appearance
- Extenuating circumstances to be determined by principal – reason given in writing upon return.

#### **Please Note the Following Information:**

As part of the waived absence(s), only travel time to and from the appointment, court appearance, etc. and the actual appointment time will be waived! If a student chooses to miss the rest of the school day, that time will not be waived! A Doctor’s note must include – The date, doctor’s signature, doctor’s phone number, appointment time and ending time and location.

#### **UNEXCUSED ABSENCES**

Unexcused absences are considered truancy. Students will still be required to make up missing work for this time.

**For the first 5 unexcused absences work will be counted for full credit.** For every subsequent absence work will be required, but it is the teacher option to award credit for the work. Unexcused absences include any absence not included in the listed excused absences or waived absences.

#### **WHAT PARENTS MUST DO TO REPORT AN ABSENCE**

- Call the school office between 7:00 and 9:00 am each day the student is absent.
- Send a signed note to school the day your child returns to school.
- A note from a parent must be received on the next school day the student returns to school!

#### **LATE ARRIVAL PROCEDURE**

Students who arrive at school after the start of the school day are to report directly to the office and will be marked tardy or ½ day absence. Students must sign in. Two or more periods is considered ½ day unexcused absence. Four tardies to school, unexcused, will count as 1 Day of an unexcused absence, and student will be assigned to a Thursday School.

#### **EARLY DISMISSAL**

Anytime it is necessary for a student to leave school during the school day, the PARENT should make a written request which should be brought to the office before school the day of the early release, the parent should include contact information if questions arise. The parent can also call the office to give verbal permission. If the parent contacted the school by phone, a note **MUST** be brought to the office when the student returns to school. Each student must sign out in the office before leaving school for any reason during the school day.

#### **VACATIONS**

We request that parents make every effort to take vacations while school is not in session. However, if this is unavoidable, parent/guardians and student must make arrangements with the school principal or designee, at least five days in advance of the vacation, so assignments and make-up work can be arranged with the teacher(s) before the vacation. These days will be counted as **unexcused absences**. Assignments are due within one school day of the student’s return. However, if these days are not pre-arranged, nor the assignments are completed within the time frame, these assignments will be counted for credit.

### TARDINESS

Tardiness, whether excused or unexcused is a problem to be corrected between the student and the teacher, but in cases of constant abuse, the teacher will notify administration to assist in the problem. On the 3<sup>rd</sup> tardy to class school discipline will be assigned – further incidents will lead to progressive discipline, potentially resulting in reporting to Juvenile Court for habitual tardiness and/or removal of driving privileges.

#### DAYS ABSENT

#### ACTIONS TO BE TAKEN

|    |   |
|----|---|
| 5  | Letter sent to Parent(s)/Guardian(s). Letters will also be sent at 10, 15, 20 days.   |
| 10 | Parent – Administrator conference (Phone or Personal). Referral to Truancy Officer.   |
| 15 | <b>May Result In Revoking of Driver's License by the Bureau of Motor Vehicles.</b> Possible Court Action – Notification to Superintendent |
| 20 | Final Letter Sent to Parent – Parent Conference   |
| 21 | <b>Principal or Designee May Recommend Student Expulsion for Excessive Absenteeism.</b>   |

### ATTENDANCE AND EXTRA-CURRICULAR PARTICIPATION

Any student who reports to school late (after 9:30 a.m.) will not be eligible to participate in any extra-curricular activity that night, including:

- |  |                                   |
|--|-----------------------------------|
| Boys and girls athletic teams          | Plays, concerts, and musicals     |
| Dances, Meetings, Clubs /Organizations | Other School Sponsored Activities |

This rule applies to students who under suspension or expulsion from school or whose absence is unexcused. Exceptions to the above stated procedure include:

- 1) A doctor's appointment and student returns with a note from that office;
- 2) A dental appointment and student returns with a note from that office;
- 3) Driver training appointment for permit/license testing w/ office approval;
- 4) Other circumstances must be pre-arranged by the principal.

### EXCUSED ABSENCE FROM PHYSICAL PARTICIPATION

A note from a parent(s) also signed by the principal is to be presented to the physical education instructor prior to class in order to be excused from participating in P.E. class. A parent note will excuse no more than one (1) day, unless the parent has contacted the instructor to discuss the matter and arrangements have been mutually agreed upon. A doctor's excuse for an extended absence from P.E. participation may also be submitted.

This policy serves as a deterrent to students who may look for reasons to avoid physical education because they do not want to participate. Student participation will provide both academic and physical health benefits. Student refusal to participate will result in an office referral and appropriate disciplinary action taken.

## V. Discipline, Policies, & Procedures

### POLICIES AND PROCEDURES

In order to insure a positive learning environment, it is necessary for students to abide by a uniform code of conduct to keep distractions at a minimum. It is the intent of Crestline High School to abide by all due process procedures in the administration of discipline as provided for each student in state and federal law.

When subject to disciplinary action, the student will be informed of the intent to suspend (or whatever the appropriate disciplinary action may be) and the reason for the suspension. The student will then be given the opportunity to explain his/her side of the story and state why he/she feel the disciplinary action should not take

place. If at this time the administrator feels there is still sufficient cause to administer the discipline, the suspension will be carried out.

There is an appeal process for discipline of which students and parents should be aware, and it is available for a reasonable time after the discipline is given. Appeals must be heard by someone other than the person who gave the discipline, although he/she may be present at the appeal hearing. Whenever a disciplinary action takes place, the appeal will go up to the next step from where it originated. Appeal hearing requests may be made by contacting the principal in writing or by phone. The principal should always be contacted, even if the appeal is a result of a disciplinary action from the principal's office. The appeal hearing will be scheduled with the Board of Education or its designee.

Our district is implementing a new behavior program Preschool-12. This program is called Positive Behavioral Interventions and Supports (PBIS). The goal of PBIS is to have staff be consistent, positive, and safe. Students will be taught the expectations of their school day and will follow the "We Care" attributes (Conduct/Attitude/Responsibility/Effort). When a student follows the expectations and attributes the student will be rewarded for their behaviors.

The following actions may result for violations of the student conduct code

1. Detention(s) - (before, after school) these may be given by either an administrator or a teacher and will be supervised by the person giving the detention. Lunch detention may be assigned by the administration.
2. Thursday School(s) - Assigned by the administration. Thursday schools are served in the Thursday School Monitor's Classroom from end of school to 5:00 p.m. on designated Thursdays.
3. In School Suspension - The student will be removed from the general student population. Students will be provided with their work during the in school suspension. This is in lieu of out of school suspension.
4. Out of School Suspension - Assigned by the administration. The student will be removed from the building for a period not to exceed 10 days. While suspended, the student may not be on school grounds or attend any school sponsored activity. For the first suspension work will be made up for full credit. For subsequent suspensions the student may earn credit for any work done or due during the suspension at the teacher's discretion.
5. Expulsion - Recommended to the superintendent by the principal whereby a student may be removed from the building and grounds for up to eighty (80) days or to the extent determined by state law. During this time the student loses credit and is not permitted to attend any school functions or be on school property.
6. Appeals - Questions or concerns regarding discipline should always be addressed first with the school person initiating and/or imposing the consequence. Once all facts are known, further concerns may be appealed to the Superintendent.

**NOTE: Suspensions may be one to ten days in duration and may be implemented into the next school year.**

Expulsions may be for a maximum of eighty (80) days but up to one year for bringing a firearm or knife to school. The superintendent may also permanently exclude a student in accordance with Ohio law. This code of conduct pertains to all school activities, including co-curricular and extra-curricular activities both on and off of school property, and specifically including conduct on Board-owned or chartered buses or other motor vehicles. This confirms that students come to school for an education, and the school will provide a wholesome atmosphere for a positive learning experience.

#### **GUIDELINES FOR THE OPERATION OF THURSDAY SCHOOL**

1. Thursday School will meet from the end of school until 5:00 p.m. The student will go directly from their last period class to the Thursday School Monitor's Classroom for Thursday School.
2. Students will not be allowed to use the telephone except in cases of emergency to be determined by the Thursday School Supervisor.



3. Students will not be permitted to go to lockers or anywhere else in the building other than the Thursday School Detention Room.
4. Students are required to have schoolwork with them when they attend Thursday School. Students not prepared to work will be provided with an assignment by the Thursday School Supervisor.
5. Phones, MP3 Player, cards, magazines and other recreational items will not be allowed in the room and the Supervisor may ask these to be handed over and held in the office.
6. Students will not be allowed to put their heads down or sleep.
7. Absolutely no food or beverages are permitted.
8. A restroom break may be permitted once during the Thursday School. At this time, movement is restricted to the restroom only.
9. If a student is ill on the day of a Thursday School, he/she must bring in a medical excuse for that day.
10. The following may result in a suspension:
  - a. Skipping Thursday School
  - b. Violation of Thursday School or other school rules
  - c. Refusal to attend Thursday School
11. Thursday School will be held in the Thursday School Monitor's Classroom.

## **STUDENT CODE OF CONDUCT**

The Crestline Board of Education recognizes that there should be maintained at all times an atmosphere of mutual respect between students and teachers.

The teacher and administrator shall be the personnel in authority to maintain the decorum of the classroom, buildings and grounds, and at all school-related activities. This code is in effect during all regular and extra-curricular school activities.

All employees of the District shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct that have been or in the future shall be established by the Board of Education.

The Crestline Board of Education supports teachers and administrators to the fullest in their efforts to maintain proper decorum among students.

The code of conduct is an attempt to list the main violations and the penalty for each, but other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students learning or is deemed inappropriate for a school setting. Students aiding or abetting another student in the commission of any school violation may receive a penalty equal to the violation or attempted violation.

**VIOLATION LEVEL 1:** Students behaving in an inappropriate manner described below may be given a Warning, Detention, or Thursday School.

- Dress Code Violation
- Tardiness
- Disruption of School Activity
- Technology Violation
- Attendance Procedures
- Being in the parking lot without permission.
- The use of obscene or profane language, symbols or gestures.

- Being in unauthorized areas at unauthorized times (out of assigned area). High School students are not permitted in the Elementary School without prior permission.
- Locker violations.
- Selling items not approved by the administration.
- No student can possess on person or in backpacks, bags, or purse matches, lighters, lighting materials, etc.
- Disruption or interference with curricular or extra-curricular activities.
- Inappropriate displays of affection (Public Display of Affection–PDA, i.e. close contact, hugging, kissing, etc.)
- Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination as determined by the school administration.

**VIOLATION LEVEL 2:** Student behaving in an inappropriate manner described below may be given a Thursday School, In School Suspension, or Out-of-School Suspension up to five days.

- Failure to serve Detention or Thursday School
- Insubordination: the willful failure to respond to or carry out a request by authorized personnel.
- Forgery/false statements: falsely using, whether orally or in writing, the name of another person in falsifying times, dates, grades, or other data.
- Truancy: skipping school or class.
- Minor destruction of school property (student will pay for damage).
- Leaving school grounds without permission.
- Gambling
- Repeated Level 1 Violations

**VIOLATION LEVEL 3:** Students behaving in an inappropriate manner described below may be given an In-school suspension, three to ten days out-of-school suspension or be recommended for expulsion.

- Fighting or instigating a fight.
- Hazing-Bullying-Harassment: attempting to embarrass by ridicule, threats or to chronically trouble or annoy another student.
- Sexting and Pornography: The talking, disseminating, transferring, possessing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or pictures, whether by electronic transfer or otherwise (commonly called sexting) is prohibited. Any person taking, disseminating, or sharing lewd or otherwise illegal images or pictures may be punished under the Crestline Student Code of Conduct. The violation of this code may also be reported to the law enforcement and/or other appropriate state or federal agencies.
- Use, possession or being under the influence of alcohol, drugs, look-alike drugs, or drug paraphernalia.
- Tobacco: may not use or possess tobacco, including e-cigarettes.
- Disrespect: speaking to any member of the school staff in a discourteous, disrespectful or insulting manner. This includes the use of profanity.
- Stealing: possession of or attempting to steal property either on school grounds or during school activities.
- Initiating false fire alarm or 911 call by deliberately setting an alarm, calling 911, tampering with the AED unit, or reporting a false alarm to a staff member.
- Setting off or attempting to set off fireworks or other explosive devices on school property.
- Extortion: obtaining something from someone through force or threat.
- Repeated Level 2 violations.

**Violation Level 4:** Students behaving in an inappropriate manner below may be suspended out of school for 10 days and recommended for expulsion. Further, the district may recommend permanent expulsion to the State Superintendent in accordance with Ohio Law.

- Selling, attempting to sell, purchasing or furnishing illegal drugs, look-alike drugs or alcohol
- Provoking, assaulting, harassing, threatening, or striking a school employee.
- Creating a bomb scare or causing other severe emergency evacuation of the building or inducing any other type of public panic.
- Possession of firearms or other illegal/dangerous weapon, including Tasers, knives, stun-guns, pepper spray, and mace.
- Destruction of school property in a willful and extensive manner (student will pay for damages)
- Attempt to do deliberate and/or severe bodily harm to another person.
- Sexual assault and/or sexual harassment
- Attempting to acquire, produce, reproduce, and/or distribute materials that could induce panic.
- Unlawful entry onto school property
- Repeated Level 3 Violations

**NOTE:** Any other action that is not stated above, but judged by school administration to cause a disruption to the normal process of the school day will be dealt with accordingly.

#### **ABUSE OF STAFF PERSONNEL**

If a student is referred to the principal's office for verbal abuse of a staff member, such student may be suspended from school for ten (10) school days.

Conference in the office shall determine any other punishment. The second such offense may result in referral to the superintendent for expulsion.

Physical abuse of a staff member by a student shall result in the student being suspended from school for ten (10) school days. Immediate referral will be made to the superintendent for expulsion from school.

#### **CHEATING**

Cheating is a matter that should be between the teacher and student, the administration will deal with cheating in accordance with the disciplinary code for other student misconduct.

#### **CRIMINAL ACTS/CONVICTIONS**

Students engaged in criminal acts on school property and/or at school-related activities may be suspended and/or recommended for expulsion. Additionally, these students may be subject to criminal prosecution by local law enforcement. Students convicted of criminal acts that may present a danger to themselves or other students may also be suspended and/or recommended for expulsion.

#### **FIREARMS AND WEAPONS**

The possession of any firearm, weapon, or instrument intended to cause harm is strictly prohibited on school grounds. Persons found in violation of this may be suspended, recommended for expulsion, criminally charged or subject to any or all of the above. Items considered inclusively as weapons but not exclusively: guns or look-alike guns intended to represent a real weapon, knives, stun guns, mace or similar substance, gunpowder, fireworks or any club or blunt instrument intended to cause harm to another.

#### **HALL CONDUCT / PASSES**

There is to be no horseplay at any time. This often leads to situations that cause fights or inadvertent injury to an innocent bystander. Students are to pass through the halls in an orderly fashion and should not be running or pushing other students. Students must carry planner with pass when in the hall during class time. Violations of

any of the above may lead to disciplinary action. Students are to sign out and in when using a hall pass. Students not adhering to this rule may be considered truant.

#### **STUDENT BEHAVIOR AT EXTRA-CURRICULAR EVENTS**

Student's behavior at any school-sponsored activity, whether it involves sports, music, dances, etc., are under the same guidelines as when school is in session. Students may also be subject to disciplinary action for violating these guidelines at school-sponsored activities, regardless of where they take place.

#### **BUS CONDUCT**

School buses are part of the school system. All rules in the student code of conduct apply on the bus. The conduct of students while on a school bus is to be the same as in the regular classroom. School bus drivers are to be given the same respect and cooperation as a classroom teacher. All bus rule violations will fall under Level 1 discipline then progress accordingly. Repeated violations of bus rules or safety requirements will cause the student to lose the privilege of riding the bus.

##### **Bus Riding Guidelines**

- No out of district students will be transported on the district's buses unless approved by the transportation supervisor and the superintendent.
- Move to **assigned** seat without disturbing or crowding other students.
- Remain **seated while the bus is moving and until bus stops to unload**. When unloading, follow the rules for School Bus Stops. Always cross the road **in front of the bus**. Students should not cross until the Driver has given a hand signal.
- **Obey the bus driver instructions.**
- Keep head, arms, hands, and all other body parts inside of the bus.
- Flammable fluids, aerosol cans, and glass containers are not to be on the bus (ODE Inspection Manual).
- ***Whisper or inside voice when talking is permitted (Level 1 or 2 talking – only students in immediate area should hear you)***, loud talking or shouting could divert the driver's attention and could lead to a serious accident. Loud talking will not be acceptable.
- Students are to keep the bus clean and sanitary. ***Eating and drinking is not permitted on the bus***- this is state law.
- **At railroad crossing and turn-arounds, absolute silence is required** (O.A.C. 3301-83-12, B-3)
- **No transporting any living creatures on the bus**, such as guinea pigs, mice, bugs, etc. Animals for science projects should be transported to and from school by parents.
- Do not bring any school projects on the bus that cannot fit in the student lap.
- Small food items, plants, science projects, etc. must be in a sealed **non-breakable** container.
- Laser pointers are prohibited on the bus; electronic devices (cell phones, tablets, MP3 players) may be used at the discretion of the driver while riding the bus. The school is not responsible for wireless communication devices.
- Perfumes, deodorants, and other scented substances should not be opened or applied on the bus.

**PARENTS WILL BE RESPONSIBLE FOR ANY DAMAGE DONE TO A BUS BY THEIR CHILDREN AND WILL BE REQUIRED TO MAKE RESTITUTION TO THE CRESTLINE BOARD OF EDUCATION.**

#### **STUDENT DRESS CODE – CAMPUS WEAR**

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. The Crestline Exempted Village School District will have **CAMPUS WEAR** dress code. This will apply to all grade levels in the district and was approved by the Crestline School Board in May 2016.

The Campus Wear policy will assist parents, students, faculty and administrators in reducing confusion about the dress code and allow for more of a focus on academic.

**For ALL Students:**

Shirts

- Any color polo or button down shirt may be worn; turtlenecks are permitted
- No more than the top two buttons open
- All shirts must have sleeves that come below the shoulder
- Sweaters, vests, sweatshirts may be worn with a collared shirt
- Light-weight zippered jackets may be worn with a polo or t-shirt underneath
- No hooded jackets or sweatshirts are permitted
- Ties are optional

Pants/Shorts/Skirts

- Cargo, Capri, Corduroys, Docker dress type pants- NO Jeans, Tutus, Jeggings, or Denim pants/shorts/skirts
- Must be the correct size and fit in traditional way (no sagging, baggy, or overly tight)
- No athletic, skinny, yoga or pajama type pants
- Must be worn at the waist
- Shorts and skirts must come to the top of the knees
- Slits in skirts must not exceed 2 inches above the knee
- Belts are encouraged, but not mandatory
- Tights, leggings, hosiery, etc. are accessories to be worn with pants/skirts that meet the dress code

Footwear

- Shoes and socks may be any color
- Shoes must be intended for outside wear- no slippers
- Entire foot (heel to toe) must be covered

All Clothing

- Must be clean and in good repair
- Undergarments should not be visible
- The bottom edge of a second shirt may show
- Students must be dressed appropriate for weather in order to participate in outside activities.

Special Days

- Students may wear their team shirts on game days unless their coaches would prefer they wear dress clothes. Jerseys that are see through or have no sleeves must have a shirt worn underneath.
- Bulldog Nation days are the first Friday of the month. Students may wear non-hole jeans with their Bulldog Nation shirts.
- Students who meet specific indicators will be given additional days as deemed appropriate.

1<sup>st</sup> OFFENSE:

Warning and/or Change Inappropriate Dress/Call Home

2<sup>nd</sup> OFFENSE:

Detention and Change of Clothing or Call to Change Clothes

|  |   |
|--|---|
| 3 <sup>rd</sup> OFFENSE:                 | Thursday School/Change Clothing   |
| 4 <sup>th</sup> AND SUBSEQUENCE Offenses | In-School Suspension (Change Clothing)/Out of School Suspension (Gross Insubordination) |

## VI. Guidance Department

The school counselor plays an instrumental role by helping guide students towards success in education and their future careers. This includes the ability to provide counseling to help students with academics, career planning, and social/emotional development.

The school counselor also gathers and dispenses information that will help students devise and carry out educational and vocational plans. The well-being of each student requires a combined effort of home and school. Therefore, we value open lines of communication with parents.

Students may visit the guidance office during Advisory with the permission of a classroom teacher. All conversations are held in confidence. If at any time we feel the student being seen or others may be at risk of harming themselves or someone else, parents will be contacted and law enforcement may be involved. Parents are also encouraged to contact the guidance office when they have concerns or information of which the school should be aware for the benefit of their child or others.

### SCHEDULE CHANGES

Students will have an opportunity to make any adjustments in their schedules prior to summer vacation. Schedule changes required because of course failures will be made by the school counselor. Students having questions or needing to make adjustments to their schedules are expected to talk to the counselor prior to the start of school. Once school is in session, students are expected to follow their schedule until they meet the Counselor. Students must take the responsibility to ensure that they have made proper course selections. If a student would like to make a schedule change, a student must have written permission from parent and advisor.

### GRADING SCALE

The following courses will be weighted:

- Chemistry
- Spanish 4
- Physics
- ALL CCP (College Credit Plus)

Elementary Grading Scale:

| GRADE | Numerical Average |
|-------|-------------------|
| A     | 100-90            |
| B     | 89-80             |
| C     | 79-70             |
| D     | 69-60             |
| F     | 59 or below       |

| Standard Based Score: | Standard Based Indicators: | Special Classes Indicators:   |
|-----------------------|----------------------------|---|
| 3                     | On Track                   | Consistently demonstrates proficient understanding and applies skills independently with minimal teacher support    |
| 2                     | Further Assessment Needed  | Demonstrates initial stages of understanding applies skills but requires teacher intervention and reinforcement     |
| 1                     | Not On Track               | Demonstrates a lack of understanding; difficulty accomplishing grade level tasks; re-teaching consistently required |

Middle and High School Grading Scale:

| GRADE | Numerical Average | 4.0 Non-Weighted | 4.5 Weighted Class |
|-------|-------------------|------------------|--------------------|
| A+    | 100-99            | 4.3              | 4.8                |
| A     | 98-93             | 4.0              | 4.5                |
| A-    | 92-90             | 3.7              | 4.2                |
| B+    | 89-87             | 3.3              | 3.8                |
| B     | 86-83             | 3.0              | 3.5                |
| B-    | 82-80             | 2.7              | 3.2                |
| C+    | 79-77             | 2.3              | 2.8                |
| C     | 76-73             | 2.0              | 2.5                |
| C-    | 72-70             | 1.7              | 2.2                |
| D+    | 69-67             | 1.3              | 1.3                |
| D     | 66-60             | 1.0              | 1.0                |
| F     | 59 or below       | 0                | 0                  |

Crestline Exempted Village Schools will keep both a weighted and a non-weighted GPA for students.

**The Weighted GPA is used for graduation honors and class rankings.**

Senior final grade point averages to determine the Valedictorian and Salutatorian are calculated at the end of the eighth semester. Contact the counselor for specific examples of figuring GPA's. (Board Policy)

In some Elementary subject areas students will be assessed according to the standards. The following is the

**GRADING**

A grade is provided as an indication of student performance toward an understanding of course content. Generally, students are assessed based upon projects, assigned homework and test results.

Credit Bearing Classes will provide students with a course syllabus at the beginning of the course that provides details of the course. If a student is unclear how his/her grade has been determined they should ask.

**NO FAIL POLICY FOR THE CRESTLINE HIGHSCHOOL**

#### How will it be done each week?

- Weekly grades and assignments will be checked by Advisory teachers. This will happen weekly on Mondays.
- If a student has a overall grade of “D” or “F” or has missing assignment they will be permitted to correct this work during the Advisory Period for the remainder of the week.
- Students will report to the Advisory and complete missing assignments or they can study for the classes they are struggling in.

#### How will this work in the Advisory?

- Students who have to correct missing or incomplete work will have to get these assignments completed– students can also work on these assignments after school or on the weekend to complete the assignments if not completed during the Advisory period.

#### Assignments in Class

- On writing assignments students who are not performing at a proficient level according to the provided scoring rubric will be REQUIRED to edit and improve their writing assignments to meet a standard of proficiency according to the rubric. **Teacher will provide specific and direct feedback on the assignment and suggestions on how to improve the work based upon the rubric.** Students will be allowed to continue to correct their assignments until it meets a minimum level of proficiency according to the rubric.
- Assignments that include multiple activities or that build upon previous assignment to complete must have all the pre-assignment completed for full credit. For example – if a Rough Draft is required it must be done prior to the Final Draft being turned in for credit.
- Additionally students will be permitted to retake Tests and Quizzes that they have not shown proficiency (70 or higher grade) or simply to improve their grade.
  - In order to retake a Test or Quiz **ALL** assignments **RELATED** to the test or quiz **MUST BE COMPLETED** (this is the practice for the test or quiz).

#### How will this affect Grading?

- Any student who turns in corrected or finished work late that meets a level of proficiency (70% or higher) will receive the appropriate grade for their work. Work that is turned in late that does not meet a level of proficiency will be returned and required to fix and complete to a higher standard.
- If students complete and correct all work there is NO possible way that they will receive lower than a 70 in a class.
- If they receive a grade lower than a 70 then the student simply has refused our help and guidance to achieve academic success.
- We want the students to be successful - if you have a question or issue please contact the school.

#### GRADUATION REQUIREMENTS

High School students must earn twenty-one (21) credits to graduate. Additionally, students must achieve passing scores on OGT tests in writing, reading, mathematics, social studies and science or End of Course Exams, along with local and state curriculum requirements, in order to qualify for a high school diploma.



### **GRADUATION EXERCISES**

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by Crestline High School. Students participating in the ceremony must meet all graduation requirements.

1. Students must have successfully completed all requirements contained in the Ohio Revised Code and set by the State of Ohio Department of Education and the Crestline Board of Education.
2. All financial obligations to Crestline Exempted Village Schools, Pioneer CTC or the Board of Education must be paid unless a student experiences a severe financial hardship, upon which time, the Superintendent may waive the student's financial obligations.
3. All disciplinary obligations must be satisfactorily completed.
4. Participation in graduation rehearsal is required for participation in the graduation ceremonies.
5. Students participating in the ceremony must wear the prescribed cap and gown and proper footwear.
6. Students eligible to participate in the graduation ceremony will exhibit decorum that will not be disruptive nor bring undue attention to themselves.
7. Prior to graduation, misconduct that results in suspension or expulsion may result in denial of participation in graduation ceremonies. Students whose decorum are disruptive or bring undue attention to themselves will not be awarded their diploma at the commencement exercises.

### **HOMEWORK FOR STUDENTS WITH A PROLONGED ILLNESS**

A student's parents may request homework for students' who has a prolonged illness by contacting the Secretary or guidance counselor. Students returning from an excused absence have the number of excused days missed plus one to make up their work.

### **HONOR ROLL**

Honor Rolls will be compiled at the end of each grading period. No student with lower than a C in any class will be part of the honor roll.

### **INTERIM REPORTS**

Elementary students' parents may request an interim in addition to grade cards. Elementary Teachers will send home interims ONLY to struggling students. High School students do not receive interims. All parents will have the ability to access Progress Book at any time to check their student's grades. Progress Book codes will be given out at the beginning of each school year.

### **CREDIT FLEXIBILITY**

The Board of Education recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student need and use of multiple measures of learning. Credit flexibility shifts the focus from "seat time" to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for High school graduation in

response to globalization, technology, and demographics, and to meet the demand for 21st century skills. Any questions please see your school counselor.

#### **CREDITS NEEDED FOR CLASS STANDING**

- **Sophomore** - 6 credits and 1 completed year of high school
- **Junior** - 12 credits and 2 completed years of high school
- **Senior** –Sufficient Credits to graduate at end of school year
- **Minimum Graduation Credits 21 TOTAL CREDITS**

#### **CREDIT RECOVERY**

Opportunities are available for Credit Recovery. In the event a student does not pass a core subject needed for graduation opportunities are available to repeat a course during the next school year. Other options may include coursework completed through the NOVA Credit Recovery Program and courses completed through the Credit Flexibility Option. Any questions please see your school counselor.

#### **CAREER PROGRAMS**

Students aspiring to enroll at Pioneer Career and Technology Center (PCTC) must have junior class standing (12 credits). Incoming PCTC students must attend and will be held to attending PCTC for the first five school days. If a change is to be made, it must be requested within the first 10 days of the school year, with the provision that all students will stay at PCTC during the initial 5 school days.

CHS Pioneer students are encouraged to participate in home school activities to their fullest extent. Listen for daily announcements and check the bulletin boards at CHS and PCTC to keep informed; the principal will meet with you periodically as well. Additionally, become familiar with the Crestline Schools handbook. Upon entering the high school parking lot and parking your car, exit your car and report to the cafeteria or main entrance to await the PCTC bus. You may re-enter Crestline Schools after 2:40 p.m. If you drive to Crestline you will need to get a Crestline Parking Permit and fill out the appropriate paperwork.

## **VII. TECHNOLOGY**

Crestline Schools recognizes the opportunities available through the use of computers and other technology, and we encourage the appropriate use of it. All students will be required to sign an acceptable use policy.

#### **GUIDELINES FOR THE USE OF USB DEVICES ON SCHOOL EQUIPMENT**

1. All items stored on an USB device must conform to the Crestline Local Schools' Acceptable Use Policy.
2. A student is required to surrender his/her USB device to any teacher or administrator who is suspicious of its contents. If any content violates the Crestline Local Schools' Acceptable Use Policy/ Code of Conduct, the student will be held accountable. Based upon suspicion of a violation, school personnel may, at any time, review all content on an USB device. If any criminal content is located, this may be reported to law enforcement and result in criminal charges.
3. Students must have permission from a teacher or administrator before using an USB device on school equipment. A staff member must supervise when a student is using an USB device.

4. USB devices used on school computers will be solely for educational purposes. The use of USB devices with a school computer is a privilege. It is a violation of these guidelines to transfer unauthorized information or images from an USB device to a school computer.
5. We do not guarantee that every brand of an USB device will work on school computers.
6. Keeping the USB device and its data secure is the responsibility of the student. The district assumes no responsibility for loss, theft, damage, or data loss of an USB device.
7. Any files transferred using an USB device are subject to all copyright laws, as well as the Crestline Local Schools’
8. Acceptable Use Policy / Code of Conduct.
9. Students will be advised to use flash drives no larger than 1GB.
10. Software utilized on USB devices that violates or alters school filters / software is a violation and could result in criminal charges.

### **WIRELESS COMMUNICATION DEVICES**

#### **HIGH SCHOOL STUDENTS**

#### Wireless Communication Device Policy

#### Procedures

1. Students may use Wireless Communication Devices (WCD), excluding ALL recording functions on electronic devices during authorized times and in authorized locations. This means that no audio, video, or still picture recording is permitted without prior permission.
  - a. Authorized times are:
    - i. Before school
    - ii. Between classes per the student’s schedule
    - iii. During the student’s scheduled lunch time
    - iv. After school
    - v. When permitted by the classroom teacher during class and in the manner authorized by the teacher
  - b. Unauthorized times are:
    - i. Any time not listed above as being authorized
    - ii. Any time permission is denied by a Crestline staff member
  - c. Authorized locations are:
    - i. Hallways
    - ii. Cafeteria
    - iii. Classrooms and/or other spaces (When specifically authorized)
  - d. All other locations are considered unauthorized and the use of WCD’s is strictly prohibited. (This includes restrooms, locker rooms, offices, and any other location not specifically permitted)
2. During the school day (7:30 – 2:20) the ringer should be turned off.
3. This availability does not release the student from liability for harassment, bullying, threatening or other behavior prohibited by the student code of conduct. WCD’s may not be used to violate the student code of conduct in any way.
4. Additionally students are specifically forbidden to transmit test, quiz or other information in a manner constituting fraud, theft, cheating or academic dishonesty.

5. All other unauthorized use is specifically forbidden.
6. Students are personally and solely responsible for the care and security of their wireless communication devices. The Board assumes no responsibility for the theft, loss, damage or vandalism to WCD's brought on to its property or the unauthorized use of such devices.
7. Violations of this policy will be considered a class disruption and/or insubordination and will result in disciplinary action and /or confiscation of the device. Law enforcement agencies may be notified in the event that the violation involves illegal activity.
8. Repeated violations may result in the loss of the student's privilege to bring a wireless communication device to school for a designated length of time or on a permanent basis.
9. Consequences for violations will include confiscation of WCD until the end of the school day, confiscation of WCD until parent picks up WCD, Thursday school, assignment to ISS or Out-of-School suspension.

**ELEMENTARY SCHOOL STUDENTS** may not use WCD during the school day, unless approved and under supervision of the teacher. WCD must be kept in backpacks or locked in the teacher's closet.

|   |   |
|---|---|
| 1 <sup>st</sup> OFFENSE:                  | Warning   |
| 2 <sup>nd</sup> OFFENSE:                  | Cell Phone turned over to Administration/Parent Contact and Pick Up   |
| 3 <sup>rd</sup> AND SUBSEQUENCE OFFENSES: | Cell Phone turned over to Administration/Parent Contact and Pick Up (Insubordination)/Disciplinary Action (Gross Insubordination) |

Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD handed over and held until the end of the school year.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property, therefore these can be searched if there is reasonable suspicion that information or images on the phone violate school policy.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using their WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

#### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Students will be responsible to adhere to the District's Technology Use Policy. Parents may choose if they do not wish their student to have access to the internet while at school. **IF the form is not returned the student will not have access to the internet.**

## **VIII. ADDITIONAL INFORMATION, POLICIES & PROCEDURES**

#### **ANNOUNCEMENTS**

Announcements must be turned in by 7:15 a.m. to be made that morning. Morning and afternoon announcements will be made during a school day.

#### **ASSEMBLIES**

Assemblies will be held periodically to provide various types of programs for our student body. Students should move quickly to their assigned areas after they are dismissed on the P.A. Your courtesy and attention is appreciated at these assemblies. Any disciplinary problems will be referred to the principal.

#### **BUSES**

Buses are the property of the taxpayers. We ask that all students who use this service respect the driver and the equipment. Destruction of property and littering are not necessary to "have fun." Failure to cooperate with reasonable requests by the bus driver may result in a loss of this service. This is an area of behavior that can most generally be corrected by the parents. We will attempt to work together for solutions to any problem that might arise. Should there be a need to ride a different bus or to be dropped off at a stop other than your regular stop; bus passes are available in the office.

### MEAL SERVICE

The school participates in the national school lunch program. This year we are very excited to announce that all students will be provided a **FREE Breakfast and Lunch** each and every day. This way all of our students are able to partake in a nutritious meal twice a day while attending school. Please be sure to have your child arrive at school prior to the start of the school day in order to receive breakfast.

- High School and Middle School students can begin arriving at 7:00 for breakfast.
  - Elementary Students can begin arriving at 8:00 for breakfast.
- As always students may also bring their lunches to school to be eaten in the school's cafeteria.

### CAFETERIA RULES

Students will go to lunch and return at their scheduled times. The following rules apply to student use of the lunch room:

- Students are to walk to and from a single file line into the serving area upon entering the cafeteria;
- Students are not permitted to cut in line;
- Students **MUST HAVE THEIR ID** if not they will wait until all others are served.
- No throwing of food, wrappers, etc., AND no horseplay is permitted;
- Students are not permitted to eat/drink outside of the cafeteria at any time;
- Students are to return their tray to the dishwasher after their meal or throw disposable trays away;
- **Clean off the table and push in chairs.** Leave it presentable for the next person;
- **Wait to be dismissed after your table is checked.**
- Crestline Schools has a closed lunch policy, which means you are not allowed to leave the school property.
  - Students caught in the parking lot or leaving for lunch may have their parking privileges revoked.

### CARE OF VALUABLES

Pupils should never leave items they want secured unattended or in an unlocked locker. Although those persons caught stealing will be prosecuted, it is the responsibility of the student to use preventative measures. Keep all valuables in book bags or lockers during the school day, unless students have teacher permission.

### CLINIC / MEDICAL

Crestline Schools follows the procedures below in regard to student health. Although attendance is critical to school success and attendance procedures are enforced, students who are obviously ill should be kept at home for their benefit and in consideration of other students and staff.

Clinic Procedure: Students who need to visit the school clinic will request a pass from their classroom teacher (or in some cases, office personnel). Clinic use is intended to be temporary. Students who need to go home should be picked up in a reasonable amount of time. Students will be sent home only after receiving permission from the office staff (principal, secretary, school counselor, nurse).

Administering Medicine to Students:

If possible, all medications should be given at home. If any medication (prescription and nonprescription/over the counter) needs to be given at school, please follow the steps below:

1. The "Administering Medication" authorization form must be completed and signed by the prescribing physician and parent/legal guardian.
2. The parent must bring in any medication to the school office. No medication should be transported by the student (with the exception of inhalers and epi-pens).
3. All medication must be in their original containers. No medication past its expiration date will be accepted.
4. If there are any changes in medication or its administration, a new form must be completed and filed with the office.

5. Students are permitted to carry inhalers or epi-pens (epinephrine auto-injectors) if the proper “self-carry” forms are on file.
6. At the end of the school year, parents must pick up their child’s medication. Medication not picked up before 2 weeks after the last day of school will be discarded.
7. Medication forms are available in the school office and online.

#### **CLOSING OF SCHOOL -EMERGENCY**

In case of hazardous weather conditions or other emergencies, listen or go to:

|                 |                      |                           |
|-----------------|----------------------|---------------------------|
| Channel 10 News | WQEL FM 92.7         | Crestline Schools Website |
| WYHT FM 105.3   | Honeywell Alert      | Mansfield News Journal    |
| WMFD TV 68      | Crestline School App |                           |

#### **DANCES**

Dances are held at Crestline Schools for our student body. All school rules regarding conduct and proper behavior is expected at school dances. Incidents will be addressed immediately and/or the next school day. Dances are a time of relaxation and fun among fellow students. Avoid doing something that will limit the number of dances for the school year, or end them totally for yourself or the entire school for the remainder of the school year. If you leave the building during the dance, you will not be allowed to re-enter and you must leave the school grounds immediately. Failure to comply with this expectation will result in disciplinary action taken. Dances will be held in the high school cafeteria commons area. Dances are held for specific grade level groups, Elementary, Middle School (6-8) and High School (9-12).

#### **FORMAL DANCES**

Formal dances held at the high school include homecoming, snow dance, and prom. Students are expected to attend dressed in appropriate clothing for a formal occasion. If students bring a pre-registered out of school guest, the guidelines for formal attire apply to the guest as well. If you have a question about the dress/attire that you are considering, consult with the dance’s activity advisor for approval. **All guest forms must be completed the Wednesday prior to dance.** No guest over the age of twenty will be permitted. **All Formal Dances are PRESALE TICKETS.** There will be no refunds. The Principal / Advisor reserve the right to refuse admittance to out of school guests.

Females: No cut-out or two piece outfits that are see-through and/or expose the midriff or navel; no plunging necklines that expose ones’ chest; no side, back or front skirt slits that go above mid-thigh; backs of dresses are to avoid falling low enough that would expose ones’ rear end; and no blue jeans are permitted.

Males: Tuxedos, suits, dress shirts, sweaters and dress slacks and shoes must be worn; blue jeans are not to be worn; shirts must be worn at all times.

Dancing: No lewd, suggestive overtly sexual dance moves will be allowed.

#### **Homecoming**

**Eligibility:** a) All girls from grades 9-12 are eligible; b) The girls must have attended Crestline High School on year prior to the balloting, c) The freshmen girls must have attended Crestline High School, Crestline St. Joseph’s, or Sacred Heart; d) A girl that is elected is an attendant can be on Homecoming Court only **once**. However, her senior year she would be eligible. Example: a girl elected as a freshmen attendant would not be eligible her sophomore or junior years, but would be eligible for the court her senior year. e) Any girl has the right to withdraw her name from the ballot.

**Balloting:** a) Girls from grades 9-12 will be voted on by their prospective classes. Boys and girls will vote on **ONE** (1) candidate. The girls with the highest number of votes will reign as attendants. The top senior girls with the highest number of votes will be attendants. b) The Queen will be chosen from the top three (3) seniors. The entire student body will vote for one of these girls. The girl with the highest number of votes will be chosen Queen. In case of a tie there will be another vote.

**Out-of-Town Guest:** If a student wishes to bring a date from another school to the Crestline Homecoming, an out-of-town guest form (available in the front office) must be filled out and turned in prior to the dance date. **(STUDENTS WHO HAVE HAD AN OUT-OF-SCHOOL SUSPENSION DURING THEIR HIGH SCHOOL CAREER ARE NOT ELIGIBLE QUEEN)**

#### **Snow King/Queen Dance**

**Eligibility:** a) Only boys and girls who participate in the Crestline High School interscholastic athletic program prior to the nomination of the Snow Court will be eligible. These sports include: football, volleyball, tennis, cross country, basketball, softball, swimming, cheerleading, and track; b) The boys/girls must have senior status; c) The boys/girls must participate in at least two (2) sports each year, at least 3 out of 4 years of high school OR in one sport all four years of high school (varsity letters are NOT a requirement to be on Snow Court); d) Students who move into Crestline the same year as the nomination will not be eligible; e) Any boy or girl has the right to withdraw his/her name from the ballot.

**Balloting:** a) The entire school will vote for the four (4) senior boys and four (4) senior girls, eligible for the Snow Court; b) All sports teams, including cheerleaders (men and women) will vote for the King and Queen; c) If a girl is on the Homecoming Court, she **not** eligible to be on the Snow Court.

**Out-of-Town Guest:** If a student wishes to bring a date from another school to the Crestline Snow Dance, an out-of-town guest form (available in the front office) must be filled out and turned in prior to the dance date.

**(STUDENTS WHO HAVE HAD AN OUT-OF-SCHOOL SUSPENSION DURING THEIR HIGH SCHOOL CAREER ARE NOT ELIGIBLE FOR KING AND QUEEN)**

#### **Prom**

a) Prom is open to juniors and seniors. sophomores and freshmen may attend with invite only. If a student wishes to bring a date from another school to the Crestline prom, an out-of-town guest form must be filled out and turned in prior to the prom date; b) Parents may visit the prom at the specific times designated; c) **Post Prom is not** a school function. The post-prom committee will set up all rules and regulations; d) A student who is suspended just prior to the prom and extends after the prom or a student who is expelled may not attend the prom.

**Eligibility:** a) Those eligible for Prom King and Queen are those students who have senior status and are in attendance at Prom; b) If a girl has **won** Homecoming Queen or Snow Queen she is **not** eligible to win Prom Queen; c) The boy who won Snow King is **not** eligible to win Prom King.

**Balloting:** a) The Prom King and Queen are voted on by CHS junior and senior students who attend the prom; b) The King and Queen shall be who are also in attendance at Prom.

**(STUDENTS WHO HAVE HAD AN OUT-OF-SCHOOL SUSPENSION DURING THEIR HIGH SCHOOL CAREER ARE NOT ELIGIBLE FOR KING AND QUEEN)**

#### **DELIVERIES**

All deliveries for students and faculty are to be made to the main office. This is to minimize classroom disruptions. Students may NOT have outside food delivered or brought in during the school day.

#### **DRIVING AND PARKING PRIVILEGES**

The student parking area will be the parking lot behind the high school. Students are to park in assigned parking spaces – front spaces are reserved for subs, faculty and staff. **NO STUDENTS SHOULD BE PARKING IN THE FRONT OF THE SCHOOL BUILDING.**

Registration of cars must be done in the main office. All cars **MUST** be registered with the high school office. The parking tag must be visible and clearly seen. These tags are assigned to the student whose vehicle is registered and are not transferable. Parking tags will cost \$20.00.



Driving is a privilege, and if students are observed operating vehicles in a reckless fashion or willfully disobeying the aforementioned regulations, they may have the privilege suspended or revoked. If a student is tardy 5 times then driving privileges are revoked for a determined amount of time.

#### **EMERGENCY DRILLS**

Fire, tornado, and lock-down drills will be conducted at regular intervals according to ORC. It is essential that when the first signal is given, everyone obeys promptly with the drill procedure. Directions are posted in each room and the teacher in each classroom will provide the student with instructions at the beginning of each term.

#### **EMERGENCY MEDICAL FORM**

Emergency medical forms must be returned to the school properly completed at the beginning of each school year (by the end of the second week of school). These forms are very important to the well-being of all students. If not returned by the end of the first week of school, disciplinary action will result. Students will not be permitted to attend school after the second week if the Emergency Medical Card has not been turned in to the office. As parent or guardian, you are responsible for informing the school of any emergency medical treatment you desire for your child. This information will be requested after the first day of school on an **“EMERGENCY MEDICAL AUTHORIZATION” form** and must include the name of the doctor you wish to treat your child and the hospital you wish to care for your child in the event of an emergency.

#### **FIELD TRIPS**

Field trips are an extension of the classroom. The teacher is in charge just as he/she is in the classroom. All school rules are in effect on field trips including dress code unless a change has been approved by administration. Your cooperation will prevent undue embarrassment for you and the school.

#### **FUND RAISING**

No group, club or individual may solicit for or accept donations from other students at school or while under the jurisdiction of the school without advanced permission from the principal. **All fund raising projects will be cleared through the principal** before being placed on the school’s calendar at the beginning of each school year. Typically, fund-raising is limited. Advisors are to contact the principal to discuss fund-raisers.

Students are not permitted to sell any item or service in school without the principal’s approval. Violation of this guideline may lead to disciplinary action.

#### **GRIEVANCE PROCEDURES FOR TITLE VI, IX AND SECTION 504**

It is this school district’s policy to provide an equal opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint must be made in writing to the school district’s Compliance Officer, 401 Heiser Court, Crestline, Ohio 44827.

The complaint will be investigated and a written response will be given to the concerned person within ten days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

#### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student if they do not comply with the set

deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the principal.

#### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies to all individuals who have access to the district's programs and facilities.

Crestline Schools provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act. A student can access special education services through proper evaluation and placement procedures. Parental involvement in this procedure is required; moreover, the school seeks active parental participation in their child's program. Parents should contact the district's special services coordinator for additional information.

#### **LIBRARY PRIVILEGES**

The library circulates materials to all students. Students are responsible for the materials if they are damaged, lost or stolen. Inappropriate behavior will result in the loss of library privileges. Library rules are posted in the library.

#### **LOCKERS**

Lockers, although property of the school, are the responsibility of the student assigned to it and may be subject to a search. Students may be assessed fines for any damage done to a locker.

#### **LOCKER ROOMS**

Lockers are to be used by physical education students during the day. No student will be permitted in the locker room during the day unless scheduled for class or under the supervision of a faculty member. If you choose to use a lock on this athletic locker for the period it must be removed at the end of the period.

#### **LOST AND FOUND**

Lost and found articles are kept in the school cafeteria. Students looking for lost articles should always check with the cafeteria first to see if they are there. Any article not claimed within a reasonable length of time will be disposed.

#### **NATIONAL HONOR SOCIETY**

Students in the sophomore, junior, and senior class are eligible for membership into NHS. Sophomores and juniors must have a cumulative grade point average of 3.5 or above, seniors must have a 3.4 cumulative GPA to be invited to apply for membership. Students will receive their invitations and application packets before the end of March. Packets contain specific criteria for induction and maintaining membership. Final selection for membership will be made by a five member faculty counsel and are determined on the criteria of scholarship, leadership, character and service. Members must also maintain good standing in NHS or face removal from membership.

#### **NON DISCRIMINATION**

The Crestline School District affirms that no person shall on the basis of sex, race, color, national origin or handicap, be excluded from participation, be denied the benefits of or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the designated coordinator. This policy shall prevail in all board policies concerning school employees and students. Any complaints should be referred to the Director of Operations, Title VI, Title IX, Section 504 coordinator.

#### **OFFICE MACHINES**

Operation of office machines and/or equipment is limited to office personnel only. Student use of machines and/or equipment is not permitted without permission and supervision. The faculty work area and/or equipment is off-limits to students.

#### **PARENTS REQUESTING STUDENT RECORDS**

Parents requesting access to their child's records must be granted access within 45 days of the request. Parents have the right to receive copies of their child's records. The school may charge the actual cost of duplicating the records.

Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.

#### **PERSONAL PROPERTY**

Students who wish to bring personal items from home to school do so **at their own risk**. We strongly recommend that personal items be left at home. Students may be allowed to pose cellular phones and other electronic devices while on school property **and only can use them with permission**. First time violators of this policy are reported to the principal, who will have the device turned in and held in the office until the end of the day. Additional violations of this policy may result in additional discipline and the held device until picked up by a parent. **Crestline Schools will not be responsible for lost or stolen items.**

#### **POSTERS AND ANNOUNCEMENTS**

Students are to seek permission from the office prior to posting any announcements or posters. Posters attached to the walls must be applied with masking tape only; this will help preserve the finish on our walls. Absolutely no posters or signs are to be placed on stage in the cafeteria. Magnetic tape must be used on the outside of lockers.

#### **PROMOTIONS AND RETENTIONS**

Students who have achieved academic success and met all requirements will be "promoted". Students whose skills and habits do not indicate that they are prepared for the next grade level may be retained, with the hope that repeating the same grade level will advance their understanding. Report cards are given every 9 weeks. Parents are encouraged to review the results with their child and set up a conference with the teacher. Parents can check Progress Book at any time to check on the progress of their child in each class. Pass codes for Progress Book will be handed out at the start of the school year.

#### **RELEASE OF STUDENT INFORMATION**

Parents may request that their son/daughter's directory information may not be released by Crestline Schools. Directory information is defined as: (1) a student's name, (2) a student's address, (3) a student's date of birth, (4) a student's extracurricular participation, (5) a student's achievement awards/honors, and (6) a student's weight and height, if a member of an athletic team. If a parent does not wish to allow this information to be released, they need to notify the building principal in writing during the first two weeks of school. Section 9528 of the No Child Left Behind Act of 2001 requires schools to release student's private information to military recruiters. Students and parents may sign a waiver requesting schools not release name, address and telephone listing to Armed Services and Military Recruiters.

#### **SEARCHES**

According to the Ohio Revised Code, the school has the right to conduct searches on school property when they feel there is a violation of law or school policy. Although these searches will be kept at a minimum, they will be conducted as deemed necessary by the administration. Whenever possible, we will respect the privacy of our

students but not at the expense of safety or conformity to law or school regulations. Searches may include but are not limited to: lockers, book bags, athletic areas, purses/bags, phones and vehicles.

#### **SURVEILLANCE CAMERAS**

Students are duly informed that their behavior may be monitored on school property (or in school vehicles) by security cameras. Actions recorded on these cameras may be used as evidence in disciplinary action(s).

#### **STAY SAFE / SPEAK UP**

Students may call or go online to report: harassment, threats, suspicious behavior or other concerns that may jeopardize the safety of students, employees or school facilities. Your message is very important in helping us maintain a safe school environment. All callers remain anonymous.

Phone: 1-866-listen2me (toll free)

Online: Go to the district website ([www.crestline.k12.oh.us](http://www.crestline.k12.oh.us)) or School App

#### **STUDENT RECORDS**

Teachers, counselors and administrators keep many student records. There are two basic types of records: directory information and confidential records.

Directory information can be given to any person or organization for non-profit purposes when requested, unless the student's parents restrict the information, with written notification to the principal.

Confidential records contain educational and behavioral data that has restricted access based upon the Family Education Rights and Privacy Act (FERPA) and Ohio Revised Code. This data can only be released with the written consent of the parents, the adult student or a surrogate. The only exception is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have a parent's written consent to obtain records from an outside professional or agency. Confidential data that is in the student's record originating from an outside professional or agency may be released to the parent through the originator. Parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential data categories and will be made available on the same basis as enrolled students. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records and obtain copies of such records. Copying costs may be charged to the requestor.

If a review of records is sought, contact the principal in writing and stating the records desired. The data will be collected and an appointment will be made with the appropriate persons present to answer any questions.

#### **TELEPHONE**

If a call is for school business, you must use the main office phone and have a note from your teacher. The phone may be used only before and after school and during lunch. Please be considerate to others and limit your time on the phone. Abuse of the privilege may result in loss of the student's use of the phone.

#### **TEXTBOOKS**

Students may be assigned a textbook for each subject in which they are enrolled. These books are purchased at a great expense and care should be taken to preserve them as long as possible. Students are expected to return books in the same condition in which they received them minus normal wear and tear. If the book is not returned

or is damaged a fine will be assessed to the student. Some textbooks are now available online for the convenience of parents and students.

#### **TRANSFER OUT OF DISTRICT**

If a student plans to transfer from Crestline Schools, the parent must notify the principal, secretary, or school counselor. School records shall be transferred within 14 days to the new school district. Parents are encouraged to contact the school counselor for specific details. All fees, fines and obligations must be reconciled before transcripts are released.

#### **WORK PERMITS**

Students desiring a work permit may obtain one in the main office. Students should first obtain the job then request the forms from the office. Once the forms are completely filled out by the employer and the student, the work permit may be issued. Students should also know that tardies and absences will be placed on your work permit applications. Excessive tardies or absences could affect your hiring. Failure to maintain passing grades or adequate attendance may result in the work permit being revoked by the Superintendent.

## **IX. Athletics**

#### **SCHOOL COLORS**

**Royal Blue and White**

#### **MASCOT**

**Bulldogs and Lady Bulldogs**

#### **ATHLETIC AWARDS**

Students may earn awards for participation in each of these sports. Criteria for earning awards should be given by coaches for each of these sports. The order of awards earned is as follows:

First Junior Varsity/Freshman Award – Numerals

First Varsity Award - Letter and Pin. Only one chenille Varsity "C" letter will be given to an athlete in their career.

Subsequent Varsity Year Awards – Pin or Bar for the specific sport.

#### **ATHLETIC ELIGIBILITY**

1. Eligibility for each grading period is determined by grades received in the preceding grading period. Semester and yearly grades have no effect on eligibility.
2. Grades 9-12: To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of five one-credit courses or the equivalent in the immediately preceding grading period. (Note: Students taking post-secondary options must comply with these standards.)
3. For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

#### **ATHLETIC POLICY/RANDOM DRUG TESTING**

Each athlete should receive a copy of the athletic policy at the beginning of each sport season. This is to be read and signed by the parent and athlete once per school year and returned to the high school. All athletes are subject to Random Drug Testing.

#### **NCAA ELIGIBILITY FOR INCOMING COLLEGE STUDENTS**

All student-athletes must complete 16 core courses to be eligible to participate in NCAA Division I or Division II sports. Minimum Grade-Point Average, ACT and SAT scores are also required. Prospective students must also be cleared by NCAA Initial-Eligibility Clearinghouse. Information may be obtained through the Guidance Office or by

calling NCAA Initial-Eligibility Clearinghouse at (toll-free) 1-877-262-1492.

**SPORTS OFFERED**

**GIRLS**

Volleyball  
Cross Country  
Golf  
Tennis  
Basketball  
Bowling  
Swimming  
Track  
Softball  
Cheerleading

**BOYS**

Football  
Cross Country  
Golf  
Basketball  
Bowling  
Swimming  
Baseball  
Tennis  
Track

**SPORT ANNUAL PASSES**

Several types of passes will be available for purchase for each sports season. Each pass admits the holder to all HOME athletic events except:

1. State sponsored events (sectional, district, and regional tournaments).
2. League sponsored tournament games or league meets.

**All other Athletic Questions will be addressed at Pre-Season Parent Meeting and in Athletic Handbook.**