

**CRESTVIEW ELEMENTARY
SCHOOL**

**STUDENT/PARENT
HANDBOOK**

2020 - 2021

Principal: Tim Pancake

Assistant Principal/Elementary Special Education

Coordinator:

Kimberly Gilbert

Superintendent: Matthew Manley

3407 Middleton Road

Columbiana, Ohio 44408

Telephone: 330-482-5370, option 4

Fax: 330-482-5373



Welcome to Crestview Local Schools! Our primary goal is to positively develop your students' intellectual, physical, social and emotional needs during their elementary, middle and high school years. This Student Handbook contains useful and pertinent information regarding proper procedures throughout the school year to ensure the safety and success of your student. Please review the Handbook with your child, making note of the Student Code of Conduct and Student Dress Code.

The primary purpose of Crestview instructors and administration is to create an educational environment that will allow our staff to teach and our students to learn. Each day we will encourage all Crestview Rebels to work hard to perform intellectually, ethically, socially, and physically. Our goal is to have each and every one of us to be accountable for our actions and to be "Proud to be a Rebel."

Crestview Local Schools is the heart of our community. Respect the rules, protect the property, and make valuable contributions to Crestview Local Schools and to our society. We wish students, staff and the community a fantastic school year.

Crestview Local District Students Rights and Responsibilities:

You have the right to get help, but the responsibility to ask for it.
You have the right to be yourself, but the responsibility to accept others' differences.
You have the right to use school property, but the responsibility to respect it.
You have the right to learn, but the responsibility to do your best.

Crestview Local School District Mission Statement:

We are Crestview Local Schools, the heart of our community, dedicated to educating and empowering every student with the knowledge and skills for success in an ever changing world.

Crestview Elementary School Mission Statement:

Crestview Elementary School, the heart of the community, is dedicated to educating all of our students through the use of innovative and engaging instructional practices to prepare students for a successful future.

Vision Statement:

At Crestview Elementary School we:

Think responsibly

Environment is clean and safe

Achievement through opportunities

Community involvement

High goals for success

(and we love our students!)

EDUCATIONAL GOALS

Goal #1: Students will learn and teachers will evaluate their progress through a variety of assessments and teacher observation.

Goal #2: Students will be active learners. Student progress will be individually monitored and intervention will be provided as necessary.

Goal #3: Students will be respectful of the rights of others and be responsible for their actions. Success will be evaluated by monitoring discipline reports, conducting grades, and staff observation.

Goal #4: Students will participate in a variety of activities in order to promote personal health and fitness. Students will be evaluated by teacher observation of student performance.

Students with Disabilities: Crestview Local School District operates in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act along with state and federal mandates.

Special Programs

- Occupational Therapy (OT)
- Physical Therapy (PT)
- Speech and Language services
- HOSTS
- Title 1 Reading and Math
- Physical Education
- Art
- Library
- Music
- Gifted

STUDENT ARRIVAL AND DISMISSAL PROCEDURES

Beginning and ending of school day:

- a. First Bell 8:25
- b. Tardy Bell 8:35
- c. School Begins 8:35
- d. Dismissal 3:15

Supervision: There is no supervision on the school grounds before or after school. Therefore, we ask that students arrive at school no earlier than 10 minutes before our scheduled start time unless directed to do so by a staff member.

Bus: When students arrive at school and get off the bus they should go directly to their classrooms or to breakfast in the cafeteria. When school is dismissed teachers will escort students to the bus zone. No food, drinks, or gum should be consumed on the school bus.

Changes in Transportation Routine: Parents should be consistent with their children's transportation to and from school. **Do not call the school with changes in transportation unless it is an emergency.** If you or someone else is going to pick your child up at school, we must have a written note. Unless we are informed of any changes the student **will** be sent home by his/her regular means. If you want to pick your child up at school as a **transported student**, send a note to let us know who is picking the child up. **Transported students** must be picked up by 3:25 by a parent or person responsible for picking up the child.

Bus Notes: Bus changes are not permitted unless previously approved by the transportation department (330-482-5608). If there is an emergency change in your child's bus transportation a note must be sent to school with him/her. The note must indicate the child's name, teacher's name, destination the child is going to, and the address of the destination. **Bus changes will be approved from the transportation department and will not be made for play dates.**

Private Vehicle: For safety reasons, no private vehicles should enter the bus loop. Students should be dropped off at the doors at the main entrance. Students are to wait quietly in the hallway until dismissed by a teacher on duty.

We ask that parents use the designated drop-off lane in the morning when bringing students to school. Student safety is our top priority and no one is permitted to compromise this by parking alongside the curb.

Students riding home in a car will be dismissed beginning at 3:10. Parents who choose to pick up their child at the end of the day will enter the school parking lot lower level and form a single line parallel to the sidewalk. **You may not park in the pick-up line any earlier than 2:45 p.m.** If you arrive early, you will be asked to leave or park in a designated parking spot and return at the assigned time. Parents will remain in their car. Your child will be called to the pick-up area and a staff member will assist students getting into their cars. If you need to ensure your child is properly buckled, you can utilize the available parking spaces at the lower end of the lot after your child has been loaded. Parents will then exit the parking lot back on Middleton Road. Please remain in a single file line to ensure the safety of all students. All parents that regularly pick up their students will be given a transport sign to put on their front passenger side window. If you transport your child on occasion, you can stop in the office and get a sign to have on hand. On a day you send a note to school with your child stating they will be a car rider that day, you will follow the same process as above. **Students may not be picked up from the office after 3:00 p.m.** **This is all new from the letter we sent home when we started the new transport line.**

PERSONAL BELONGINGS

Lost and Found: Parents should label their child's belongings that are sent to school. Often, students misplace items and labeling can help when locating them. Our lost and found department is always full. Please check or have your child check if something is missing. The lost and found is located in the hallway outside of the cafeteria doors. All items left in the lost and found will be donated to the needy at winter and spring break.

Personal items and extra money: Toys (including fidget spinners, unless its use is suggested in a student's individual education program), electronic devices and other items of value are not allowed in school. If a child brings an item to school without teacher permission, the item will be collected and kept until the parent comes in for it. When money is brought to school it should be for a specific purpose (ex: lunch money) and should be in a labeled envelope. Personal items and money can be lost, damaged, or even stolen. We are not responsible for your child's personal property.

Book Covers: Students **must** cover all school textbooks. A special book cover is not necessary; a paper bag can provide adequate coverage thus helping to keep the book in good condition for the next user.

Damaged or Lost Books: Your child is responsible if they damage or lose a book. A note will be sent home regarding the price of replacement/repair of the book. Report cards will be held until all outstanding fees are paid.

BREAKFAST/LUNCH

It is each student's responsibility to have a lunch from home or the appropriate money for lunch. Students are encouraged to eat all of their own lunches.

Food is only allowed in the cafeteria and classrooms as permitted. Students may not eat in non-designated areas.

Breakfast and hot lunches are served daily. Menus are available at the beginning of each month on the Crestview website. For convenience, it is highly recommended that parents purchase 5 or more lunches at one time. Please make checks payable to **Crestview Elementary School**.

1. Students are allowed three charges in a 9-week period. At the time the student goes over this amount the student is told verbally that he needs to bring in money for his account.
2. After the student receives a verbal notification, he is given a day to bring in the money from home.
3. If the money is not received after the first day, a notice is sent home with the child stating he needs money for his account.
4. The student is then given another day to bring in money from home. If no action is taken then, the parents will receive a call home from the cashier that their child needs money in their account.
5. After the call home to the parent, the student will not be permitted to charge on their account until it is paid off.
6. The student will be given a cheese sandwich and milk instead of a lunch tray until the account is paid.
7. At the end of every 9-week period, if there is a negative balance in a student's account their report cards will be held until the account is paid in full. **This was a topic of discussion last year and you might want to change it!**

If your family meets income requirements you may qualify for free or reduced prices for lunch or breakfast. Application forms are online on the Crestview website under "Forms" and **need filled out each school year**. They are also available in the school office if you do not have access to the internet.

INCLEMENT WEATHER

Students should be prepared for any type of weather condition that may occur, as we most often go outside for recess. For safety reasons, umbrellas are not allowed at recess. When the weather is not cooperative, we have indoor recess.

Emergency Closing and Delays: Hazardous weather or unexpected emergencies may force changes in bus transportation times and pick up/drop off times. The school will notify radio and television stations along with posting to the school's web page. Listen to the radio or TV for school cancellations or delays. Parents and students are responsible for knowing about emergency closings and delays. Parents can sign up to get a text alert about school delays or cancellations on the Crestview website by clicking on "E- Communications" and following the prompts. **NO ANNOUNCEMENT MEANS SCHOOL IS IN SESSION AS USUAL.**

PROPER SCHOOL ATTIRE

1. Clothing and/or accessories displaying or making reference to alcohol or tobacco or clothing displaying profane, vulgar, discriminatory or sexual language or pictures shall **not** be worn.

2. Hats and/or other headgear, including scarves, hoods on sweatshirts, bandannas, sunglasses (unless medically justified), etc., shall not be worn in the school building during the school day. Students will be told to remove the item while in the school building. If there is an additional violation the same day, the item will be confiscated and sent to the office where items may be returned to the owner at the end of the school day.
3. Attire which exposes the torso (i.e. halter-tops), tank tops, muscle shirts, spaghetti straps, see-through clothing and clothing that does not cover undergarments, is not appropriate school wear. Pants will be worn at waist level.
4. Jewelry and other accessories or clothing that may present a safety hazard or danger to the welfare of self or others shall not be worn (including wallet chains and/or spiked accessories).
5. Outerwear is not permitted to be worn in the classroom unless the teacher deems it necessary.
6. Shorts must reach to the fingertips of the extended arm in length and hemmed (not running shorts).
7. Shirts or blouses must be free from holes and pants must not be cut or have holes above mid-thigh.
8. Colored hair, other than a color that naturally occurs in nature, is not permitted. Distracting hair styles, such as long mohawks, are not permitted either.
9. Tennis shoes are best, especially because of daily outdoor recess and Gym class. Sandals and footwear that can be removed easily may cause injury to the student at recess, gym, or in the stairways. Student's feet must be covered at all times. Flip flops are not permitted at school.
10. Changes in styles and trends make it difficult to have a written rule for each and every dress code situation. The reasonable judgment of the administrator will be used to address areas arising that are not specifically covered above. Items that distract from the educational process, are offensive to others or are dangerous/unsafe will not be permitted. Our goal is to protect the learning environment while allowing a high degree of individual expression. Parents and students are asked to make reasonable clothing choices.

EMERGENCY CONTACTS

Emergency Forms: Student emergency forms will be submitted online. We ask that parent/guardians complete the information prior to the end of the first week of school. This information is necessary in order for us to contact you in the event of an emergency during the school day. **Students will not be able to participate in field trips without a current year emergency form submitted.**

Change of Address/Phone Numbers: Please keep the school informed when changes occur with phone numbers, addresses or places of employment. One of the greatest challenges we have during the day is locating parents in the event of an emergency. The importance of maintaining updated information cannot be overemphasized. Doctors/emergency rooms will not treat children without their parents' consent.

SCHOOL SAFETY

Every effort is made to keep our school safe. All doors are locked when the tardy bell rings at 8:45. Doors remain locked until dismissal at 3:15 . Visitors are asked to enter by the Main Office (Exit 1) and ring the bell for admittance.

Safety drills are done during the school year to practice for emergencies such as fire, tornado, and bus evacuation. We practice fire drills once a month and tornado drills and lock down procedures three times a year. Red and blue lockdowns are practiced.

Fire Drill Procedure: A quick, orderly evacuation drill is important. Fire drills ensure safety in case of emergency. They are a serious matter. The following rules should be observed:

1. Always regard the ringing of the fire bell as denoting danger. It may not always mean a practice.
2. Walk rapidly from the building. DO NOT RUN.
3. The last person to leave the room should close the door and turn out the light.
4. Students must refrain from talking during the drill. Regulations are posted on the bulletin board in each room. Students should familiarize themselves with the directions and exits.

Lockdown Drills: A lockdown procedure will be practiced annually. Students are instructed to follow the teacher's directions to ensure the safety of all.

- Code Red lockdown means the doors in and out of the school are locked, shelter in place and teaching stops in the classroom.
- Code Blue lockdown means the doors in and out of the school are locked but teaching continues in the classroom.

Tornado Warning: All students will quietly assemble next to the inside wall or in the hallway, following directions of their teacher.

School Visitors: The school doors are locked throughout the school day and visitors must ring the bell at the Main entrance for admittance. For the safety of the children, we require that all visitors, including parents, sign in at the office upon entering the school.

When visitors sign in at the office they will be issued a visitor's badge. Visitors not wearing a visitor's badge will be asked to return to the office for check-in. Please understand that this request is made in order to provide the safest possible environment for all of our students.

HEALTH INFORMATION

Infectious Illnesses: To prevent the spread of infectious illnesses, we ask that you keep your child home from school until signs of any illness subside. Your child must be fever-free for 24 hours before returning to school. In the event that your child is identified at school as having an infectious illness, you will be informed and required to pick up the student. We will make every attempt to maintain an environment free from allergens that may be harmful.

Medication: In order to administer prescription medication to students in the public schools, there must be compliance with Ohio Revised Code 3313.713, which requires information from both the parent and child's physician. The Crestview Board of Education adopted this policy on January 9, 1985, which requires that the "Parental Request" and the "Physician's Statement" forms be completed and filed with the school nurse before any prescription medication can be administered in school. Over the counter medication will no longer be dispensed without a completed form. This includes

cough medicine, aspirin, and other non-prescription medication. **Students may not bring medicine to school. Medication must be brought to school by the parent.**

Sunscreen: Parents are asked to apply sunscreen to their child before coming to school on days that they feel it is needed. We cannot apply sunscreen to your child unless it is provided along with a note giving permission for its use.

Immunizations: If you get any immunizations for your child, or there is anything significant relating to your child's health, please notify the school in writing so this information can be kept in the child's health record. This must be done the first week of the school year, or as the need arises.

If written verification of necessary immunization is not provided to the school, the student will not be permitted to attend. The student may return to school when all necessary records are received.

Recess: Weather permitting, all students are expected to go outside for recess. Students should be properly clothed for daily outside play. If your child is restricted from physical activity due to an illness or injury, a doctor's note will be required specifying the reason and duration of limited activity. Students are expected to follow recess rules and procedures in order to ensure everyone's safety. Students may be excluded from recess activities if their behavior is harmful to others.

Physical Education: All students are expected to participate fully in Physical Education class. The only time a student is excused from class is with a valid medical excuse. In accordance with state law, a student may not return to class without a note of release from the doctor.

SICK CHILDREN....send or stay home? **Guidelines for Parents**

Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When trying to decide, use the guidelines below and seek advice from your health care provider.

GO to school---If your child has any of the following symptoms, they should probably go to school:

- Sniffles, a mild runny nose with minimal drainage, mild cough without a fever.
- Vague complaints of aches, pains, or fatigue.

STAY at home---If your child has any of the following symptoms, please keep your child at home, make appropriate child care arrangements or seek to make a doctor's appointment. There may be many more health issues that would merit exclusion. These are the most common:

- **CHICKEN POX** (Varicella): Chicken pox blisters appear in crops and are infectious until ALL blisters are dried and crusted over (usually 7-10 days after start of rash). Keep child home until no longer contagious.
- **COLDS:** A runny nose is not necessarily cause to keep your child home. Keep them home with a runny nose AND a fever, bad cough, headache or nausea, or if the child is too tired or too uncomfortable to function at school.
- **DIARRHEA:** Keep child home for persistent watery stools especially if the child looks or acts ill. Persistent diarrhea, especially if accompanied by fever and cramps should be evaluated by your healthcare provider.
- **EARS:** Drainage from an ear and/or ear pain should be evaluated by your healthcare provider. Untreated ear infections can cause temporary and/or permanent hearing loss.
- **EYES:** Thick mucus, pus, or clear liquid draining from the eye may be contagious. One or both eyes may also appear extremely red and feel irritated, itchy, or painful. The eyelid may also be swollen and the eye may be sensitive to light. Return to school when the drainage and symptoms have cleared. You may need to get a prescription for eye drops from your healthcare provider.

- **FEVER:** A child must be fever free for 24 hours before returning to school. Stay home for a temperature of **100.5 degrees Fahrenheit or higher** within the last 24 hours.
- **LICE:** Please notify the school nurse if your child has head lice. For a noted infestation of lice and nits (eggs), your child may not return to school until they have been treated.
- **NASAL DISCHARGE** and/or **CHRONIC COUGH:** These conditions may be contagious or require medical treatment. Your child should be seen by your healthcare provider for evaluation especially if accompanied by fever and a large amount of mucous drainage.
- **RASH:** Any skin rash of unknown cause may be contagious and require medical treatment, especially with fever and itching. Consult with your healthcare provider. You may be asked to present a medical excuse from your physician that the rash is not contagious or no longer contagious.
- **SORE THROAT:** A sore throat, especially with fever and swollen neck glands may be contagious. If infected, please notify the school nurse. Return date should be discussed with the school nurse.
- **VOMITING:** An ill child who is vomiting should remain home for 12-24 hours after the episode and until the child has tolerated at least two normal meals. If related to a head injury, a vomiting child should be seen by the student's physician or in an emergency room. Please report the head injury to the school nurse.

ATTENDANCE

Absence and Tardiness: Students develop a good or poor attendance pattern early in their school careers. By having students stay home only when absolutely necessary, parents can help their children develop good attendance habits. Ohio School Law lists illness and death in the family as legal excuses for being absent from school. The school may require a doctor's certification for extended personal illness of more than 3 days.

Children are not to be taken out of class or kept home except for:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Observance of religious holidays
6. Emergency set of circumstances which in the judgment of the Superintendent of schools constitutes a good and sufficient cause for absence from school
7. Approved vacation requests

If a student is absent for any of the above reasons, the following steps should be taken: A parent is to call the school before 9:00 AM (330-482-5370 option 4). Parents may also report their child off of school by calling the Crestview Education Connection at 330-482-5618. Please leave a message identifying himself/herself, indicating the child's name, homeroom teacher, and reason for absence. This alerts school personnel of contagious diseases. This number can be accessed at any time, day or night. **When the child returns to school, he/she must bring with him/her an excuse signed by a parent.** The excuse should include: date(s) of the child's absence, the reason for the absence given, and the signature of a parent.

Please do not ask for homework to be sent home unless the child is absent **2 days or more.** Requests for homework must be made before 9:00 AM.

Students will be responsible for making up missed work. **The number of days allowed for make-up work is the number of days absent.** This can be quite a load for an elementary student who has missed a lot of school. Parental cooperation in this instance is appreciated.

Absence for any reason other than those cited above is unwarranted and is considered an UNEXCUSED absence, even when a parental call off is made. While it is sometimes necessary to schedule doctor or dentist appointments during school hours, it is suggested that this not be done on a regular basis.

Habitual Truancy

- 30 consecutive hours without a legitimate excuse
- 42 hours in one month without a legitimate excuse
- 72 hours in one school year without a legitimate excuse
- 38 hours in one month regardless of excuse. (*Parents will be notified in writing*)
- 65 hours in one school year regardless of excuse. (*Parents will be notified in writing*)

****Any questionable pattern of attendance will be checked by the building principal and may be referred to the Attendance Officer.***

We understand that on **rare** occasions, appointments, family emergencies, etc. make late arrival or early dismissal unavoidable, but it is our hope that these appointments will be scheduled outside school hours or on non-school days whenever possible. If this is necessary, please follow the procedures listed below.

Tardy/Late Arrival: Tardiness is a form of poor attendance. Please help your child be responsible by getting to school on time. Students arriving after school begins must be signed in at the office before going to their classroom. Any student arriving after 8:45 will be marked tardy. A student is considered to be tardy between 8:45 a.m. and 9:15 a.m. reporting to the school after the tardy window, will result in a partial absence. In order to have an excused absence, you must have a written excuse. **Students with an excessive number of tardies will be referred for an absence intervention meeting and possibly juvenile court.**

****If your child is absent and you have not notified the school, you will receive an automated phone message that your child is absent.**

****Once a student reaches the threshold of too many hours missed of school, an Absence Intervention Team meeting is required, before charges may be filed in juvenile court.**

Family Vacations: In the best interest of a student's education, family vacations should be scheduled around the holidays as noted on our school calendar, avoiding testing dates. **Students will be excused for vacations provided prior notice in writing (on the school form) is given to the principal and the vacation has been approved. If prior approval is not made it will be counted as an unexcused absence.** Arrangements for all missed class work prior to leaving for vacation is required.

Excuses for Absences: Students are required to present a written excuse to the office within 2 days of returning to school. Please make sure that the office is notified regarding absences, not just the classroom teacher. This excuse is to be dated and signed by a parent or guardian and state the reason for being absent and the number of days missed.

Excuses for Early Dismissal: Students are required to present a written note to the office the morning they are to be dismissed early. Students who do not have written early dismissal notes are not to leave the building without notifying the administrator or secretary. No student will be released to a person other than a custodial parent or guardian without a written permission note signed by the custodial parent or guardian. The adult must sign out the student in the office.

Early Dismissal Procedures: Send a note to school stating the reason that the student will be leaving early. When it is time to pick up your child, come to the office to sign your child out of the building. Even though you send a note to school with your student, he/she will not be sent to the office until you arrive. While you are signing your child out, your child will be called from their classroom. **NOTE: No students will be dismissed from the office after 3:00 p.m. After 3:00 p.m., students must be picked up in the transport line.**

Respect Learning Time: Please respect student-learning time. Students arriving late or leaving early are missing out on valuable instructional time.

Perfect Attendance: At the end of each school year students with perfect attendance will be recognized. Perfect attendance includes no absences, partial absences, tardies or early dismissals.

Home Instruction: If a student is ill for a period of time due to a serious ailment, hospitalization, accident or other injury that will make attendance at school impossible, application for home instruction should be made. Parents should contact the school to get the papers necessary for requesting home instruction. A physician's statement on the length of time the student will be incapacitated will be necessary to determine eligibility. Parents and students on home instruction need to set a schedule with the tutor and keep it unless an emergency occurs.

DISCIPLINE

Purpose & Rationale: Crestview Elementary School is committed to providing a safe and secure environment so that all students can learn. Student behavior impacts student achievement. We are committed as a school, to model respect for all people and provide instructional opportunities to assist children as they learn to live in a diverse society.

School-Wide Rules: At Crestview Elementary School ...

1. **We value and respect ourselves and others.** We value individuals and points of view different from our own.
2. **We are safe in all situations.** We do not engage in behaviors that could cause injury to ourselves or others.
3. **We know our job is to learn.** We are prompt and prepared for class. We use quiet voices inside the school building.
4. **We are kind and honest to others.**

Student Rights: Students attend Crestview School District under the direction of Ohio State law and with full benefits of constitutional protection for their rights as citizens. Students therefore can act, speak or behave as young citizens within a large scope of options. This code of conduct, in conformity with O.R.C. 3313.661, specifies this school's expectation. Students have a right to expect reasonable behavior from other students.

Student Expectations and Responsibilities: At the beginning of the school year and at intervals throughout the year, classroom teachers will review school/recess expectations with the students.

Halls

1. We will walk in the halls and will keep our hands to ourselves.
2. We will use quiet voices in the halls.
3. We will stay with our class at all times.
4. We will only be in the halls with adult permission.

Restrooms

1. We will use quiet voices.
2. We will keep our hands to ourselves.
3. We will keep the restroom clean.
4. We will conduct ourselves responsibly.

Cafeteria

1. We will clean up after ourselves.
2. We will talk quietly.
3. We will use good table manners.

Recess Rules and Expectations:

1. We will show respect for others and follow instructions the first time they are given.
2. We will keep our hands and feet to ourselves. No play fighting or wrestling is allowed.
3. We will play in assigned areas.
4. We will leave rocks, sticks, and other dangerous objects alone.
5. We will stop playing and line up as soon as the teacher on duty blows their whistle.
6. We will not bring toys, hardballs, bats, etc. to the playground.

Items Not Allowed In School:

- Weapons or toy weapons
- Electronic games or devices
- Toys (including fidget spinners, unless its use is stated in a student's individual educational plan) (or at teacher's discretion)
- Trading cards (except at teacher's discretion)
- Items that may harm others
- Chewing Gum
- Drugs/Medication(without proper medical documentation)
- Alcohol and Tobacco

Cell Phones: Students are not permitted to use cell phones during the school day, except at the discretion of the classroom teacher. Cell phones are to be turned off and kept in students' book bags during the school day. In the event that a student uses their cell phone during the school day, the phone will be taken by the teacher and it will be returned to the student at the end of the day. Repeated offenses will result in disciplinary referral to the office.

Bullying: Bullying is aggressive behavior that involves unwanted, negative actions. Bullying involves a pattern of behavior repeated over time. Those bullying have more social or physical "power," while those targeted have difficulty stopping the behavior. Bullying of any type, cyber, physical, verbal, will not be tolerated. Cyberbullying includes, but is not limited to the following:

- Posting slurs or rumors or other negative remarks about a student or school staff member on a website, weblog and all other similar sites such as Twitter.
- Sending email or instant a message that is mean or threatening.
- Using a camera on the phone or computer to take and send embarrassing photos/recordings of students or school staff members or post these images on video sharing sites such as Youtube or Facebook
- Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

In contrast, conflict is “a disagreement or argument that may be physical, verbal, etc., in which both sides express their views.” Bullying of any type - cyber, physical, verbal, will not be tolerated.

Students who feel that they are being bullied should report all incidents to the Principals or Guidance Counselor. Parents will be notified and repeated infractions can result in school suspension and/or a report to authorities.

Reasons for Office Referral:

- Disruptive/Disrespectful behavior
- Endangering others or self
- Non-Compliance
- Bullying
- Other

Student Code of Conduct: House Bill 421 requires every Board of Education to adopt a student code on or before September 1, 1976, covering suspension, expulsion, and removal and the types of misconduct for which a student may be suspended, expelled, removed or administered corporal punishment. A copy of the code must be posted in a central location and made available to students upon request. No pupil may be suspended, expelled, or removed except in accordance with this code.

Our Student Code of Conduct has been established for the welfare of the entire student body. At Crestview School District we believe very strongly in the concept of self-discipline. Our philosophy is that without effective discipline, there is little or no opportunity for a learning situation. We define discipline as control to the point where an atmosphere of learning is established and maintained.

We believe each student has a responsibility to his fellow students and teachers that he or she will exercise self-control to avoid interfering with the educational opportunity within his classroom group and within the school in general. We further believe each student has the right to participate in a learning experience in an orderly and controlled classroom, and he can expect to enjoy this right without disruption by any other class member.

Rules are made in schools, as they are in society, to maintain order. If a student violates a rule, that student must assume the responsibility for his actions. Discipline will be administered to the student as necessitated by the nature and seriousness of the offense. Students who repeatedly fail to follow rules and regulations as listed in the student discipline code will be considered as “unruly” and cited into court under the “unruly child” section of the law. In order for discipline to be effective, it is essential that teachers, parents, students, and administrators work together.

Following is a list of possible disciplinary actions which may be placed in effect against any student who does not comply with the board approved student discipline code:

- a. Conference with administrator or designee.
- b. Detention
- c. Emergency removal from class or school
- d. External Suspension (1 – 10 days), parent conference, and written notification
- e. Court action
- f. Expulsion (up to 80 days with loss of credit), parent conference and written notification
- g. Restitution for stolen or damaged (personal or school) property
- h. Loss of privileges (i.e., driving car, bus transportation, extra-curricular activities, etc.)
- i. Confiscation of objectionable materials

Discipline will be administered according to the seriousness of the specific situation and/or according to the number of repeated offenses committed by the student.

Emergency Class Removal: Removal from class for disciplinary action is a serious matter.

Administrators may remove a student from class for the remainder of the current school day or period if that student's continued presence represents a disruption to the class. Students dismissed are to report immediately to the principal's office with an appropriate explanation by the teacher to follow. Each dismissal from class will be judged independently. Disciplinary action may range from detention to expulsion.

Suspension/Expulsion: Suspension, or expulsion of students for insubordination, misconduct, violation of the Student Conduct Code, behavior detrimental to the best interests of the school, the use of profane or obscene language, immorality, etc. may be determined by the Superintendent of Schools or the administrator. School officials will notify students and parents by letter of intended suspension, expulsion and other serious disciplinary action. A conference with parents, student, and administrator will be arranged when necessary before a student is suspended or expelled. If the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, he/she may be removed without notice or hearing requirements. Students receiving suspension or expulsion may request a hearing before the local superintendent.

Students suspended from school are also suspended from all extracurricular activities until the morning of their first day returning to school from suspension. This includes weekend activities if the return day is a Monday.

Search and Seizure: Administrators may search a student or his/her property (including purses, backpacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Student desks are the property of the school district and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including containers or computers. School authorities may conduct random searches at any time without announcement.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

Student Conduct Code:

1. **Disruption of School:** We will not disrupt or obstruct the functions of a normal school day.
2. **Damage and/or Theft of Property:** We will not cause or attempt to cause damage or theft to school or private property at school.
3. **Assault: (Physical and/or Verbal):** We will not act or behave in such a way as to cause or threaten to cause physical injury to another person.
4. **Dangerous Objects:** We will not possess or handle any object which might be considered possible of harming another person.
5. **Insubordination:** We will not disregard or refuse to obey reasonable directions given by school personnel.
6. **Profanity and/or Obscene Language:** We do not use profanity, either verbally, non-verbally or written.
7. **Inappropriate Dress:** We will not dress in a manner deemed inappropriate.
8. **Bullying - Physical, Verbal, and Nonverbal:** We will not bully other students. Physical, verbal, cyberbullying, and non-verbal bullying will not be tolerated. Exclusion is also a form of bullying.

All types of bullying should be reported to the proper authority. Cyberbullying after school hours should be reported to the proper authorities/Sheriff's Department.

Violation of the Student Conduct Code: A violation of any of the following rules while on the school grounds or at any school activity off school grounds will result in disciplinary action. Repeated occurrences, violent behavior, or extenuating circumstances may result in more severe disciplinary action. The administrator will determine the course of action taken once the student has been referred to the office due to any violation of the student conduct code. Violations may result in disciplinary actions such as discussions with students and parents, loss of recess, morning detentions, out of school or in school suspensions, expulsions, and the denial to participate and attend extra-curricular activities.

PARENT INVOLVEMENT

Our school extends a cooperative hand and welcomes parent involvement at Crestview Elementary.

Volunteers: We encourage you to volunteer in your child's classroom, library, playground, lunch, and in our HOSTS program. You **must** complete a Volunteer form that is sent home at the beginning of the school year. School personnel will contact you regarding required fingerprinting and make arrangements on where you would like to volunteer.

Parent/Teacher Organization (PTO): Our Parent/Teacher Organization is a vital part of the Crestview Elementary team. Please support the organization with your membership and by attending their monthly meetings. The PTO plays an active role in our school community in a variety of ways. Many one-time and on-going activities need your help. Please read the PTO information on the following pages for more information.

Parent Advisory Committee: Crestview Elementary has an active and involved Parent Advisory Committee. The committee consists of parents who have children in the elementary building. The team meets quarterly to develop, monitor and evaluate the Building Improvement Plan and discuss other relevant issues. Interested parents should contact the Building Principal.

School Supplies: Supply lists are posted on the Crestview website. Parents should ensure that their child has the appropriate school supplies at the beginning of each school year. Parents should also check with your child routinely throughout the year to replenish their supplies.

Snacks/Treats: In order to comply with the guidelines of SB 210, also known as the Healthy Choices for Healthier Children Act, parents should choose healthy alternatives when sending in snacks/treats for our children. Items that are high in sugar or have little/no nutritional value are not permitted. Suggestions instead are fresh fruit, vegetables, yogurt, cheese sticks, pretzels, whole grain items, granola bars or non-food school supply items such as pencils, erasers, stickers.

PTO Parties: The PTO provides all of our students with a small treat on party days, so sending in extra treats is not permitted. We are trying to develop healthy eating habits in our students, and we would like to lead by example. Treat bags are not necessary.

Student Party Invitations: Invitations to parties will only be distributed at school if every student in the classroom is invited. The school staff is not permitted to provide addresses and phone numbers of the students for the purpose of sending invitations.

Field Trips: Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No minor student may participate in a school-sponsored trip without parental consent and a current Emergency Medical Form on file. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Field trips are a privilege, not a right and may be revoked due to behavior or poor academics.

Communication: Open communication is important to us. We encourage parents to call or stop by the office at any time with concerns regarding student progress, curriculum, discipline, or any other school related issues. If you have a student concern that you would like to discuss with your child's teacher, please set up an appointment with the teacher by sending a note, emailing, or calling the school and leaving a message. Teachers will contact you at their earliest possible convenience.

Website: Parents can always find out information about the school by accessing the district website: www.crestviewrebels.org. Forms, lunch menus, and teacher pages are all available online.

Computers/Textbooks: The Board of Education furnishes all computers/textbooks without cost to pupils. At the beginning of the school year, the name of the pupil, serial number and condition of the issued computer/book will be recorded and retained by the teacher. Students are responsible to pay for lost or damaged books or school equipment such as computers. Grades and credit will be withheld until the charges are paid. The District provides internet services to its students. The District's internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the district's computers, network and internet services/connection are governed by Board of Education guidelines and the Student Code of Conduct.

Homework-Grades K-4: As educators it is our responsibility to present the different subject matter to students in the classroom setting. It is often necessary to ask students to do homework. Homework is a form of reinforcement, enrichment and practice of various skills. Homework assignments may also be part of a student's grade. It is important that students complete their assigned homework on time.

Progress Reports: Progress reports will be sent during the fifth week of each grading period to let parents know how the students are progressing academically.

Report Cards: Report cards will be distributed at the end of the school day one week following the close of the grading periods. Report cards will not be given to students owing fees, etc. or not having an Emergency Medical Form on file.

Honor Roll: Honor Roll students in Grades 2, 3 and 4 will be recognized for each nine-week grading period. The honor roll will include the names of students who have earned a 3.0 GPA or higher with no D's, F's, or incompletes for nine weeks.

Student Records: The student's permanent school record is maintained in the school office. Students and parents may request to review a student's school file according to the Crestview Board policy.

GRADING

Grading Criteria and Scale:

- I. **Kindergarten and Grade 1 (Standards Based Report Cards):** Students will be assessed on the developmental standards using the key:
 - 1 - Achieving
 - 2 - Progressing
 - 3 - Needs Improvement
 - R - Home Reinforcement Needed

NA - Not Assessed at This Time

II. **Grade 2:**

Math (A, B, C, D, F)
Language Arts (A, B, C, D, F)
Spelling (A, B, C, D, F)
Handwriting (O, S, NI, U)
Science/Health/Social Studies (O, S, NI, U)
Art/P.E./Music (O, S, NI, U)
Conduct (O, S, NI, U)

III. **Grades 3 and 4:**

Math (A, B, C, D, F)
Language Arts (A, B, C, D, F)
Spelling (A, B, C, D, F)
Science/Health/Social Studies (A, B, C, D, F)
Handwriting (O, S, NI, U)
Art/P.E./Music (O, S, NI, U)
Conduct (O, S, NI, U)

Grading Scale for Grades 1-4:

93-100 = A O = Outstanding
85-92 = B S = Satisfactory
70-84 = C NI = Needs Improvement
65-69 = D U = Unsatisfactory
Below 64 = F

CRESTVIEW LOCAL SCHOOL DISTRICT SCHOOL BUS DISCIPLINE

Our objective is to instill in each student self-discipline to guarantee his/her rights to achieve the “Goals of Safe Transportation” of the Crestview Local School District.

In order to achieve this objective, it is necessary that every staff person, directly or indirectly responsible for student transportation, accept the responsibility of teaching and supervising the development of every student’s self-discipline as it relates to the requirement for the operation of a safe transportation program. Parents must accept this responsibility at home, and we must support each other’s efforts.

Rules must be clearly stated, taught and enforced by all on a consistent basis. It is our responsibility to provide safe transportation for all students and to prevent any student from interfering with the safe transportation of other students.

Corrective measures will be taken whenever necessary with the intended purpose of developing self-discipline kept foremost in mind. Procedural and Due Process of the State Board Policy Manual and Crestview Schools Student Handbooks will be followed. The Crestview Local School District bus staff subscribed to a plan of assertive discipline as described below. All drivers, including substitutes, use our discipline plan.

Pupil Management Regulations include the following:

- Pupils must wait in a location clear of traffic 10 ft. away from the bus stops.
- Pupils shall arrive at the bus stop 5-min. before the bus is scheduled to arrive.
- Behavior at the school bus stop must not threaten life, limb, or damage property.

- Students shall cross a road only when instructed to do so by the driver.
- Pupils must go directly to an available seat.
- Pupils must remain seated keeping aisles and exits clear, feet on floor and facing front, until bus has completely stopped.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane, loud, vulgar or unacceptable language. Whistling or excessive loud noises are prohibited. Students will be completely quiet as the bus approaches and crosses a railroad crossing.
- Pupils must not have food/gum on the bus.
- Pupils must not have alcohol, tobacco, or drugs in their possession on the bus.
- Pupils must not throw or pass objects on, from or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps.
- Toys, sports equipment, electronic toys and games, etc. are not to be played with or used on the bus. (Advance approval from the building principal or teachers and drivers are required for students to bring items on the bus.)
- Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Pupils must not put their head or arms out of the bus windows.
- Toolboxes, heavy objects, flammable fluids, glass jars or aerosol cans are not permitted inside the school bus.

Consequences: Misconduct on the bus for **minor** offenses result in:

- Initial incident – verbal warning by driver.
- Further violations – written referral to principal followed by appropriate disciplinary action.

Misconduct on the bus for **major** offenses result in:

- Immediate written referral to the building principal followed by appropriate disciplinary action. Consequences may range from **detention** to **suspension**.

Examples of major offenses: fighting, assault, possession of dangerous weapon, firecrackers, physical or verbal abuse, possession or sale of drugs, alcohol or tobacco, vandalism, theft, profane language or disrespect towards students, or school personnel, or any other behavior which materially or substantially interrupts or interferes with the safe and orderly operation of the school bussing process.

NOTE: When bus transportation is denied, it is the responsibility of the parent or guardian to provide transportation of the student to and from school. Students failing to attend will be considered truant.

The Crestview Local Schools do not exclude any person from participating in classes on the grounds of race, color, national origin, sex, age, or handicap. The Crestview Local Schools hearing officer for compliance with the Title IV of the Civil Rights Act; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 is Matthew Manley, Superintendent. To file a complaint phone 330-482-5526 or write to 44100 Crestview Road, Suite A, Columbiana, Ohio 44408. Crestview Local School District is an equal opportunity employer.

ANTI-HAZING POLICY

It is the policy of the Crestview Local Board of Education and School District that hazing activities of any type is inconsistent with the educational-process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations shall plan, encourage, or engage in hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, and all other employees who fail to abide by this policy may be subjected to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio Law.

O.R.C. Section 2307.44 and Section 2903.3

**APPLICATION FOR EXCUSED ABSENCE
CRESTVIEW LOCAL SCHOOLS**

NAME OF STUDENT _____

GRADE LEVEL _____

TELEPHONE NUMBER _____

NUMBER OF DAYS REQUESTED _____

BEGINNING DATE OF ABSENCE _____

RETURNING DATE TO SCHOOL _____

REASON (S) FOR REQUESTING LIMITED ABSENCE

SIGNATURE, PARENT OR GUARDIAN

DATE

Excused absence from Crestview Local Schools may not exceed TEN school days. When assignments are prepared prior to a vacation, **they will be due the day the child returns to school.**

SCHOOL USE ONLY

STUDENT ATTENDANCE RECORD: _____ Satisfactory

_____ Unsatisfactory

STUDENT'S GRADES: _____ Satisfactory

_____ Unsatisfactory

APPLICATION APPROVED _____ NOT APPROVED _____

SIGNATURE OF PRINCIPAL _____

Dear Parents -

The Crestview Elementary Student handbook is posted on the district website, www.crestviewrebels.org in the elementary school section on the “Forms” tab. Parents may also request a paper copy of the student handbook in the school office. Parents are asked to look it over and have a conversation with their students about the rules and procedures at school. Then sign the paper below to acknowledge that the student and parent are aware of the information in the handbook and agree to comply with school rules.

Parent/Guardian and Student Acknowledgement 2020-2021

Please complete and return to your homeroom teacher.

Crestview Elementary School Student Code of Conduct



I have received and read the 2019-20 student handbook. I understand the responsibilities outlined in the District’s Student Code of Conduct and Handbook. My son/daughter shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct, at school and at any school-related activities, including school sponsored travel and for any school related misconduct, regardless of time or location. If my child violates the Student code of conduct, he/she shall be subject to disciplinary action, up to and including referral for criminal prosecution for violation of law.

Student’s Name (Please Print)

Student Signature Date

Parent/Guardian Signature Date

This form must be signed and returned to school.