CRESTVIEW
LOCAL SCHOOL DISTRICT
Home of the Cougars



2026-2027
K-12
STUDENT/PARENT HANDBOOK

1575 State Route 96
Ashland, Ohio 44805
Board Approved: 07-20-2026

Superintendent Welcome

Dear Parents and Students,

Welcome to the 2026-2027 school year at Crestview Local Schools!

The Student/Parent Handbook will be your guide to information related to your rights and responsibilities as a student and parent/guardian. The handbook includes the Student Code of Conduct and other information that will allow for a successful school year by providing the basic expectations of all students. The latest version of this handbook is available on our website at **www.crestviewschools.net** for your continued reference. The handbook is also available by paper version upon your request.

At the beginning of the school year, students will have information and forms requesting both student and parent/guardian signatures. The signed forms are very important and will need to be returned to school as soon as possible. Please provide your e-mail address where requested as this is a critical communication link between our teachers and you the parents. Most of this information can be completed through FinalForms our new online back-to-school registration. It replaces the annual back-to-school packet that families completed each August as well as required OHSAA sports forms. It can be completed on desktop or mobile devices. Crestview has worked with FinalForms to consolidate our paper forms into a single interface. While families can expect the first form to take a little longer than usual, automatic carryover of information between siblings and from year-to-year will make back-to-school "paperwork" easier and faster than ever. Families without computer access may contact any of the school offices for assistance.

We wish you a very safe and productive school year at Crestview Local Schools.

Jim Grubbs

Superintendent

Every attempt has been made to ensure thoroughness and accuracy in this publication. Newly approved policies and procedures adopted by the Crestview Local Board of Education will take precedence over this handbook.

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Mission Statement

Crestview Local School District will be an educational leader, fostering high expectations by motivating and challenging all students through innovative and relevant experiences.

Vision

The mission of the Crestview Local School District is to provide an excellent educational experience tailored to each individual student.

Goals

STUDENT RECOGNITION
Academic student recognition programs will be developed in all buildings that demonstrate student academic success throughout each school year. Successes will be shared through district communication and building displays.

DATA COLLECTION
District decisions will be driven by pertinent and relevant research.

COMMUNICATIONS
Multiple communication strategies will be utilized providing all stakeholders in the district opportunities for increased information-sharing.

INSTRUCTION
All students will receive rigorous and relevant instruction specifically designed for their various levels of academic abilities.

FINANCIAL
The District will remain fiscally responsible and transparent as we promote and support District goals.

Alma Mater

"Hail Crestview High School our Alma Mater
Long may her banner fly and never falter
To her we pledge our loyalty
Fortunes of knowledge champion of learning
Long may her banner fly and never falter
To her we pledge our loyalty"

Fight Song

Crestview Cougars we're the best
We stand out from all the rest
Because we got that spirit & pride
That's needed to keep our school Alive!
We'll go onward hand in hand
At the top we'll always stand
Fight, fight for the red and white
And onward to Victory!



CRESTVIEW LOCAL SCHOOL DISTRICT

1575 State Route 96, Ashland, Ohio 44805

2026-2027 School Calendar

		(K-12) 9-Weeks	Teachers
Monday, August 17, 2026	***NO SCHOOL- Certified/Classified* Staff Professional Development***		1
Tuesday, August 18, 2026	***NO SCHOOL - All Staff Breakfast Welcome Back & Teacher Work Day***		1
Tuesday, August 18, 2026	**Open House**: (PK-8) 5:00-6:00 PM; (9-12) 5:30-6:30 PM		
Wednesday, August 19, 2026	**Grades (Pre-K, K, 5, 9) First Day of Classes**		
Thursday, August 20, 2026	**Grades (Pre-K, K-12) All Students Report for Classes**		
Monday, September 7, 2026	***NO SCHOOL - LABOR DAY HOLIDAY***		
Friday, September 25, 2026	Grades (K-12) First 9-Weeks Interim Report		
Friday, September 25, 2026	***NO SCHOOL (STUDENTS) - All Staff Professional Development***		1
Friday, October 16, 2026	***End First Nine Weeks Grading Period (Grades K-12)***	**41**	**41**
Monday, October 19, 2026	***2-HOUR DELAY (STUDENTS) - All Staff Professional Development***		
November 5 & 10, 2026	Grades (PK-12) Parent-Student-Teacher Conferences (3:30-7:00 PM)		
Friday, November 13, 2026	Grades (K-12) Second 9-Weeks Interim Report		
Wednesday, November 25, 2026	***NO SCHOOL - THANKSGIVING BREAK (P/T Day)***		1
Nov. 26-30 (Thr.-M)	***NO SCHOOL - THANKSGIVING BREAK***		
Tuesday, December 22, 2026	***End of Second Nine Weeks / First Semester (Grades K-12) (84-days)***	**43**	**43**
December 23-Jan. 4, 2027	***NO SCHOOL - WINTER BREAK (CHRISTMAS/NEW YEAR)***		
Tuesday, January 5, 2027	***NO SCHOOL (STUDENTS) - Certified/Classified* Staff Prof. Dev.***		1
Monday, January 18, 2027	***NO SCHOOL - MARTIN LUTHER KING DAY***		
Friday, February 12, 2027	Grades (K-12) Third 9-Weeks Interim Report		
Friday, February 12, 2027	***NO SCHOOL (STUDENTS) - Certified/Classified* Staff Prof. Dev.***		1
Monday, February 15, 2027	***NO SCHOOL - PRESIDENT'S DAY***		
February 16 & 18, 2027	Grades (PK-12) Parent-Student-Teacher Conferences (3:30-7:00 PM)		
Friday, March 12, 2027	***End Third Nine-Weeks Grading Period (Grades K-12)***	**45**	**45**
Monday, March 15, 2027	***2-HOUR DELAY (STUDENTS) - All Staff Professional Development***		
March 22-29, 2027	***NO SCHOOL - SPRING BREAK (**Calamity Make-up Days- used, if needed)***		
Friday, March 26, 2027	***NO SCHOOL - SPRING BREAK (P/T DAY)***		1
Friday, April 23, 2027	Grades (K-12) Fourth 9-Weeks Interim Report		
Sunday, May 23, 2027	***GRADUATION CLASS OF 2027***		
Wednesday, May 26, 2027	***Last Day of Classes - End of Fourth Nine Weeks/Second Semester (92-days)***	**47**	**47**
Thursday, May 27, 2027	***NO SCHOOL (STUDENTS) - All Staff Work Day***		1
Monday, May 31, 2027	***MEMORIAL DAY***		
	TOTAL STUDENT ATTENDANCE DAYS	176	184
	P-T Conf. Days* *(2)*** */ Teacher/Staff In-Service/Professional Development* ***(6)***	8	
	GRAND TOTAL	184	184

****Calamity Make-up Days Contingency Plan:** Any such days beyond the five (5) days traditionally waived will be made up in the following manner: **Day 6, Day 7 & Day 8**- Staff will report no later than 9:30 a.m. except in the case of Level 2 or higher road emergency or at the discretion of superintendent. These days will be used for professional development. **Day 9** - Make-up on **Monday, March 29, 2027** (Spring Break). **Day 10** - Make- up on **Monday, March 22, 2027** (Spring Break). **Day 11** - Make-up on **Tuesday, March 23, 2027** (Spring Break). **Day 12** - Make-up on **Wednesday, March 24, 2027** (Spring Break). **Day 13** - Make-up on **Thursday, March 25, 2027**. Additional student/staff days required to be made up will be added at the **end of the school year beginning on May 27, 2027** and continuing until all time required by the state and contract days have been accounted for.

*Board Appv: 11-10-25/ Rev. 4-20-26 *All events are subject to change. (Classified* pertains to certain staff - check work calendas)

District and Building Administration

WWW.CRESTVIEWSCHOOLS.NET

1575 State Route 96
Ashland, Ohio 44805
District Phone: (419) 895-1700 / Fax 419-895-1733

High School (Grades 9-12)
Ext. 719-000
Shawn Skelly, Principal
Jami Harley, Secretary
Tiffany Ferrell, Guidance/Athletic Secretary
Lisa Brown, School Counselor
Tim Kuhn, Athletic Director

Middle School (Grades 5-8)
Ext. 718-000
Brian Kinnard, Principal
Jan Robertson, Secretary
Devyn Renninger, School Counselor

Elementary (Grades PS-4)
Ext. 716-000
Jarrod Vance, Principal
Abbie Spencer, Secretary
Elizabeth Cole, School Counselor
Rebecca Hartsel, Preschool Director, ext. 717-501

Board of Education
Dave Brennan, Member
Doug Eichelberger, Member
Dave Kissel, Vice President
Debbie Reidy, President
Jessica Tucker, Member

Central Office Administration
Jim Grubbs, Superintendent, ext. 717-003
Robin Klenk, Treasurer/CFO, ext. 717-005
Kristi Barker, Director of Student Services ext. 717-502
Catherine Puster, Dir. of Educational Programs, ext. 717-001
Gene Esbenshade, Maintenance Supervisor, ext. 717-020
Jennifer Oliver, Food Service Supervisor, ext. 717-006
Joni Robson, Transportation Supervisor, ext. 717-012
Chad Lemon, Director of Technology., ext. 717-601
Deb Bernhard, Secretary to Superintendent, ext. 717-000
Chanda Goon, Asst. to Treasurer, ext. 717-007
Ashley Stigall, EMIS, ext. 717-002

Articles Prohibited at School

Prohibited items will be taken from students and returned only to the parent at the discretion of the administrator in charge. These items include, but are not limited to: guns, knives (of any type or length), water pistols, razor blades, chains, pepper spray, radios, laser pens, fireworks, stink bombs, cigarette lighters, vaping devices, any unauthorized medications or supplements. Refer to the Technology Privacy and Acceptable Use Policy (Section V) for electronic devices. Appropriate disciplinary action will be taken in each case.

Custody/Legal Papers

If one parent has been awarded custody of the student by the courts, the custodial parent shall provide the school with a stamped copy of the legal custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. If the proper paperwork is not on file in the office, the school will presume that the student may be released into the care of either parent. If two parents were never married, then the biological mother is considered the legal and custodial parent.

Directory information includes student's name, address, phone number, date and place of birth, photograph, participation in officially recognized activities and sports, height and weight, dates of attendance, and awards received. This information will only be given to non-profit organizations. If you do not want directory information shared, please complete the FERPA form with FinalForms. The district is required to submit names to the military for high school students. If you do not want your child's name to be submitted, please contact the high school office.

Child Find and Federal IDEA Guidelines

Crestview LSD Local Schools offer:

a. Evaluation for all children with disabilities birth through age 21; and
b. Education for all children with disabilities age three through age 21.

Once we are notified:

a. The child's parent(s) are contacted and notified of their rights as required by the Individuals with Disabilities Education Act, the Ohio Revised Code and the State Board of Education Rules for the Education of Handicapped Children; and
b. Arrangements are made to evaluate the child in cooperation with the parent(s) and district employees including but not limited to school psychologist, teachers, therapist and district administration.

Additional information and an outline of state and federal guidelines can be found on http://education.ohio.gov and by searching "A Guide to Parent Rights in Special Education."

Dances (All Buildings)

Dances are considered a co-curricular activity. Students outside of Crestview LSD may attend a dance (HS only) upon administrative approval. Guests must be pre-registered by completing the "Guest Application Form" with the office and approved by the principal. Students who leave a dance will not be readmitted and an attempt will be made to contact parents. High School students must have fees and class dues paid before purchasing tickets. Students may also be requested to follow a dress code for dances. Middle school students may not attend high school dances.

Middle School Dances are closed to non-CMS students. Only Crestview Middle School students will be permitted at Middle School Dances. Middle School student fees and lunch charges must be paid before purchasing tickets during the 2nd semester dances.

Discrimination Information

Federal law requires that all school districts guarantee no person (student or staff member) be excluded from participation in or be subjected to discrimination in any educational program on the basis of race, color, national origin, gender, religion or handicap.

Dress Code (Grades K-12)

Students should dress in an appropriate way to ensure a safe and respectful educational environment. Students shall follow the listed guidelines. If a student misses any class time after the second offense due to a dress code violation, the student's absence may be considered unexcused and may not receive class credit.

Any dress or grooming that interferes with the cleanliness, health, welfare or safety of the students, or that disrupts the educational process by being distracting, indecent or inappropriate, is expressly prohibited. Violation of these standards may result in dismissal from class or school until the violation is corrected.

If there is a question as to whether or not something is acceptable to wear, **then don't wear it**.

The school administration is the final determiner of acceptable wear.

The following dress code applies to all school related activities such as the normal school day, field trips, banquets, meetings, etc. The objective of the Crestview LSD Dress Code is to provide an appropriate, safe and respectful educational environment while allowing students to dress comfortably, within limits, and to facilitate learning. Crestview LSD expects students to maintain an appearance that is not distracting to students, teachers or the educational process.

Section I: General Guidelines for All Articles of Clothing

- Clothing may not have tears or rips above mid-thigh, as measured by the student's arms with closed fists and arms lowered at sides with relaxed shoulders.
- Clothing that does not promote drugs, alcohol, tobacco, sex, violence, displays weapons, includes profanity (or strongly implied profanity), or is offensive or degrading.
- Clothing should not expose underwear or private parts of the body, or be unduly revealing.
- Top and bottom clothing must overlap and not expose the midsection.
- No excessive ornamentation.
- No sunglasses unless prescribed in writing by a medical doctor for indoor wear.
- Undergarments must be worn in an appropriate manner and are required.
- Clothing should not cause a distraction to the educational environment.

Section II: Pants, Shorts, Capris, Skorts, & Skirts

- Clothing must fit appropriately.
- Pajama pants and swimwear are only permitted for special events as approved by an administrator, (i.e.: Spirit Days).
- Skirts, shorts or skorts must be at least mid-thigh, as measured by the student's arms with closed fists and arms lowered at sides with relaxed shoulders.

Section III: Tops

- Tops must have at least a three-finger width across the shoulder. The armhole of sleeves must not extend below the armpit.
- Tops should not be form fitting or low-cut. No visible cleavage for both males and females.
- Coats or cold weather jackets are not to be worn during the school day..

Section IV: Head Coverings

- Hats, caps, scarves or head coverings (including hoods) are not to be worn in the building (unless approved by an administrator, i.e.: Spirit Days).

- Head coverings are allowed for medical or religious purposes. The parent is to notify school administration of the medical or religious practice.

Section V: Shoes

- Shoes must be worn at all times.
- For playground safety, no flip flops or open-toed sandals are allowed.
- No Roller Shoes or Sneaker-Skates (Heelys) or any other shoe with wheels

Section VI: Facial coverings (masks, shields, neck gaiters, etc.)

- Facial coverings may be worn by students in order to minimize the spread of communicable diseases.
- During a pandemic, Crestview Local Schools may require students to wear facial coverings.
- Crestview Local Schools will comply with recommendations and mandates that have been outlined by the governor of Ohio and the Richland County Health Department.
- Masks must be made of an appropriate filtering material and may not be made of lace or mesh, have holes, or be designed in a way that defeats the purpose of wearing a mask.
- Students will not be required to wear masks if proper medical documentation is provided.
- School administration will make the final determination as to the suitability of any mask.
- Gas masks, full-face respirators, scuba gear, and other masks which fully obscure the face or present an unnecessary disruption to the learning environment will not be permitted.

Attire for Field Trips - Students representing Crestview LSD may be required to adhere to a more rigid and specific campus wear code. Students attending Crestview LSD events are expected to follow the Crestview LSD Dress Code. Students may be requested to leave at the discretion of the supervisor or administration based on student appearance.

Drills

Fire: The fire drill signal is the ringing of the fire alarm. Fire drill procedures are posted in each classroom. Drill exit signs are posted above each door in every classroom. Fire drills are required by law.

Tornado: The tornado drill signal is a broadcast over the public address system or a whistle. Tornado drills are required by law during the months of March, April and May. Tornado drill signs indicating where to report are posted in each classroom.

Safety Drills: Safety drills, including lockdowns, are conducted three times a school year to prepare students for various emergencies.

Driving Privileges (High School Students)

Student use of cars is a privilege, not a right. Students who drive to school will need to register their vehicles (including Pioneer Career and Technology Center and CCP students parking on school grounds before, during, or after school). A current parking permit must be displayed. A registration fee is required. The application may be obtained in the HS office.

Violations of parking regulations may result in suspension or permanent denial of driving privileges. If driving privileges are suspended, parking fees will not be refunded.

The following regulations apply to parking and driving on school property:

1. Seniors will have first privilege, then underclassmen by grade level.
2. CHS students must use the designated student parking lots. PCTC students must have a Crestview High School parking permit and should park at the South edge of the high school student lot. The campus speed limit is 10 mph. Students will observe posted speed limits.
3. Students are not to be in the parking lot during the day without permission from an administrator.

4. Illegally or improperly parked vehicles or those without a parking permit clearly displayed on the rear-view mirror may be towed at the owner's expense.
5. Attendance (tardiness) problems may result in the cancellation of driving privileges.
6. Vehicles parked on the Board of Education property may be searched at any time by the administration with assistance by local law enforcement officers. Civil authorities may take over a search at the request of school authorities if the search is initiated by school authorities.

Extracurricular Activities

Extracurricular organizations and activities occur outside of the school day. This includes, but is not limited to, athletics, dances, and student organizations. Student participation may be limited if the student has been suspended from school or any other activity or has been involved in legal proceedings with a juvenile or adult court system where they are charged or being charged.

To maintain extracurricular eligibility, a student must maintain a grade point average (GPA) of 1.0 and must be passing at least (5) one credit academic courses. Eligibility will be determined by the previous nine week grading period. Students must be in attendance by 9:00 a.m. in order to continue participating in events and practices. In the event of an emergency, exceptions may be made by the building principal, or athletic director upon receipt of a verified excuse, or an excuse signed by a physician, and/or parents in a family emergency.

Student athletes must meet Ohio High School Athletic Association Guidelines, and the Guidelines found in the Crestview LSD Athletic Handbook.

Food Services

Meals and Meal Charges

School Breakfast Program— The District provides Free Breakfast daily to all students. Breakfast meals are served according to the National School Breakfast Program guidelines. School Breakfast is served on delay days.

School Lunch Program— The District offers a hot lunch service daily to all students in accordance with the National School Lunch Program guidelines.

Menus, Pricing & Nutrition - All information and links are available on the District website under the Food Service and Wellness Program page. School menus and nutrition information is also published on the LINQ App. It can be downloaded from the App Store or Google Play. Once the app is downloaded on your device please select Crestview-Ashland as the school district. All meals information is also accessible from the District website home page, click on Lunch Menus. Current lunch prices are published on the Food Service and Wellness Program page.

Meal Payments and Purchases — We encourage parents to prepay for student meals. Each student is assigned a secure individual meal account. Students can purchase meals by utilizing their 4-digit PIN. The total dollar amount of the food selected each day is deducted from the account upon the student cashing out.

Prepaying for meals is encouraged and can be done by -
1- Online Payments through the district website, or the LINQ app
2. Cash or Check—Please send a sealed and labeled envelope to the school with the following information on the front of the envelope: Student's name, 4 digit Lunch PIN #, and the total amount of money included. One check can be split into multiple student lunch payments. Please note all information for each student on the front of the envelope.

Free and Reduced Meals Application- Families **are encouraged** to apply for Free or Reduced Priced Meals at any time during the school year. To apply please visit the Food Service page on our website or log in to the LINQ App to complete the online application. Paper forms may be acquired by contacting the Board of Education office.

Students with Insufficient Funds to Pay for School Meals- Students in the meal service line, who are unable to pay for their meals will be provided the daily breakfast or lunch being served for the day. The meal will be charged to their individual lunch account. Only complete reimbursable meals are able to be charged, no a la carte items are able to be charged. Negative balances are to be repaid. Meal account balances carry over from year to year. These procedures allow for the students to receive the daily nutrition they need and minimize the identification of students with insufficient funds to pay. For further detail on meal charges please refer to our Insufficient Funds to Pay for School Meals Policy posted online on our Food Service and Wellness Page.

Cafeteria Rules

1. Students are required to pay for all food items selected prior to leaving the lunch line.
2. Sharing of food/ drink is not permitted due to student allergen concerns
3. Throwing food is not permitted
4. All students will assist in cleaning their area, picking up trash/ recycle and returning their tray

*__Food Delivery For Students__ Students are not permitted to order (Grubhub, DoorDash, etc.) or receive food from an outside source (Burger King, Subway, McDonald's, Wendy's, Dunkin, etc.) at any time during the school day. Parents are not permitted to bring fast food or drink items during lunchtime. However, if this occurs, students will be asked to eat that food in a designated area chosen by administration.

Harassment/Intimidation/Initiations/Hazing/Bullying/ Dating Violence

Includes Multimedia/Cyber-Bullying/Texting/Sexting (Board Policy File: po5517, po5517.01)

It is the policy of the Crestview Local School District that any initiation/hazing activities of any type, which are inconsistent with the educational process, are prohibited at all times. Harassment/initiation/hazing/bullying is defined as an act of coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing/bullying and/or dating violence does not lessen the prohibition.

No student may harass, bully or participate in the hazing of any other student, staff faculty member, or any person associated with Crestview Local School District on the basis of handicap, gender, race, color, creed, age, religion, national origin, or any difference of ideology. This rule applies to harassment in any form (i.e., physical, written or verbal). Any form of discrimination including symbols that either promote one race or are designed to offend or discredit any group or individual and cause a repeated disruption between individuals or groups are prohibited from school property. This includes racially inflammatory clothing, banners, signs or symbols of any kind.

988
SUICIDE & CRISIS
LIFELINE

Administrators, teachers and all other district employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students

are informed by the discovering district employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

Interview by Law Enforcement

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control, therefore:

1. Whenever possible, law enforcement officers should contact and/or question students out of school. However, when it is absolutely necessary, law enforcement may enter the school without a warrant to question students. The questioning will be done in administrative offices in the presence of a school administrator.
2. The school administration must be notified before a student may be questioned in school or taken from a classroom.
3. If possible, the parent(s) or legal guardian(s) of the student to be interviewed should be notified by law enforcement or school administrator before the student is questioned so that the parent(s) or guardian(s) may be present if they so desire.
4. When it is necessary to remove a student from school, after notifying the school administration, the school administrator will notify the parent(s) or guardian(s).
5. The school administration will always notify law enforcement whenever a student is involved in any type of criminal activity. When the school learns of such activity, it will notify the school resource officer and/or the local law enforcement agency. The school will not attempt to handle situations that are properly in the realm of law enforcement.

Lockers and individually-assigned storage areas

A locker or storage space maybe assigned to each student. Inspections of these spaces may occur at any time by school administration and staff. The district has the right to search these areas and their contents. Students should use good judgment about bringing valuables to school. We are not responsible for missing items. Sports equipment, books, musical instruments, etc. should be secured in lockers or in areas provided by the school. No adhesives, stickers, or tape used on inside/outside of lockers. Lockers may not be shared with other students.

Lost and Found

Please mark jackets, coats, book bags, and other personal items with your child's name. Lost items may be reclaimed if marked. Lost and found items will be disposed of periodically throughout the school year. Articles of clothing are given to charitable organizations or other students.

Media Center Facilities

The district provides media center facilities to help meet student needs. Students may visit the building media center for purposes of research, checking out books and other instruction. Students will be financially responsible for lost or damaged books/equipment.

Parent Information and Emergency Medical Forms

Forms must be completed or updated annually through FinalForms. Families who lack access to online forms may contact the school office for assistance in completing forms. Forms may vary per building and grade. **Report any change of address or phone number to the school office and to the enrollment registrar promptly (board of education office).**

Students without current Emergency Medical and all other forms listed in FinalForms may be prohibited from participating in off-campus activities, including field trips, and extracurricular activities.

Passes (HS and MS)

Passes must be obtained by students who wish to be in another class/area other than their assigned class. Students in the hallways without a pass, and/or those students who misuse hall passes, may be assigned a disciplinary consequence.

Pets/Animals

Pets of any kind are NOT permitted at school without the permission of the building administrator. No animals/pets are permitted on the buses.

Property Care/Vandalism

It is the responsibility of all students to help care for school facilities. Students who vandalize school property, including but not limited to school buildings, property, buses, school equipment (including textbooks, musical instruments, technology, etc.) will be subject to disciplinary actions (suspension and possible expulsion) and monetary restitution.

NOTE: Official grades, awards, progress/interim reports, report cards, official transcripts and/or permanent records may be held until such assessments are paid in full.

Public Display of Affections

Students are not to engage themselves in touching, or extended hugging, or kissing other students while on school grounds.

School Delays and Closings

In the event of inclement weather, hazardous road conditions, mechanical failure, or emergency situation in the district, the schools may be delayed by 2 hours and/or closed or an early release initiated. The Superintendent, or his designee, will utilize one or more of the following communication channels, to keep families apprised of updates and developments. Crestview uses a mass-notification system to communicate with families and staff. This system will send a text, make phone calls, or send emails to contacts provided on your child's emergency medical forms. The Crestview Local Schools will also post a closing/delay message on the district website. , TV channels: WMFD (68) or FM radio stations: WNCO 101.3, WYHT 105.3, WSWR 100.1, WFXN 102.3, WXXF 107.7, WVNO 106.1, WMAN 1400 AM, WNCO 1340 AM.

Please make sure your contact information is updated throughout the school year. Parents should have an alternate plan for emergency early dismissals.

Student Alleged Discrimination Grievance Procedures

(Board Policy File: po2260, po2260.01, po2266)
In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Crestview Local School District's students, staff, teachers or administrators have inadequately applied the principles and/or regulations of Title VI of Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender) and Section 504 of the Rehabilitation Act of 1973 (disability), he/she may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the teacher or supervisory level. An informal grievance with the above mention does not require parents/guardians to be present.

Should a person have a question or a complaint, he/she has assurance that it shall receive an answer within the earliest possible time frame and that all correspondence will be kept confidential. The Special Education Director is the coordinator for Title VI and Title IX issues.

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

Step I The student should always talk with the teacher as a first step to obtain satisfactory clarification.

Step II If the question or complaint is not satisfactorily resolved, the student should present a formal question or complaint in writing to the Grievance Officer/Director. The student will then receive a written response within five school days.

Step III Should the student be dissatisfied with the decision rendered, an appeal may be addressed to the Superintendent not later than ten days following the decision. The Superintendent will respond within ten school days.

Step IV Should the student not be satisfied with the Superintendent's decision; a formal appeal may be made in writing to the Board of Education within ten school days. The issue will then be placed on the agenda of the next board meeting.

Step V If not resolved at Step IV, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115-1812. (Complaints may be filed at any time at the office for Civil Rights).

The board designates the following individual to serve as the District's Title IX Coordinator:

Title:	Kristi Barker, Director of Student Services
Address:	1575 State Route 96, Ashland, Ohio 44805
Phone:	419-895-1700

NOTE: Parents/guardians do not have to be present at the informal complaint meeting with the Director / Principal / Supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process. There will be no data placed in the student's file unless requested by the student. A complaint may be withdrawn at any time without prejudice or record.

Student Fees/Charges

Some school fees are waived for the 2026-2027 school year. Past years' unpaid school fees are still due.

Grades 9-12 – Class Dues (non-waivable) per student/per year in addition to any fees/student/course to cover consumable items.

Official grades and credits are not made available to any student, graduate or to anyone requesting the same on his/her behalf until all fees and fines for the student have been paid in full regardless of being cumulative over several years or present school year, except where required by law. A student will be prohibited from participating in commencement exercises unless all outstanding fees have been paid.

Families who qualify for Free Lunch assistance are not responsible for *some* school fees. A fee waiver request form must be completed and signed by the parent/guardian yearly in order to be waived.

Student School Day

Grades PreK-4	7:50 a.m. – 2:45 p.m.
Grades 5 -8	7:45 a.m. – 2:53 p.m.

High School 7:56 a.m. – 2:59 p.m.

2- hour delay (Preschool) – AM Preschool (10:00 a.m.-11:45 a.m.) PM Preschool (1:00 p.m. – 2:45 p.m.)
2- hour delay (K-4) start time will be 9:50 a.m.
2- hour delay (5-8) start time will be 9:45 a.m.
2- hour delay (High School) start time will be 9:56 a.m.
Classes will be dismissed at the regular time on 2 hour delays.

Visitation Procedure

If you wish to visit a school building or a particular classroom, contact the office for arrangements. All visitors must sign-in at the office upon arrival and will be given an identification badge. It is preferred that all visits are pre-arranged. This includes Pioneer Career and Technology Center students, CCP students, or any other students who do not regularly attend the school during the instructional day. Due to allergy concerns, lunchtime visitors should not bring food or drink items for students other than their own.

Volunteers

Parents may be invited to participate in school events in a supervising role. Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteers are considered when making assignments. Final approval will be at the discretion of the building principals and/or Superintendent.

All persons who volunteer to assist on a seasonal or regular basis with extracurricular activities shall be subject to the same criminal background check as is required of regular non-teaching employees of this District; all volunteers who assist in the district with an unsupervised access to students may be subject to the B.C.I. and F.B.I. criminal records check or other criminal records check method approved by the board of education.

Section II - Attendance

(Board Policy File: po5200)
Ohio law requires that all students enrolled in a school program up to age eighteen must attend regularly. Regular school attendance is critical for a student to receive the full benefit of the educational program. Students who are absent beyond a reasonable number of days may be required, by the district attendance officer or the building principal, to present a doctor's excuse for the absences.

Absence hours include not only full-day absences, but also partial days, late arrivals (tardies), and early departures.

Absence Notification Process

1. After two (2) unexcused absences or 13 hours, the building principal or attendance officer will contact, in writing, the student's parent(s)/guardian(s) to inform them as to the current attendance accompanied by an absence/tardiness report.
2. After five and half (5.5) days or 32.5 hours of absences, the building principal will contact, in writing, the student's parent(s)/guardian(s) and:
   a. Inform them as to the current attendance accompanied by an absence/tardiness report.
   b. Inform them that the student has an attendance problem and that corrective measures need to be taken. Failing that, the matter will be presented to the local juvenile court.
   c. Inform them of the possible consequences upon failure to compel the child to attend school (consequences contained in the "Truancy Warning Notice"), until the student is eighteen or the superintendent of the school district informs the Registrar of the student's regular attendance.
   d. Inform of T.I.M. (Truancy Intervention Meeting)
3. After eight (8) days or 48 hours (or 30 consecutive or 38 in a month) of unexcused absences, the school's principal/designee will contact the District Attendance Officer. T.E.P. (Truancy Education Plan)
4. Further unexcused absences will result in a formal complaint filed with the Ashland/Richland County Prosecutor.
5. When a student has missed a total of ten (10) days or 60 hours of excused and/or unexcused absences or a combination thereof, the building principal, after investigation of the student's attendance record, may make a recommendation concerning the loss of course credits. The principal may issue an incomplete (I), for lost time until the student has made up the time. (See Attendance Probation).

Days absent must be listed as UNEXCUSED in DASL.

Crestview Local Schools operates on a 6.5-hour school day.

Hours:	Action
13 Unexcused Hours (2 Unexcused Days/Hours)	Warning Notification
32.5 Hours (Excused/Unexcused) (5.5 Days/Hours)	Courtesy Notification
32.5 Hours (Unexcused Hours (5.5 Days/Hours)	T.I.M. (Truancy Intervention Meeting)
48 Unexcused Hours (or 30 consecutive or 38 in a month)(8 Unex. Days)	T.E.P. Truancy Education Plan)
65 Hours (10 Excused/Unexcused Days/Hours)	Medical Status
72 Unexcused Hours (or 30 consecutive or 42 in a month)(12 Unex. Days/Hours)	Informal Court Conference
Additional Unexcused Hours (any amount or failure to attend the Informal Court Conference)	Official Hearing

Absence Procedure

Due to federal and state statutes regarding missing children, parents/guardians have a legal responsibility to call **the school each day the student is absent.** Parent(s)/guardian(s) who fail to make the call will be contacted by the automated calling system, at home or work, to verify the absence of their child, or by the building office. It is not necessary to report the nature of the absence when you call the school. **A follow-up note, written by the**

parent/guardian, or a doctor's excuse must be submitted by the student within five (5) days of the absence or the absence will become a permanent unexcused absence.

The note must include:

1. First and last name of student.
2. Date(s) of absence.
3. Reason(s) for absence.
4. First and last name of parent/guardian.
5. Phone number of the parent/guardian.

Failure to present an excuse will constitute an unexcused absence.
Forged notes will result in disciplinary action and/or potential court referral.

Students tardy/late to school must report to the office for an admit slip before reporting to class. If a student is tardy/late more than three times each quarter, consequences will occur as determined by the administrator in charge for unexcused tardies. Elementary students must be signed in by an adult upon late arrival to school.

Absences: Excused Absences

Notes, written by parent/guardian only, must be brought to school within five (5) days of the absence or the absence will become a permanent unexcused absence. In accordance with ORC 3321.04, a student may be legally absent from or tardy to school or classes for the following reasons **(Note: All absences not medically or court verified will be applied to the 65 allowable hours permitted by O.R.C**.):

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. observance of religious holidays consistent with a student's truly held religious belief;
7. college visitation;(College/university documentation must be submitted upon return)
8. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
9. absences due to a student being homeless (requires administrative approval)
10. as determined by the Superintendent. (Other set of circumstances which, in judgment of the administration or attendance officer, constitutes good and sufficient cause for absence from school, including, but not limited to: house fire, tornado damage, basement flooding, etc.)

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up for missed work. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are required to bring a note to school after each absence explaining the reason for the absence or tardiness. Students with anticipated absences are encouraged to be proactive in communicating with their teachers regarding their assignments, before, during, and after their absences. Anticipated absences do require a three day notice to the school office.

Attendance Probation/Medical Status

Students who have accumulated ten (10) days or 65 hours of absence will be placed on attendance probation. These total days include all unexcused absences. Any further absences incurred after a student attains attendance

probation status will require a medical excuse or approval from the principal or his/her designee. The medical excuse must be filed with the office the day the student returns to school. Parents will be notified by mail when a student is placed on attendance probation. The District Attendance Officer will be notified when a student is placed on attendance probation.

Attendance: Remote Learning

In the event that the district moves to virtual learning, attendance will be taken daily through online platforms. Students will log into the designated learning platform they have been assigned and attendance will be taken through time on-task and the completion of work within the assigned time frame. Students who fail to meet the attendance policies will receive the same absence notification as described above.

Pick-Up of Student/Early Release

Students leaving a building during the school day should provide a note to the school office the morning of an early release. The note should include the date, time and phone number, reason for early dismissal and if someone other than persons listed on the Registration and Emergency Medical Form will be picking them up. Parents must sign out students attending the elementary, middle school and high school buildings. Leaving school without permission and/or not properly signing out constitutes an unexcused absence – which is truancy.

Students who become ill at school should be seen first by office staff who will make the initial assessment and necessary contact with parents or guardians. If a student contacts his/her family directly, parents/guardians are asked to contact the school office *before* picking up their child. This ensures clear communication between school and home, and provides school staff the opportunity to ensure that the student's immediate wellness needs are met.

School Work Make-Up

Work missed because of any absence must be made up. Generally, one day will be allowed for each day of absence. **It is the student's responsibility to ask for missed work**. Reports and projects assigned before the absence are due upon return. Make-up work submitted after the allowed time period may not be for full credit. If the student is ill, requests for student work may be made by calling the elementary school secretary. Middle and High school students will check on our LMS (Canvas) to stay current on academic work. Work missed for travel/vacation must be submitted on the first day of class following the absence.

Academic Honesty

Academic dishonesty is any work copied or taken in part or in whole from another source and submitted as the student's own for the benefit of a grade. Students who cheat or voluntarily allow another student to cheat may be required to redo an assignment, complete an alternate assignment, or receive an "F" grade for each incident , in addition to appropriate disciplinary consequences. Misuse of artificial intelligence on assignments constitutes academic dishonesty.

College Credit Plus

(Board Policy File: po2271)

If a student is taking all course work at the post-secondary institution, all full-time students must take at least 12 hours per semester. College Credit Plus is open for students in Grades 7-12. It is highly recommended that you obtain a copy of Ohio's College Credit Plus Program from the State Department of Education. All students must meet the following minimum criteria in order to apply for the Post-Secondary Enrollment Option Program at Crestview High School:

1. Students interested in applying as a College Credit Plus student must attend a state mandated meeting, accompanied by a parent/guardian, to participate in the College Credit Plus Program.
2. Students must submit a Letter of Intent College Credit Plus by April 1.
3. Applicants must meet the College Entrance Requirements as established by the college they are attempting to enroll. This includes meeting all necessary placement test criteria.
4. If a student fails a college credit course the student may be responsible for all the costs associated with the course. This includes the cost of tuition, the course textbook and lab fees.
5. College Credit Plus students must meet with the HS Counselor prior to each semester to determine appropriate course selection and maximum amount of courses that may be taken by the student.
6. Students must meet graduation requirements as determined by the Crestview Board of Education and the Ohio Department of Education (ODE).
7. If a student is enrolled at Crestview and at a college, the student must be enrolled in five courses each semester, or otherwise meet "full-time student" requirements. Interested students must follow all program requirements previously passed by the Crestview Board of Education, and, when amended, the current updated requirements.
8. All grades/credits earned are included in the student's grade point average.

Work Release Qualifying Criteria - Seniors Only

1. Have no credit deficiencies and be on target to graduate.
2. Have earned all 18 pts. on end-of-course exams.
3. The student's attendance rate must be 93% or higher in the prior academic year.
4. Students must maintain a 93% or higher attendance rate during senior year.
5. The student must have at least a 2.0 GPA for the previous grading period and not have failed any courses. Failure to maintain this GPA will result in removal from this program.
6. Be enrolled in 5 courses at CHS not to leave before 1:20 p.m.
7. The student must be in possession of a work permit and be currently employed.
8. The student will provide a current pay stub or time sheet every two weeks to the Guidance Office to remain in this program to earn credit; 120 hours = 1 credit (not to exceed 2 credits)
9. The incidence of an eighteenth birthday shall not preclude required parent/guardian signatures.
10. Tardiness, absence problems, and/or behavior concerns will result in loss of this privilege.
11. On school delay days, or any other alternate bell day schedule, the student is expected to be in attendance for classes that do not interfere with the work schedules. For anticipated alternate bell schedule days the

student is expected to communicate with their employer to ensure their work schedule does not interfere with academic classes.

12. Students involved in any after school extracurricular activities will not be released until the sport is completed for the school year.

Credit Flexibility

(Board Policy File: po2370)

Credit Flexibility applies to any alternative coursework, assessment, and/or performance that demonstrates proficiency qualified to be awarded equivalent graduation credit. This credit must be applied for and approved in advance by the school district. Approved credit awarded through this policy will be reflected on the student's transcript and counted toward student grade point average, class rank, and as graduation credit in the related subject area or as an elective.

Application: Any student may apply for credit to be awarded through Credit Flexibility. The student will submit an application on the *Application for Credit Flexibility Form, located in the guidance office.* All required information must be provided. The student may be required to provide supporting documentation as determined by the Counselor and/or Principal. Application must be received by May 1 for approval by the Credit Flexibility Panel.

Grade Cards

Grade Cards are issued per the school calendar. Elementary grade cards will be available for pick-up during Fall and Spring Parent/Teacher conferences and will be sent home with students for 2nd quarter. We will mail home grade cards for the 4th quarter. Student grades are available electronically throughout the grading period on Canvas for 5th-12th grade. You may obtain login and password information from your school secretary.

Grading Scale: Grades 5-12

98 - 100	A+	77 - 79.9	C+
93 - 97.9	A	73 - 76.9	C
90 - 92.9	A-	70 - 72.9	C-
87 - 89.9	B+	67 - 69.9	D+
83 - 86.9	B	63 - 66.9	D
80 - 82.9	B-	60 - 62.9	D-
		0 - 59.9	F

Guidance Sponsored Information Nights

High school and college information nights are held throughout the school year for students in grades 6 – 12. Information will be communicated through the high school guidance office.

High School End of Course Assessment

Students will be required to take end of course assessments in all classes that the State of Ohio have deemed required for graduation with their class. Students are required to take State Performance-Based and End of Year Exams in, English II, Algebra I, Geometry, US History, US Government, and Biology. Students who have not met minimum requirements may be required to re-take those tests.

High School and Middle School Schedule Change Policy

Schedules will not be changed without the approval of the Principal and the School Counselor. **Students will have 5 school days at the beginning of each semester or year-long courses.**

Reasons for changing a schedule:

1. The student is scheduled for a class he/she already passed.
2. A scheduled class conflicts with another class required for graduation.
3. Principal recommendation.

Classes **will not** be changed for:

1. Teacher preference.
2. Social reasons.
3. Student performance.

It is strongly recommended that much thought and planning be given in developing a high school schedule and graduation plan by both the students and their parents beginning in the ninth grade.

High School Study Halls (9-12)

Students may not have more than one study hall per semester. Juniors or seniors in good academic standing may be excused from attending 1st or 9th period study hall with parent permission and principal approval. Poor attendance or tardiness will result in the loss of the privilege.

Honor Roll (5-12)

Honor Rolls will be compiled at the end of each grading period. To be eligible for the honor roll a student must maintain grades of B or higher in all courses. A student earning all A's will receive special mention on the honor roll list. Students must not have received an "I" (Incomplete).

National Honor Society (10-12)

The National Honor Society was formed in 1921 to create an enthusiasm for scholarship, to simulate a desire to render service to promote worthy leadership, and to encourage the development of character in the secondary schools of the nation. Our local chapter conforms to these admirable standards, endeavoring to recognize those individuals who have maintained high academic standards and who have proven themselves to be leaders of good character and involved outside the classroom.

Criteria for Selection:

- Sophomores, Juniors, and Seniors are eligible if they demonstrate strengths in leadership, character and service in addition to the 3.50 cumulative GPA.

Procedures for Selection:

- Qualified students are invited to pledge for NHS membership based on student GPA, and invited to join the chapter if essay responses and teacher evaluations meet requirements. Students may not initiate application for membership.

Member Expectations:

- Those students selected will be honored in the spring of the year they are selected and are expected to attend monthly meetings and participate fully in the organization's activities.
- Students who do not continue to meet high levels of academic achievement and student conduct may be removed from National Honor Society.

Parent-Teacher Conferences (K-12)

Parent-teacher conference days are scheduled by the district calendar and are generally held during the fall and spring. Parents are encouraged to attend these conferences as well as any time during the school year as deemed necessary. To schedule a parent/teacher conference contact your child's teacher or your child's school office.

Physical Education:

Physical Education Credit/Exemption is required by state law for graduation. If a child cannot participate in gym class for 3 consecutive gym periods or more, then a written medical doctor's excuse may be required excusing the student. In the case of a student whose disability prevents or interferes with his/her ability to participate in the physical education curriculum, documentation of said disability should be provided to the building principal (or

Special Education Coordinator if the student has an Individualized Education Plan) to facilitate the development of a plan aligned to the student's needs.

All students in grades 6-12 participating in physical education are required to have the appropriate clothing (gym shorts, a tee-shirt and gym shoes as required by the program). **Students are expected to be in attendance, dress properly and participate in order to receive a passing grade.** Gym lockers may be issued to students. Students may place a lock on the locker when storing clothes or valuables.

Promotion and Retention of Student (K-8)

1. A student receiving passing grades, "D" or above, in reading, social studies, mathematics, science and English is promoted.
2. A student having failing grades in reading, mathematics, and English at the end of each year is evaluated by the teachers, guidance counselors, and principal for placement.
3. Promotion of students may be a "conditional placement" based on the child's performance in academics and personal factors.
4. A student having failing grades may be assigned to the next higher grade at the discretion and approval of the principal.
5. Any student who is habitually truant and has failed two (2) or more of the required curriculum subject areas in the current grade may be retained, unless the student's principal and the teacher of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.
6. Retention of Kindergarten through 3rd grade students will be based upon collection of student work, individual assessments, and observations made by the classroom teacher, intervention specialist, and building principal. Students receiving a predominant amount of Needs Improvement may be considered for retention. Requirements defined by Ohio's Third Grade Reading Guarantee may also affect a student's promotion.

Third Grade Reading Guarantee- In order for a student to advance to the Fourth Grade a student must meet the state mandated minimum score. The district will offer intervention help to those students that need assistance in passing this test.

Promotion and Retention: Parental/Guardian Promotion Appeals (K-12)

1. Parents/Guardians are asked to contact the student's teacher(s) and request a conference concerning their child's academic success and/or failure status.
2. Parents/Guardians, if still dissatisfied after meeting with the teacher~~s~~, are asked to contact the principal for a conference concerning their child's academic progress.
3. Parents/Guardians, if dissatisfied after meeting with the principal, are asked to contact the superintendent for a conference concerning their child's academic progress.
4. The superintendent or his designee shall determine the assignment of student placement (ORC 3301.07).
5. Parents/Guardians may appeal to the Crestview Board of Education.

*Evidence of each step, 1-5, must be documented. (Data provided to support decision)

Student Tests/Testing Dates

Testing Timeframes (watch building calendars for specifics dates)

High School PSAT/NMSQT	October
3rd grade ELA tests	Late October
High School ASVAB	Early November
High School Fall EOC tests	December
High School ASVAB Interpretation	Early December

High School ACT tests	Mid-February
Gr. 3-12 State English Language Arts	Late March/Early April
Gr. 3-12 Mathematics, Science & Social Studies	April/Early May
i-Ready/ProCore	August/December/May

Work Permits:

Students, ages 14-17, who wish to work part-time or full-time during the school year are required to have a work permit (ORC 3331.02(A)). Forms for this permit may be obtained from the high school office. A work permit is issued for a specific job. Each time a student changes jobs, a new work permit must be issued. In addition, a physical exam is required each year. An Age and Schooling Certificate can be issued to students who wish to terminate school to go to work. These forms may also be obtained from the high school office. Generally, these permits are issued to persons who cannot benefit from further education due to mental incapacity or extreme hardship. The principal must be convinced that these conditions exist, or the request may be denied. The student can then appeal the decision to the district Superintendent, then the Board of Education, finally, through the local Court of Common Pleas, Juvenile Division. Availability of work permits may be limited to specific days during summer hours. Students may contact the building principal to arrange an appointment.

Student Wellbeing

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office/ District Nurse.

Use of Medication

Board Policy File: po5330

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- Parents should, with the counsel of their child's prescriber, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate form must be filed with the respective building Nurse before the student will be allowed to begin taking any medication during school hours, use an inhaler to self-administer asthma medication, or use an epi-pen. Such forms must be filed annually and as necessary for any change in the medication. All medications must be registered with the school office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- Medication that is brought to the office will be properly secured.
- Medication must be delivered to the school office by the student's parent or guardian or by another responsible adult at the parent or guardian's request.
- Students may not bring medication to school.
- Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms.
- In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse.
- Students are strictly prohibited from transferring emergency medication, epi-pens, or inhalers to any other student for their use or possession.
- If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- School personnel will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

Parents may authorize administration of a non-prescribed medication on forms that are available from the school office. Any student who distributes medication (prescribed or non-prescribed) of any kind or who is found in possession of unauthorized medication is in violation of the school's Code of Conduct and will be disciplined in

accordance with the drug-use provision of the Code. Non-prescribed medications must be provided by the parents. School buildings will not stock nor provide these medications.

Injury and Illness

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.
If your child is ill or injured during school hours, he/she will be assessed by the district nurses. For superficial abrasions, soap and water will be used for cleaning. Neosporin ointment will be applied. You will not be contacted each time your student visits the district nurses, however; in the event that your child appears to have a serious illness/injury, every effort will be made to notify you. Please be sure that all health information and phone numbers are kept current during the school year through Final Forms. If numbers change, please call the office and advise them as soon as possible.

As per the CDC and school policy, all students with a fever of 100 degrees or greater will be sent home. They may not return to school until they are fever free for 24 hours without the use of Tylenol, Motrin, etc. Students with active vomiting or gastrointestinal problems will be sent home and may not return to school until their problem has been resolved for 24 hours. Our policy is enforced to promote the well-being of all students and staff members. Please advise the school if your child has any contagious diseases, major illness, or any surgery throughout the school year. In many cases, a doctor's note will be required for your child to return to school. If your child is excluded from gym/recess for a medical reason, a doctor's note will be required to provide the exclusion. A doctor's note will also be needed before your child may resume activities.

Immunizations

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption form on file from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chickenpox epidemic, or another epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from the chickenpox or immunization requirement. Any questions about immunizations or exemptions should be directed to the District Nurse.

Ohio Immunization Summary for School Attendance, 2026-2027



Vaccine/Grade	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
DTaP Diphtheria, Tetanus, Pertussis	4 or more doses												
Hep B Hepatitis B	3 or more doses												
MMR Measles, Mumps, Rubella	2 doses												
Polio	3 or more doses												
Varicella (Chickenpox)	2 doses												
Tdap Tetanus, Diphtheria, Pertussis								1 dose					
MCV4 Meningococcal ACWY								1st dose					2nd dose

Important Notes:

- Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate.
- If MMR and varicella are **not** given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 and the Ohio Department of Health (ODH) Director's Journal Entry regarding school immunization requirements, recommended vaccines, and exemptions to immunizations.
- **Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions.**

Ohio Department of Health

Last updated 02/2026.

Ohio School Immunization Requirement Details

DTaP **Diphtheria, Tetanus, Pertussis**	**Grades K-12** Four or more doses of DTaP or DT vaccine, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. *Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses.*
Hep B **Hepatitis B**	**Grades K-12** Three doses of hepatitis B vaccine. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
MMR **Measles, Mumps, Rubella**	**Grades K-12** Two doses of MMR vaccine. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
Polio	**Grades K-12** Three or more doses of IPV vaccine. The FINAL dose must be administered on or after the fourth birthday with at least six months between the final and previous dose, regardless of the number of previous doses. *If both tOPV and IPV were administered as part of a series, the total number of doses needed to complete the series is the same as that recommended for the U.S. IPV schedule. Only trivalent OPV (tOPV) counts toward the U.S. vaccination requirements. Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should* **not** *be counted.*
Varicella **(Chickenpox)**	**Grades K-12** Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
Tdap **Tetanus, Diphtheria, Pertussis**	**Grades 7-12** One dose of Tdap vaccine must be administered on or after the tenth birthday. Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. *Children aged seven years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age seven to nine years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.*
Meningococcal **Meningococcal ACWY**	**Grades 7-11** One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the 10th birthday. **Grade 12** Two doses of meningococcal (serogroup A, C, W, and Y) vaccine. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required.

Pediculosis (Head Lice)

Pediculosis (Head Lice): (Board Policy File: po8451)**:** Parasitic insects found on the human head. Head lice are most often found on the scalp behind the ears and near the neckline at the back of the neck. The lice hold onto the hair with hook-like claws at the end of each of their six legs. Adult lice are difficult to find on the scalp and diagnosis of infestation must usually be made on the basis of the presence of nits. It is very hard for school personnel to distinguish old nits from new, active infestation. If nits have been left from a previous infestation, the child may develop a fairly severe new case before the re-infestation is recognized. Unfortunately, having a case of head lice is not like having chickenpox - no immunity develops. Children may easily become re-infested.

Parent/guardian of children with head lice will be notified by the school nurse or principal of active infestation. If live bugs are present, the student will be sent home and may remain in the clinic until parent/guardian arrives. The student will be excluded from school until treatment with a medicated solution is administered and improvement of nit removal is made. A lice information letter will be sent home with the student. The student will be permitted to return to school after treatment, noticeable progress has been made on nit removal as determined by school nurse or principal/designee and treatment form is completed and signed by parent/guardian. The student must be accompanied to school with a parent/guardian to meet with the school nurse or staff member trained in the procedures to be rechecked. If the student returns to school with live bugs and no improvement with nit removal, the student will not be permitted to return to the classroom. If a student is found to be free of live lice and noticeable improvement has been made on nit removal, the student will be readmitted to school.

The student will be permitted to miss the day of dismissal plus one-day excused absence. But every effort is to be made to have a student back the next school day. Any time away from school after the day of plus one, will be considered unexcused.

At initial evaluation by school personnel if a student is found to have nits only and no live bugs the student will be permitted to stay in school. Parent/guardian will be notified by the school nurse or principal. A lice information letter will be sent home with the student. The student will ride home on the bus.

Classroom checks are not warranted unless deemed necessary by the building nurse and/or principal. Due to confidentiality, no lice letters will be sent home in the classrooms when a student is sent home; however, a general letter may be sent school-wide informing parents of positive cases in the school. Every effort will be made to not isolate or ostracize the student affected.

This procedure is based on changes recommended from the American Academy of Pediatrics, Centers for Disease Control, National Association of School Nurses and Ohio Department of Health. The following are website with the position statements of the above organizations:
http://www.odh.ohio.gov/pdf/idcm/pedicpol.PDF
http://aappolicy.aappublications.org/cgi/content/full/pediatrics;126/2/392
http://www.nasn.org/Default.aspx?tabid=237
http://www.cdc.gov/parasites/lice/head/schools.html

Students should not return to school until they are no longer contagious. Do not send a student to school if the condition is recognized outside of school.

Hearing and Vision Screenings

All students in Preschool, Kindergarten, 1st, 3rd, 5th, 7th, 9th, 11th as well as students new to the district will have a hearing and vision screening performed.. Referrals will be sent home as needed for additional medical treatment if necessary. Please advise the school nurse in writing if you do not want your child to participate in any of these screenings.

Communicable Diseases

Due to the high concentration of people within a school, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments are excused with proper medical documentation in place.

HIPAA Privacy Rule

The Privacy Rule standards address the use and disclosure of individuals' health information (known as "protected health information") by entities subject to the Privacy Rule. A major goal of the Privacy Rule is to ensure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the student's health and well-being.

Procedures for the Safety of Students with Food Allergies

(Board Policy File: po8500)
The District recognizes that food allergies can be life threatening. At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with special dietary needs that qualify as disabilities under law are provided reasonable accommodation. Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

Parents are required to:

1. Notify the district of your child's allergies **prior to the opening of school** (or as soon as a diagnosis is made).
2. Complete the District Health Form for Students with Food Allergies/ Food Intolerance and obtain an Emergency Action Plan (EAP) from the prescribing physician. Insert link for Health Form for Students with Food Allergies/ Food Intolerance.
3. Provide the District with prescribed emergency medications
4. Parents and guardians will be responsible for educating their students about allergy management at school. Allergy management and education includes, without limitation, identification of "safe foods" by reviewing together breakfast and lunch menus, and discussion of the vigilance required to self-monitor food products available at other school functions and in school vending machines

The District will:

1. Initiate an allergy accommodation once proper health forms for students with food allergies are provided to the school.
2. Educate staff at the beginning of each year regarding recognition of signs and symptoms, following Emergency Action Plans (EAP) protocols, and treatment of reactions.
3. Provide necessary staff with up-to-date students with food allergies and Emergency Action Plan (EAP)
4. Follow the district procedure for maintaining a safe school and classroom environment for the food allergic Students.

If a student has serious food allergies, the following procedures are to be implemented and followed:

1. Adhere to any received Emergency Action Plan (EAP) written by the Student's Physician
2. District Guidelines
    a. Keep allergy-producing snacks out of the classroom.
    b. The teacher will not do classroom projects that involve documented allergens in the classroom
    c. Hand washing will be expected.
    d. Students will be directed to not trade snacks, lunches, and utensils.
    e. Parents will be notified in writing if a child has a food allergy in the classroom. The letter will also state that if their child ate any food containing nuts for breakfast, they are to make sure that his/her hands are washed with soap and water before leaving for school. Water alone does not eliminate contamination.

Students with chronic conditions may have an Individualized Health Plan (IHP) created at the beginning of the year through a meeting with the school nurse and parents to establish and verify steps of care while attending school.

Student Health Insurance- Information regarding the voluntary purchase of student health insurance will be available on the District website under the *Information & Forms* tab. Parents who do not have access to electronic form may request a copy sent home with their student. Parents are able to secure this insurance at any time during the school year.

Section V - Graduation Information

Commencement

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. **Graduation practice is mandatory and failing to attend practice may result in denial to participate in Commencement.** Denial to participate in Commencement may be exercised if personal conduct warrants. Students are required to dress in casual/business attire and failure to do so may result in removal from graduation.

Graduation Requirements

(Board Policy File: po5460)
The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows.

Ohio Core	**Units**
English Language Arts	4
Social Studies, History and Government including one-half unit of American History and one-half unit of American Government	3
Science with inquiry-based lab experience, including one unit of a life science, one unit of a physical science and one unit of an advanced science.	3
Math	4

including one unit of Algebra II or its equivalent	
Fine Arts (2 semesters of a fine art grades 7-12)	
Health	½
Physical Education	½
Instruction in Financial Literacy	
Electives**	5
Total	**20**

The statutory graduation requirements also include:

1. *student entering ninth grade for the first time on or after July 1, 2017 must take at least one-half unit of instruction in the study of world history and civilizations "as part of the required social studies units";
2. **students entering ninth grade for the first time on or after July 1, 2015 who are pursuing a career-technical instructional track may complete a career-based pathway math course approved by ODE as an alternative to Algebra II;
3. ***student electives of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements;
4. Units earned in social studies shall be integrated with economics and financial literacy and
5. Passing all state-required examinations.
6. **Diploma Seals -** the Board establishes the criteria for at least one of the local diploma seals outlined in State law. The seals include a method to give, to the extent feasible, a transfer student a proportional amount of credit for any progress made toward completing that seal at the district or school from which the student transfers. The District recognizes a locally defined diploma seal that a student transferring into the District earned at another district regardless of whether the Board has developed local guidelines for that seal.

Early Graduation

The Board acknowledges that most students derive the maximum scholastic and social benefits from a four-year high school program. However, students who accelerate through the District's academic program and complete the requirements of the Ohio Department of Education are permitted to graduate early. Early graduation is available to high school students provided they follow all the requirements established for this purpose.

Once approval for early graduation is established, the student becomes a member of the class in the school year in which his/her graduation requirements are completed. The diploma may be given at the completion of all requirements or at the next graduation ceremony.

Summer School

Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.

Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

College Credit Plus and Postsecondary Enrollment Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under College Credit Plus, or where applicable the former

Postsecondary Enrollment Options Program, counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

Coursework Prior to Ninth Grade
Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

Physical Education Exemption
A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons, within the same academic year, is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

Graduation Requirements Opt Out
The District does not offer students the ability to participate in the Opt Out program.

Graduation with Honors
Students can earn additional recognition at graduation through the earning of an Honors Diploma. Further details, including criteria, can be found on the Department of Education website at:
https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas

Section VI - Technology Privacy and Acceptable Use Policy

Board Policy file: po7540, po7540.01, po7540.03, po7542, po7544

COMPUTER/ONLINE SERVICES
(Acceptable Use and Internet Safety)

The district provides technology resources to students, including hardware, network, software, and other tools. Students are expected to utilize these resources appropriately and in support of their learning opportunities. The district's technology privacy, acceptable use, and "Bring your own device" policies govern the use of these resources. The entirety of those policies are contained within Board Policy.

Personal Electronics Use (Cell phones, smart watches, computers, etc.)

Use of mobile phones and other personal electronic devices must be done in a manner such that it does not pose a disruption to learning, and the emotional, physical, and privacy well-being of self and others. Personal devices include any electronic communication device, such as cell phones, smart watches, and personally-owned computers.

Personal electronics, including cell phones, must be stored in lockers during the school day, except during designated times and in designated areas. Access of personal electronics in conflict with these expectations, other handbook guidelines, and board policies, including, but not limited to, harassment and bullying, access to inappropriate content, and bypassing safety provisions, may face disciplinary action. Personal device use is prohibited at all school-sponsored functions unless permitted by administration.

Students enrolled in College Credit Plus (CCP) courses may be permitted to use personally-owned devices, such as laptops, where the school-issued device does not support required course software. This exception is for the affected course only, and school-issued devices must be employed for all other courses.

In addition to other potential disciplinary action, inappropriate use of personal electronics may result in the confiscation of the device for the remainder of the day and require pick-up by a parent or guardian during school office hours, or a permanent restriction on device access.

Electronic Recording

Board policies (po5136 and po5136.01) prohibit the use of a school or personal device to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person during school hours on school property or during school-related events and functions.

Section VII - Bus Transportation Guidelines

Bus transportation for secondary students, by Ohio law, is a privilege, not a right. It is expected that all students behave appropriately and follow all bus guidelines. Students who violate the following bus rules are subject to disciplinary measures up to and including removal from the bus for periods of time, or permanently. Principals, Superintendents or designees are authorized to immediately remove a student from the bus when the student's presence poses a danger to persons or property or is a threat to the safe operation of the school bus or school vehicle per Ohio law 3301-83-08. All Bus Transportation Guidelines include transportation of students for extracurricular activities.

Bus Pick-up and Drop Off Procedure

The Ohio Department of Education and the Crestview Board of Education has adopted the following rules and regulations for all students' preschool through high school.

Bus routes and bus stops within the District will be established by the transportation supervisor. Drivers may have input with this process. Routes will be established to provide safe and efficient operation.

These routes will be approved by the Board annually at the October meeting.

Routes established may only be changed by the Board with the recommendation of the transportation supervisor and the superintendent. The transportation supervisor is permitted to temporarily alter a route.

If a student is to be picked up or dropped off at a regular baby-sitter during the entire school year, parents must provide this information to the transportation supervisor ***prior to August 1***. Should changes in the baby-sitter be necessary during the school year, parents must notify the transportation supervisor one (1) week prior to the change. Any changes, however, will depend upon these reasons: bus population, location of pick-up and drop-off, and length of route.

Students are not permitted to ride on a bus other than their regular bus either AM or PM except in an emergency. Emergency changes may only be made with the principal's or transportation supervisor's permission.

An emergency IS NOT:	Last minute baby-sitting arrangements or changes
	Slumber – Birthday – After School Parties
	Overnight stays
	Evening activities involving school, community, or church

Bus drivers are not permitted to make changes in their routes, except in an emergency situation, with the approval of the transportation supervisor or superintendent.

School Bus Stops (3301-83-13)

Pick-up

A. Stand in a designated place of safety chosen by the bus driver **at least 5 minutes before the bus arrives.**
B. Wait until the bus stops and the driver lowers his/her hand.
C. Check traffic both ways and go straight across the road in front of the bus and walk down to the door.
D. Quickly and quietly go to your assigned seat.

Drop-off

*When **crossing** at a drop-off*

A. Once off the bus take 10 steps forward until you can see the driver's hand and face.
B. When the driver lowers his/her hand, go to the middle of the road and stop. Look both directions, making sure it is safe before proceeding.
C. If the driver sounds the horn, look for traffic first, and then look at the driver for further instructions.
D. Once across, go to your designated place of safety chosen by the driver, and wait until the bus leaves.
    1. NEVER go back and pick up something you dropped.
    2. Do not go to the mailbox or paper box until the bus has left.
E. Once off the bus take 10 steps forward until you can see the driver's hand and face.

*When exiting for a **right-side** drop-off*

A. When the driver lowers his/her hand, go to the middle of the road and stop. Look both directions, making sure it is safe before proceeding.
B. If the driver sounds the horn, look for traffic first, and then look at the driver for further instructions.

C. Once across, go to your designated place of safety chosen by the driver, and wait until the bus leaves.
    a. NEVER go back and pick up something you dropped.
    b. Do not go to the mailbox or paper box until the bus has left.

The pick-up and drop-off for right hand stops are basically the same except there are no hand signals to cross the road. A designated place of safety will be picked by the driver. In the afternoon, your child is required to stand at the designated place of safety until the bus leaves.

At the bus stop in the afternoon where there are students on both sides of the road, the following rules apply:

A. The cross-over students get off first, cross the road, and stand in their designated place of safety.
B. The right side drop-off students get off the bus and stand in their designated place of safety.
C. The students stay in their designated place of safety until the bus pulls away. Again—NEVER go back and pick up anything. Do not go to the mailbox or paper box until the bus has left.

Should a child miss the bus at a regular stop, the parent/adult is responsible for transporting the student to the school and *should not* attempt to chase the bus. In the afternoon, once students are on the bus they are to be taken to their designated stop unless otherwise notified by the school authorities. Parents/adults *should not* attempt to stop the bus while en route.

Students are not permitted to exit out of the rear door. Only in case of an emergency or to practice emergency evacuation drills with the driver supervisor. (Crestview Board of Education Policy File: EEAC / Pupil Transportation Operation: 3301-83-15 Emergency)

As you can see there are many rules and steps a driver must perform to ensure your child's safety. Please help us by going over the rules with your children and if you have any questions, call the bus garage.

STUDENT CONDUCT ON SCHOOL BUSES

Although the Crestview Local School District furnishes transportation in compliance with State law, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus—and only at that time—he/she becomes the responsibility of the District. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services to any student.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

A. Be careful in approaching **the** designated place of safety—walk on the left toward oncoming traffic. All headphones and/or listening devices other than those prescribed by a physician must be removed before boarding or exiting the bus. When boarding the bus, wait on a hand signal from the driver before crossing the road or approaching the bus.

B. Use of foul language, assault, or threat of assault, verbal, sexual, or physical harassment toward the bus driver by any student, parent, or guardian will not be tolerated and charges could be filed. Parents are not permitted to board the bus for any reason other than to chaperone an extracurricular activity.

C. BE ON TIME for the bus in order for the bus to meet the time schedule. Students must be waiting at the stop 5 minutes before the bus is scheduled to arrive and at least five (5) minutes after the scheduled arrival time to allow for a bus that might be behind schedule. If you are late to your stop, the bus will not wait for you. The bus driver will verbally warn you. After the second verbal warning, the driver will call the parents. If a problem continues, it will be referred to the principal. If a bus is early to a bus stop, the driver is to wait until the assigned pick-up time prior to leaving the bus stop.

D. Rules while on the bus:
   1. Move to assigned seat without disturbing or crowding other students.
   2. Remain seated while the bus is moving and until the bus stops to unload. When unloading, follow the rules for School Bus Stops found under Bus Pick-up and Drop-off Procedures. Always cross the road in front of the bus.
   3. Swearing will not be tolerated.
   4. Respect for fellow students is expected. No verbal, sexual or physical harassment will be tolerated.
   5. Obey bus driver instructions.
   6. Keep head, arms, and hands inside the bus at all times.
   7. Flammable fluids, aerosol cans, and glass containers are not to be on the bus (ODE Inspection Manual).
   8. Loud and excessive talking or shouting diverts the driver's attention and could lead to a serious accident. Therefore, this type of behavior will not be acceptable.
   9. Students are to help keep the bus clean and sanitary. The use, consumption of gum, food or drink is not permitted on the bus.
   10. At railroad crossings and turn-a rounds, absolute silence is expected (O.A.C. 3301-83-12, B-3).
   11. Do not bring anything live on the bus; such as: guinea pigs, mice, bugs, etc. Animals for science projects should be transported to and from school by parents or friends.
   12. Do not bring any school projects on the bus that cannot be held on your lap.
   13. Small food items, plants, science projects, etc. must be in a sealed non-breakable container.
   14. Matches, lighters, pyrotechnics are prohibited on the bus.
   15. Laser pointers are prohibited on the bus.
   16. Use of electronic equipment which is disruptive and/or inappropriate is prohibited and subject to bus discipline. Discipline may include the confiscation of electronic device.
   17. Perfumes, deodorants, and other scented substances should not be opened or applied on the bus.
   18. Throwing of objects inside or outside the bus will not be tolerated.
   19. Any type of illicit pictures, music, material, and gestures are prohibited on the bus.

E. Possession and/or use of tobacco, vapes, or illegal drugs may result in suspension from the bus. Emergency removal may be enforced (O.A.C. 3301-83-08, D-2).

F. Possession and/or threat of use of a weapon may result in suspension from the bus. Emergency removal may be enforced (O.A.C. 3301-83-08, D-2).

G. Assault or threat of assault on another student may result in suspension from the bus. Emergency removal may be enforced. (O.A.C. 3301-83-08, D-2).

H. Assault or threat of assault against the driver or other school employee may result in suspension from the bus. Emergency removal may be enforced. (O.A.C. 3301-83-08, D-2).

I. The use of foul language towards a bus driver may result in suspension from the bus. Any verbal, sexual or physical harassment toward the bus driver may result in suspension from the bus. Emergency removal may be enforced.

J. Any student, parent, or guardian using foul language, assault or threat of assault, verbal, sexual or physical harassment toward the bus driver will not be tolerated and charges could be filed.

K. Damage to seats and/or other parts of the bus, if determined to be deliberate, will be treated as an act of vandalism. This may result in suspension from the bus and payment for damages.

L. Students will sit in assigned seats. This is a Crestview Local Board of Education policy adopted on September 27, 1993. Bus drivers will assign the student a seat at the driver's discretion.

M. Students that have been denied bus-riding privileges are not allowed to ride the bus for extracurricular or curricular activities.

N. Bus suspension may be carried over into the succeeding school year.

O. In the event school is not in session for any reason during the period of suspension or the student is not in attendance at school for any reason, the student is not to ride the bus, until the entire suspension has been served.

P. No out-of-district students will be transported on the district's buses unless approved by the transportation supervisor and superintendent.

Q. Failure to abide by school rules that are directly related to bus transportation could result in a bus conduct report.

DISCIPLINARY ACTION (BUS CONDUCT REPORT)

The following disciplinary measures have been established for bus misconduct.

Violation Penalties

1st Violation Written notification to parents and contact by bus driver.
Note: Level 3 and Level 4 violations (see student handbook) may result in immediate suspension from the bus and school. (To be determined by district administration.)

2nd Violation The student may be suspended from riding the bus for up to 10 school days. (To be determined by district administration.)

3rd Violation The student may be suspended from riding the bus for an extended period of time as the situation warrants. (up to 30 days) (To be determined by district administration.)

Repeated violations of the bus rules are subject to additional disciplinary measures including permanent removal from the bus.

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

The Board, as part of the District's ongoing program to improve student discipline and ensure the health, welfare, and safety of all those riding school transportation vehicles, may utilize video cameras on all school vehicles transporting students to and from curricular and extracurricular activities.

Video will be an aid in determining disciplinary action, but the bus driver will have the final authority of determining how the incident is written and reported to the administration.

The retention and security of the video will be the responsibility of the transportation supervisor and superintendent. All video will be maintained at the discretion of the transportation supervisor and superintendent. All video will be maintained in a secure area and access will be limited to the bus drivers, transportation supervisor, administrators, and superintendent.

SUBSTITUTE DRIVERS

During the school year, it is probable that a substitute driver may be on duty on your bus. These people are fully trained, licensed, and qualified bus drivers. Substitute drivers have the same authority as the regular driver and will issue a bus conduct report if necessary.

However, because they are new on your route, they may have some problems. We ask students to be cooperative, help the substitute with bus stop locations, and follow all rules and regulations. Substitutes always report back to the regular driver and problems or concerns.

Section VIII - Athletics

School athletic teams exist for boys and girls in grades seven through twelve. Some sports have a practical limit to the number of players on the team. Therefore, the coach may select players according to his/her criteria and judgment.

Students participating in athletic events at Crestview LSD will be required to review an athletic handbook which will outline further expectations. All athletic decisions are final with the Athletic Director and/or the Building Principal.

A student serving an out of school suspension is ineligible for any athletic participation (practice or contest) on the days of suspension. A student athlete, who has completed his/her suspension responsibilities may still face consequences in team rules.

COMMUNICATIONS- The Athletic Director administers all athletics and the office is located at Crestview High School. The Athletic Director may be reached at 419 895-1700, ext. 719401.

Physicals- Students must have a yearly physical examination acceptable to the Ohio High School Athletic Association before they participate or practice in interscholastic events. As a service to the community, Crestview Local School District's Athletic Director will arrange for physical exams to be administered at the school for a nominal charge near the end of each school year. These exams will qualify a student for any participation during the next school year.

Section IX – Positive Behavior Intervention and supports (PBIS)

The Crestview LSD will be implementing Positive Behavior Interventions and Supports as part of a state initiative by the Ohio Department of Education (ODE). In 2013 ODE adopted a policy on PBIS and schools are now required to implement a PBIS system of support. PBIS focuses on creating and sustaining school-wide, classroom and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students.

By implementing PBIS, we hope to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors. Our PBIS implementation plan includes clearly defined outcomes, research-validated practices, supportive administrative systems and information for problem solving behaviors.

All staff members will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. Our school has a system in place for recognizing and rewarding expected behaviors. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

Section X - Drug and Alcohol Policy

(Board Policy File: po5530.01**)**
A student shall not possess (includes, but not limited to, purses, wallets, lockers, desks, etc.) buy, sell, use, transmit, apply any STEROID, NARCOTIC DRUG, HALLUCINOGENIC DRUG, AMPHETAMINE, BARBITURATE, MARIJUANA, TRANQUILIZER, PRESCRIPTION DRUG, COUNTERFEIT SUBSTANCE, ALCOHOLIC BEVERAGE, INTOXICANT OR MIND/MOOD ALTERING CHEMICAL OF ANY KIND.

This rule is in effect during school or school sponsored activities, events, programs, on school grounds, on the school bus or bus stop, or in transit to and from school, and at any other time when the school is being used by a school group or off the school grounds at any school sponsored activity, function or event, ***it is considered a major offense.***

SUSPICION OF USE is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemical, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

Counterfeit Substance:

1. Any unmarked or unlabeled substance that is represented as a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
2. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization;
3. Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different substance;
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, its labeling, markings, packaging, distribution, or the price for which it is sold or offered for sale.

Prescription Drugs and Over-The-Counter (OTC) Substances:

The Ohio Revised Code prohibits the administration of any medication (prescription or over-the-counter) including, but not limited to cold remedies, Tylenol, poison ivy relief medication, topical applications, asthma inhalers, etc. It shall not be a violation of this policy when a parent/physician signed statement is on file in the

school office for the use of prescriptions and over the counter substances. Medicines will be kept in the school main office and administered by school staff as needed upon signing a use form with name and time of use. Medicine must be in its original container and labeled with instructions for its administration. **A medical administration form may be obtained in the school office. The form must be completed and signed by the child's physician and returned to the school. The medical administration form must be on file in the office.**

A. Possession, use, transmission, sharing

First Offense:

1. The principal may suspend the student for a period up to ten (10) days.
2. As appropriate, the principal will notify the parent(s)/guardian(s) in writing with the Notice of Suspension document.
3. As appropriate, the principal will notify the Richland County Sheriff's Department and Juvenile Court.
4. As appropriate, the principal will notify a nurse and counselor.
5. As appropriate, the principal may recommend to the superintendent that the student be expelled unless the following procedure is followed:
   a. The parent(s)/guardian(s) must agree to have the student evaluated by professionally trained personnel for an assessment concerning the extent of use / misuse / dependency / abuse of prohibited substances.
   b. The agency or office contacted by the parent(s)/guardian(s) will notify the school principal that the client has made contact and is willing to comply with any treatment process prescribed. Based on information to the principal that the student has been evaluated and appropriate recommendations made by health professionals is being followed, then a recommendation for expulsion will be withdrawn by the principal in writing to the superintendent.
   c. In cases where the school administration or board of education feels that drug activity or violations are serious enough, students may be recommended for expulsion.

Second Offense:

1. The principal will suspend the student for ten (10) days and will recommend to the superintendent of schools that the student be expelled in compliance with student due process procedures.
2. The principal will notify the parents(s)/guardian(s) in writing, using the Notice of Suspension Form.
3. The principal will notify the proper authorities.
4. The principal will request the juvenile officer refer the student to Juvenile Court.

A. Supplying/sale of chemicals (drug/alcohol)

1. Supplying or selling chemicals will result in a ten (10) day suspension. A recommendation by the principal will be sent to the superintendent of schools for an expulsion of the student in compliance with student due process procedures.
2. The principal will notify the parent(s)/guardian(s) in writing, using the Notice of Suspension Form.
3. The principal will refer the case to the Sheriff's Department and Juvenile Court, for court referral.

B. Crestview LSD Counseling/Support Group Services

Following a student's return to school after any violation of the drug and alcohol policy, it is recommended that the student participate in a support group or request that a school guidance counselor review his/her progress in this area. This step is in addition to the communication between the professional chemical dependency counselor and the principal. Education counselors and teachers should use professional judgment in observing the student body in potential chemical abuse involvement. They shall offer assistance when confronted with drug situations and make referrals when appropriate.

1. When confronted with a student seeking help the teacher or counselor may exercise professional judgment on guidance and confidentiality while seeking guidance from appropriate agencies involving parents.

2. When on school premises and confronted with a suspected drug possessor, user, distributor or seller, who is not seeking help, counselors, teachers and other school personnel shall refer the information to the administration immediately for its disposition.
3. When confronted with students seeking help, the administration shall:
    a. Exercise judgment and confidentiality but will notify parents, guardian, or custodian.
    b. Seek guidance from an appropriate agency.
    c. Coordinate assistance from appropriate school staff personnel.

The student's role is to be informed of the drug situation, the policies and the people from whom and places from where help can be sought. The student's responsibility is to use this information to make wise decisions about the situation in question. Students must understand that information cannot always be kept confidential, in some cases it will be referred to the appropriate individual or agency. These cases will include those that endanger the welfare of the student or others. This information is subject to disclosure in a court of law.

Section XI - General Code of Conduct and Rules - Disciplinary Action

STUDENT CODE OF CONDUCT AND DISCIPLINARY ACTION:
The Board of Education and the Superintendent are required to establish written policies, rules, and regulations of general application governing school conduct in all schools. In addition, Principals, by law, are permitted to make rules, policies and regulations of a temporary or permanent nature to cover unforeseen circumstances that may not be covered by the Board of Education or posted in the Crestview LSD Student/Parent Handbook. Teachers are held accountable for effective control of their classrooms, assigned duty areas and the verbal ordering of the cessation of undesirable conduct or the reporting of same to the administration of the building. ALL STUDENTS ARE SUBJECT TO ANY ADULT EMPLOYEE'S REASONABLE REQUESTS, ORDERS OR INSTRUCTIONS.

The rules and policies set forth in this Student/Parent Handbook apply to behavior on school premises, school buses and other school property, and any other venue in which a school function may take place, including the property of other schools and property leased, borrowed, rented, loaned or otherwise offered for school functions. The Handbook does not and cannot define or foresee all types and aspects of behavior, however, the Board has the responsibility to set forth policies to help each student understand how to conduct him/herself in a proper manner as a good student of the school and larger community.

While under the jurisdiction of the school, on school property or at any school sponsored activity on or off school grounds, a violation on the part of the handbook adopted by the Board of Education in accordance with ORC Sec. 3310.21 and 3313.661, can result in disciplinary action.

The Superintendent, Principal, administrative personnel, facility manager, and any teacher/advisor, or any other person authorized to be in charge of a school facility, function or event, including, but not limited to, bus drivers, coaches, cafeteria personnel, custodians, etc., are authorized to take such prudent action in connection with student behavior or activities as is reasonably desirable or necessary to help any student, to further school purposes or to prevent interference therewith.

AREAS OF PROHIBITED STUDENT CONDUCT:
Any conduct which causes or creates a reasonable likelihood that it will cause a disruption in, or a material interference with any school function, activity/purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the safety, health or well-being or the rights of other students, staff or visitors, is prohibited.

COURSES OF ACTION (can vary per grade):

Student(s) should come prepared to work on school assignments. Student(s) are to follow the directions of the teacher/administrator in charge. Failure to comply with reasonable disciplinary measures may result in a more stringent disciplinary action.
Disciplinary actions may consist of the following options:

Community Service

Detention (lunch or after school)

- Absence from detention without prior approval, may result in further disciplinary action.

In-School Detention (ISD)

- Students are encouraged to complete assignments they are missing while in ISD. Come prepared with materials for the entire day.
- Students may receive credit for missed class work and will be allowed to make up quizzes, tests, etc.

Out-of-school Suspension (OSS)

- Student and his/her parent will be notified of an OSS decision with the details and their rights.
- Student is not permitted on school property (board-owned, leased or rented) or at co/extracurricular activities for any reason during OSS.
- Students are expected to make up missed work during suspension in accordance with the absence policy.

Expulsion

- Expulsions may be recommended for up to 80 days, as allowable by O.R.C ., which can stretch over vacations, school breaks and summer.
- Expulsions will begin on the first school day after a ten-day suspension.
- Student is not permitted on school property (board-owned, leased or rented) or at co/extracurricular activities for any reason during expulsion.
- A student who is expelled will have the academic grades from the semester expunged.

Emergency Removal from School (Board Policy po5610.03) **-** If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the Superintendent, Principal, Assistant Principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the school premises.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

Exclusion from Field Trip/Extracurricular /Special Events- (Board Policy po5610.05)

All special events and field trips will be subjected to eligibility to ensure safety and success.

The purpose of field trips is to allow for an enrichment experience that goes beyond the confines of the school. When it is the consensus of the team that the behavior of any student is consistently disruptive and his/her behavior would interfere with the learning experience of the group, the student will not be permitted to participate.

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, The Board of Education authorizes the Superintendent, Principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extracurricular activities of the district for offenses or violations of the Student Code of Conduct for a period not to exceed the remainder of the school year in which the offense or violation of the student code of conduct took place. In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport or violations therein. Students prohibited from participation in all or part of any extracurricular activity are not entitled to further notice, hearing, or appeal rights.

BEHAVIOR GUIDELINES

The goal of The Crestview Local School District is to help all students to make positive choices impacting their personal and academic development.

Administrators and school staff will establish building regulations and discipline procedures; post such regulations and make written copies of such regulations available to parents and students. The building level administrator has the discretion to choose the appropriate action based on the offense.

LEVEL 1: BEHAVIOR Conduct which impedes the orderly operation of a classroom or school.

Multiple offenses in Level 1 may automatically place a student in 2F – Insubordination.

BEHAVIOR	DEFINITION	POSSIBLE DISCIPLINARY ACTIONS
1A Dress Code	Dressing or grooming in a manner which disrupts the teaching and learning of others as determined by administration.	● Parent Conference ● Conference with Principal ● Verbal Warning and documentation ● Detention ● Discipline Contract ● ISD In School Detention ● OSS Out-of-school Suspension ● Confiscation of items ● Community Service (does not count toward graduation requirement) ● Suspension from extracurricular activities ● Field trip exclusion ● Driving suspension ● Daily Discipline Card *Attendance guidelines will also be followed where applicable for tardies.
1B Electronic Devices	Any electronic device that is a disruption to the educational environment is prohibited.	
1C Tardiness (School)	Tardiness policy as outlined in Handbook Section 11 – Attendance *	
Tardiness (Class)	Consistent tardiness to class.	
1D Unacceptable Behavior	Conduct and/or behavior unbecoming a Crestview LSD student which is disruptive to the orderly educational process of the school may include, but is not limited to: food or drink in the halls/class, littering, throwing objects, horseplay, talking, bus misconduct, unacceptable hall or cafeteria behavior. A combination of any unacceptable behaviors may move the student to the 2H level offense.	
1E Class Cutting	A student shall not deliberately cut class.	
1F Failure to serve detention (includes lunch detentions)	Failure to be present at an assigned disciplinary location & time. A student later than 5 minutes to an assigned detention may be considered a failure to serve detention.	
1G Public Display of Affection	Act of kissing or suggestive positions on school property.	
1H Driving or parking	Students must register their vehicle with the high school office and park in their assigned spot. Committing a violation of parking regulations. School's driving policy is defined in Section 1 of the handbook.	

LEVEL 2: BEHAVIOR Illegal and/or serious misconduct – Not life or health threatening.

BEHAVIOR	DEFINITION	POSSIBLE DISCIPLINARY ACTIONS
2A Plagiarism	Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, plagiarism or by means other than those authorized by the teacher. (Including, but not limited to, translator programs, copy off the internet).	● Redo of assignment, alternate replacement assigned, or potential Failing grade on the assignment ● Report on file during student's HS career ● Loss of credit in the course for the grading period, semester, or year ● Parent Conference ● Conference with Principal ● ISD- In School Detention ● Behavior Contract ● Discipline Contract ● Community Service ● OSS Out of School Suspension ● Daily Discipline Card ● Suspension from extracurricular activities ● Verbal reprimand ● Counseling referral (at expense of parent/guardian) ● Confiscation of items
2B Cheating, Dishonesty or Academic dishonesty	Lying, giving false information, deceit, intentionally covering up information either verbally or written, copying someone else's homework.	
2C Forgery	Writing or altering the name of another person, or altering times, suspension dates, dates, grades, passes or permits (including signing parent's names on permission slips).	
2D Gambling	Playing any game of chance or skill for money or items of value.	
2E Peer Conflict (ORC 2901.20, 2901.21, 2901.22)	Unauthorized touching, threats or challenges between students, or contributing to escalating conflicts between others.	
2F Insubordination, Willful Disobedience, or Disrespect	Refusing to comply with reasonable instructions of any staff or invited guest. Failure to accept prescribed disciplinary action under this code will be considered willful disobedience and may be grounds for juvenile charges in court.	
2G Profanity or verbal abuse	Profanity or obscene language, written or verbal, including the use of gestures, signs, or personal slurs.	
2H School, class or bus disruption	Acting in a disrespectful and/or disorderly manner that disrupts the educational process of any class or school related function.	
2I Trespassing, Truancy or Unauthorized Area	Being in a school building in an unauthorized area or on school grounds without permission, or failure to sign in; refusing to comply with a request to leave; in a building after school hours without staff supervision. Leaving school grounds without proper authorization.	
2J Reckless Driving	Reckless, unsafe, or unauthorized operation of a motor vehicle	
2K Any Other Illegal Activity	Any offense which is grounds for expulsion of that constitutes a violation of local, state, or federal law. (i.e. false alarms, mass panic)	Superintendent reports the expulsion to BMV for suspension of driving privileges

LEVEL 3: BEHAVIOR Illegal and/or serious misconduct – Not life or health threatening.

A student charged with behavior which is classified herein as Level 3 shall be subject to removal from the school immediately, and repeat offenses may be subject to a recommendation for expulsion from the Crestview Local School District and possible court referral. Depending on the severity of the offense, a student may be given a harsher penalty. Legal authorities may be contacted and court referrals may be made.

BEHAVIOR	DEFINITION	POSSIBLE DISCIPLINARY ACTIONS
3A Extortion	Obtaining or attempting to obtain money or property from another or forcing another to act by either physical force, intimidation (threat), or sextortion.	● Community Service ● Discipline Contract ● ISD - In School Detention ● Emergency Removal ● OSS Out of School Suspension ● Recommendation for expulsion ● Court referral ● Counseling referral (at parent/guardian expense) ● Restitution ● Suspension from extracurricular activities. ● Legal authorities may be contacted ● Daily Discipline Card ● Confiscation of items
3B Fighting	Physical conflict between students, words/actions that provoke a fight or attempt to fight, exchange of words may be considered fighting.	
3C Harassment, Hazing, Menacing, Threatening safety of self and/or others, Bullying or Cyber-bullying	Interfering with, annoying, accosting, threatening, or harassing another person verbally, non-verbally, or physically hazing.	
3D Sexual misconduct, inappropriate material	Any sexual harassment, unauthorized touching, verbal, non-verbal, written sexual-oriented actions, cell phone pictures or videos or other electronically or printed materials.	
3E Theft or shoplifting	Stealing or attempting to steal the money or property of another; possession of stolen property. Items of higher values may result in greater penalties.	
3F Tobacco Products (ORC 3313.751)	Using or possessing any tobacco product, vapes, e-cigarettes, lighter, matches or other related materials.	
3G Vandalism	Destruction or defacing of public or private property or the school, its staff or other students property or equipment.	
3H Computer Technology and Tampering	Violation of School Technology Privacy and Acceptable Use Policy in Parent/Student Handbook, Section V.	
3I Multiple suspensions and/or repeated violations of the Student Code of Conduct	Repeated failure to follow classroom and/or Student Code of Conduct regulations, and/or technology and bus rules.	

LEVEL 4: BEHAVIOR Illegal and/or serious misconduct – Life or health threatening.

A student charged with behavior which is classified as Level 4 shall be subject to removal from the school immediately. Repeat offenses will be subject to a recommendation for expulsion from the Crestview Local School District. Legal authorities may be contacted and court referrals may be made.

BEHAVIOR	DEFINITION	DISCIPLINARY ACTION
4A Arson	Setting fire, or attempting to set fire to a school building or property located on school grounds or any property belonging to, rented by, or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school.	● Emergency Removal ● 10 day out-of-school suspension Restitution and recommendation for expulsion ● Court referral made ● Legal authorities may be contacted ● Daily Discipline Card upon return ● Confiscation of items
4B Assault	Intentionally causing or attempting to cause physical harm.	
4C Bomb Threats and False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials or activating the fire alarm system on school property, or reporting a fire where no fire exists.	
4D Chemical Abuse	Possession, use, sale, distribution, having the odor on the breath of alcohol, drugs, intoxicants, or other controlled substances of any kind (including OTC or prescription drugs), possessing drug paraphernalia on school property or at school activities or possession of counterfeit or "look alike" drug paraphernalia. Refer to Section IX, Drug and Alcohol Policy.	
4E Weapons and Dangerous Instruments (Gun Free Schools Act of 1994. ORC 3313.66, 3313.661, (1995, H.B., 64)	Possessing, handling, transmitting a knife, razor, ice pick, explosive, leaded cane, sword cane, machete, gun or any other object that could be used as a weapon or dangerous instrument; discharge any firearm explosive, or disruptive devices but not limited to stink bombs or smoke bombs.	

FERPA Privacy Act

Many parents already understand the medical privacy act effective April 2003. Since 1974, student's education confidentiality has been protected by Family Educational Rights and Privacy Act (FERPA). This federal law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.

Generally, schools must have written permission from the parent or eligible students in order to release any information from a student's education record. However, FERPA allows disclosure of those records, without consent, to the following parties or under the following conditions (34CFR & 99.31).

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- Juvenile justice system, pursuant to specific State law.

Schools may disclose, without active consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance as long as parents and eligible students are given enough time to request their information not to be disclosed.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

Child Find

(A) Each school district shall adopt and implement written procedures, approved by the Ohio Department of Education, Office for Exceptional Children, that ensure all children below twenty-two years of age residing within the district who have a disability, regardless of the severity of their disability, and who are in need of special education and related services are identified, located and evaluated. This includes:
  (1) Children attending private schools, including children enrolled in parochial schools;
    (a) Activities undertaken to carry out child find for private school children with disabilities must be comparable to activities undertaken for children with disabilities in public schools.
    (b) Each school district shall consult with appropriate representatives of private school children with disabilities on how to carry out child find activities for private school children.
  (2) Highly mobile children with disabilities (such as migrant and homeless children); and
  (3) Children who are suspected of having a disability and being in need of special education, even though they are advancing from grade to grade.

(B) Before any major identification, location, or evaluation activity, each school district shall give notice which is adequate to inform the public of activities to identify children with disabilities.
  (1) The notice shall be given in the native languages of the various population groups within the school district.

(2) The notice shall be published in newspapers having significant circulation within the school district and geographic area covered by the identification activities and shall include:
   (a) A description of the children on whom personally identifiable information is maintained, the types of information sought, the methods the school district intends to use in gathering the information (including the sources from whom information is gathered), and the uses to be made of the information;
   (b) A summary of the policies and procedures that the school district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information; and
   (c) A description of all the rights of parents and children regarding this information, including the rights under the Family Educational Rights and Privacy Act of 1974 and implementing regulations in 34 C.F.R. 99.

(C) Each school district shall maintain an Education Management Information System (EMIS) and submit data to the Ohio Department of Education.

(D) County Boards of MR/DD and State Institutions operated under the Ohio Department of Mental Health, Department of Youth Services, and the Ohio Central School System shall submit data reports directly to the Ohio Department of Education on prescribed forms and in the prescribed manner.

(E) The Ohio Department of Education and each school district shall examine child data submitted to the Department to determine if significant disproportionality based on race is occurring in the school district with respect to:
   (1) The identification of children with disabilities, including the identification of children with disabilities in accordance with a particular impairment, and
   (2) The placement in particular education settings of these children;
   (3) If the Ohio Department of Education and the school district determine a significant disproportionality with respect to race in the identification of children with disabilities, or the placement in particular educational settings of these children, the Ohio Department of Education and school district shall review practices used in the identification or placement of children with disabilities.
   (4) The school district shall, if appropriate, revise its practices used in the identification or placement of children with disabilities.

(F) The collection and use of data to meet the requirements of this rule are subject to the confidentiality requirements in Rule 3301-51-04 of the Administrative Code.