

Crestview High School

2011-2012

Student Handbook

WELCOME

Welcome to all new and returning students. This school year will provide each of you with many new and exciting experiences. We would like to challenge each of you to set your own personal educational goals. To achieve your goals requires hard work and dedication. View this school year as a new beginning and make the most of it. Get involved in CHS.

This handbook is designed to provide you with most of the school's operational procedures, rules, and regulations. Adhering to these policies will help to provide the best learning atmosphere for all students. If you have any questions please feel free to come into the office to discuss them.

We encourage you to work with the Crestview staff and administration to help provide you with the best educational environment possible.

Respectfully,

Crestview Faculty and Administration

MISSION STATEMENT

Our mission is to establish a learning community based on the relevance and application of knowledge to experiences in a constantly changing society.

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
Cuz 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!

BOARD EDUCATIONAL PHILOSOPHY

The Crestview Local Board of Education is committed to providing a program of education, which is consistent with the following tenants:

1. Education shall contribute to the continuous improvements of the democratic society and cultures in which it exists through the development of concerned, contributing and patriotic citizens.
2. The dignity and worth of the individual will be respected and each individual should be given the opportunity to participate in our society to the best of his/her ability.
3. The educational program should be conducive to the maximum intellectual, physical, social and emotional development of all youth.
4. Basic knowledge, skills, understanding and appreciation's are necessary for full life functioning.
5. All youth shall be introduced to the humanities and the arts and provided the opportunity to pursue them.
6. The continuous appraisal of the immediate and projected personal and societal needs of our youth shall be carried on to

provide the basis for and recognize that education is a lifelong process.

7. The development of self-appraisal skills, decision-making techniques and self-discipline by our youth should help them in assuming the responsibility for setting realistic, immediate and long-range personal academic and career goals.
8. The development of moral and ethical values on the part of youth is an important aspect of personal maturity, for which the parents should assume the primary responsibility; however, the schools will strive to reinforce their efforts.
9. Continuous physical, mental and emotional growth and development should be promoted through the maintenance of a personalized and appropriate educational program for our youth.
10. Self-realization and self-expression will be encouraged.
11. The educational program shall meet or exceed state minimum standards.
12. The development and implementation of a program of continuous evaluation based upon stated goals and objectives is necessary for effective program revision and improvement.

PHILOSOPHY

Crestview High School is dedicated to the continuation and improvement of our democratic society by means of the fullest possible development of each and every individual. We endeavor to effectively develop the knowledge, skills, habits, understanding, attitudes, and personal attributes essential for rich personal living, sound selection of and effective participation in a vocation, satisfying human relationships, and becoming a responsible, contributing citizen to our democratic society.

Major Objectives:

1. To provide an educational program that will develop educational competencies needed by the individual to further his/her formal education beyond high school.
2. To provide an educational program that will develop abilities and skills needed by the individual to satisfactorily enter and advance in an occupation.
3. To provide an environment that will encourage creative thinking.
4. To provide an environment that will develop understanding and appreciation of our democratic way of life.
5. To provide an environment that will aid in developing those human relations required for success in personal and social living in our society.
6. To provide an educational program that will aid in developing abilities needed to exercise and follow effective leadership in fulfilling occupational, social, and civic responsibilities.
7. To provide the means that would encourage each student to become an independent lifelong learner.

Crestview Local School
2011 - 2012 Calendar

*Calamity Days will be made up as follows: February 15, 2011 (President's Day). All other make-up days added on at the end of the school year beginning with the week of May 30, 2011.

*Additional waiver days may be added upon board approval

CLASS SCHEDULE

Warning Bell: 7:50

Period	1	7:56	-	8:38
	2	8:41	-	9:23
	3	9:26	-	10:08
	4	10:11	-	10:53
	5	10:56	-	11:26-Lunch/G.A.P.
	6	11:29	-	11:59-Lunch/G.A.P.
	7	12:02	-	12:44
	8	12:47	-	1:29
	9	1:32	-	2:14
	10	2:17	-	2:59

1-Hour Delay Schedule

Period	1	8:56	-	9:31
	2	9:34	-	10:09
	3	10:12	-	10:47
	4	10:50	-	11:25
	5	11:28	-	11:58
	6	12:01	-	12:31
	7	12:34	-	1:08
	8	1:11	-	1:45
	9	1:48	-	2:22
	10	2:25	-	2:59

2-Hour Delay Schedule

Period	1	9:56	-	10:23
	2	10:26	-	10:53
	3	10:56	-	11:23
	5	11:26	-	11:56
	6	11:59	-	12:29
	4	12:32	-	12:59
	7	1:02	-	1:29
	8	1:32	-	1:59
	9	2:02	-	2:29
	10	2:32	-	2:59

Class schedule times may be modified and updated on the district website.

The contents of this handbook were adopted by the Board of Education of the Crestview Local School - May 2011

NONDISCRIMINATION POLICY IN THE EDUCATIONAL AND ACTIVITY PROGRAM BOARD ADOPTED:

No student or employee, shall, on the basis of sex, race, color, creed, ethnic background or handicap, be denied the benefits of, or be subjected to discrimination under any and all educational or activity program operated by the Crestview Local School.

Public Records Release

It is the policy of the Crestview Local School District that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the School District to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, or outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing. See Board of Education policy for details.

ACADEMICS

Credit Flexibility

Credit Flexibility applies to any alternative coursework, assessment, and/or performance that demonstrate proficiency qualified to be awarded graduation credit as 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. Credit Flexibility policy will be posted on the district website and in the student handbook.

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 Dean of Students and/or Principal. Application must be received by May 1 and/or December 1 to be considered for approval by the Credit Flexibility Panel.

Field Trips

Field trips are an extension of the classroom. The teacher is in charge just as he/she is in the classroom. All school rules are in effect on field trips.

Student cooperation will prevent undue embarrassment for the school. Signed parental permission slips and emergency medical authorization forms must be submitted or on file **the day preceding** the field trip. Refunds for field trip fees, if absent or suspended, are at the discretion of the vendor, not Crestview Local Schools.

Homework-Effective Study Habits

Plan at least 2 hours per day to study at home. Utilize study periods and library in school. Keep a list of assignments in a notebook and take home all necessary books, papers and other materials.

Place: Have a definite place at home to study, away from distractions with all necessary books, papers and materials available. Do not attempt to study while conversing or viewing television.

Procedure: Be certain you understand the assignment when the teacher gives it. Read the entire assignment over rapidly to grasp the basic content present. Reread the assignment slowly and comprehensively for contents, relationships contained in the lesson. Review the entire assignment.

Post Secondary Enrollment Option

Crestview High School students that have achieved class standing as a sophomore, junior, or senior may elect to explore the option of taking college classes while still a high school student.

By March 1, all public and community high school administrators must notify 8th through 11th grade students and their parents of the Post-Secondary Enrollment Options Program.

By March 30, all students must notify high school administrators of their intent to participate in the program. Students who are denied written permission from their school administrator will be ineligible.

ACTIVITIES

Activities Available at Crestview

Academic Challenge
Baseball
Basketball
Cheerleading
Cross Country

National Honor Society
Pep Band
Softball
Soccer
Spanish Club

Drama
FCA
FFA
Football
Golf

Student Council
Track
Volleyball
Wrestling
Yearbook

Athletic Department

Crestview Athletics are an important part of our educational program. An athletic handbook has been developed and is available from the athletic director, the guidance office, or any coach. All rules and guidelines are listed there.

ELIGIBILITY

Grades 9-12- According to the OHSAA and Crestview High school any period of eligibility or ineligibility in grades 9-12 will be for the entire nine week grading period. You must receive passing grades totaling five credits and have at least a 1.0 G.P.A. in order to play sports the next nine weeks. Fall sports eligibility is based on the last nine weeks of the previous school year.

Dances

Students should come to Crestview High School dances dressed in appropriate clothing. The Prom & Homecoming are formal dances and attire must reflect that. Students may not purchase tickets if any fundraiser monies are owed. If students bring a date from another school they are expected to abide by the rules and guidelines. A guest registration form must be completed. These guidelines were developed with staff and student input along with dress code guidelines from the handbook. Dances are open to Crestview High School students and their guests. Middle school students and individuals 21 years of age or older are not permitted to attend dances. If a guest is not a Crestview High School student registration forms must be obtained from the advisor(s) and returned one week prior to the dance. Guests are subject to the approval of the high school principal. Once the dance begins students/persons leaving the building will not be permitted to return.

Females:

1. No cutout or two piece outfits that are see through and/or that exposes the midriff or navel.
2. No plunging necklines that expose too much.
3. No side, back, or front skirt slits that go above mid thigh.
4. No backs that fall low enough to expose the posterior.
5. No blue jeans

Male:

1. Suits or tuxedos must be worn.
2. No blue jeans.

3. Shirts must be worn at all times.

Students that do not abide by the guidelines will be asked to leave the dance.

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

Homecoming

Homecoming is an annual event conducted by the student council, which is the high point of the football season. A queen and a king are elected by the student body from the senior class to reign over this activity.

The homecoming court will consist of a queen, a king, a retiring queen, and a retiring king, 4 senior attendants.

The senior class shall select five (5) girls and five (5) boys as candidates for queen and king. The girl and the boy receiving the most votes from the student body will be the homecoming queen and king. Those seniors not being selected as queen or king will be the attendants and escorts from the senior class.

The students selected as queen and king by the student body will be announced at the pre-game ceremony.

Recommended apparel for the homecoming court: sportswear for the game and formal dress for the dance. Middle school students are **not** allowed to attend the homecoming dance. Tickets must be purchased pre-sale. No tickets will be sold at the door. The last day for ticket sales will be the Thursday before the Homecoming. Tickets for the Homecoming dance may not be purchased unless class dues are paid.

Junior - Senior Prom

The junior-senior prom is an extra-curricular activity. The junior class is responsible for planning and conducting this event in honor of the seniors. All participants who attend must purchase tickets.

One girl and one boy from the senior class will be elected to serve as queen and king of the prom. One girl and one boy from the junior class will be selected to serve as princess and prince of the prom. These candidates will be chosen by their respective classmates by popular vote during the spring class meeting before prom. Attendance at the prom is limited to members in good standing of the junior and senior classes and their guests, who must register in the office. No middle school students may attend. Tickets must be purchased pre-sale. No tickets will be sold at the door. The last day for ticket sales will be the Thursday before the prom.

Class Dues: All students (grades 9-12) attending prom activities are required to have paid their class dues. Dues will be collected during lunch the week following the first class meeting. The class treasurer will be responsible for collecting dues and writing receipts. If the class treasurer is

not available, another class officer may be designated. All students attending the prom activities are required to have paid school fees prior to purchasing any tickets.

National Honor Society

Membership in the National Honor Society has become recognized nationally as one of the highest honors that can be bestowed upon a high school student. Membership is, however, more than an honor; it carries with it a responsibility and should be considered the beginning of an obligation, not merely the successful culmination of an effort to achieve recognition and honor. Once elected for membership, a student is singled out. He/she should not only continue to demonstrate those outstanding qualities which brought about his/her selection, but should exert a new influence to improve conditions about him/her and promote these qualities: leadership, character, scholarship, and service for which the National Honor Society stands.

The constitution outlines specific requirements for membership:

1. Membership in the chapter shall be based upon scholarship, service, leadership, and character as defined in the National Handbook.
2. Membership of this chapter shall be known as active and graduate. Graduate members have no vote. Active members become graduate members at graduation.
3. Candidates shall have spent at least one semester in the school or, if a senior, must have recommendation from their previous school, and are members of the junior or senior classes.
4. Candidates eligible for election to the chapter shall have a minimum scholarship average of 3.5. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such a standard may be admitted to candidacy for election to membership. Their eligibility shall then be considered on the basis of their service, leadership, and character by a faculty committee.

Each eligible candidate must complete an application for membership before they may be considered. The selection of each member to the chapter shall be a majority vote of the faculty council.

Any member who falls below the standards which were the basis of his/her election shall be promptly warned. If during the next regular grading period of the school year, the member fails to meet the standards used as a basis for his/her election to the society, his/her case shall be examined by the advisors. A National Honor Society member must maintain the standards for membership in order to retain his/her membership. If a member is

dismissed, he/she is never again eligible for membership in the National Honor Society.

The officers of this chapter shall be a president, vice-president, secretary, treasurer, and reporter. A majority of the votes cast shall be necessary to elect any officer of the chapter. The officers of the National Honor Society are responsible for conducting the business of the organization in cooperation with the membership and the faculty advisor. Members are required to perform 40 hours of community service. Specific guidelines for these hours will be distributed to members.

Student Council

The student council is composed of elected representatives from each grade level. The council is the student voice in the affairs of student government. The student council is an educational instrument designed to provide actual learning experiences in leadership and opportunities to practice the qualities of good citizenship necessary for effective membership in a democratic society.

He/she must have cumulative G.P.A. of 2.0; in order to run as a representative and to serve as a representative.

All activities of the student council will be under the jurisdiction of the principal and the faculty advisor. An advisor will be present at all meetings of the student council except during the meetings of sub-committees where his/her attendance is voluntary. At such meetings he/she has the power to veto any measure which is considered unwise.

The chain of authority through which the student council will function is as follows:

1. Student body.
2. Student council general assembly.
3. Student council executive committee.
4. Student council advisor.
5. Principal.
6. Superintendent.
7. School board.

Any issues passed by the student council and approved by the advisor will also have to meet the approval of the principal. In light of these orderly procedures for dealing with student concerns, no student shall disrupt any school related activity.

The executive committee of a student council shall be the student council officers who are to be elected from the general assembly of the council. Any student may run for an office regardless of their grade level. The executive committee is responsible for conducting the business of the student council in cooperation with the council membership and the faculty member. Student Council meetings will be held at least once a month. Meetings may be held before, during, or after school. Student council members are required to set up for, as well as, stay after to clean up the Homecoming dance.

Election to student council:

1. All candidates for student council will be elected based on student balloting and five teacher recommendation scores.
2. There will be four (4) representatives and one (1) alternate per graduating class or the equivalent of one (1) representative per homeroom, whichever is greater, to represent that graduating class in the general assembly.
3. Each representative should be dependable and have an active interest in school activities.
4. Election to student council shall be decided by secret ballot in each individual class with the qualified candidates receiving the larger number of votes being elected.
5. A student running for student council must be approved by either the Student Council advisor or principal.

A member will be given one grading period to regain a "C" average once he/she has fallen below it. If the "C" average is not regained, the alternate shall take over. If a student involved in Student Council misses three required activities an alternate shall be assigned the position.

Yearbook

The yearbook staff, under the direction of the faculty advisor, is responsible for designing, compiling, and marketing the yearbook on an annual basis. In addition, yearbook staff members are personally responsible for soliciting funding through the sale of business and personal advertising.

Appointed positions of leadership to be filled each year include those of Editor in Chief, Photography Editor, and Business Manager. The faculty advisor is responsible for all appointments. Positions are assigned to experienced, dedicated staff members, typically juniors and/or seniors.

Yearbook, provides no immediate rewards or recognition. (Staff members derive self-satisfaction from knowing they have accomplished one of the most important yearly undertakings to be performed by high school students that of recording school history).

The ideal candidate for yearbook is the student who is involved in few other activities but who is attuned to school activities. He or she should be self motivated and willing to make a commitment. In addition, good writing skills and an eye for good design are helpful.

ATTENDANCE

Student Attendance Policy

ORC 3321.01 through 3321.99 is very specific in its guidelines to school in regards to student attendance. It states that any child between the ages of six and eighteen is of compulsory school attendance.

The Crestview Local Schools believe that punctuality and regular attendance are essential for a student to receive maximum benefit from his educational experiences. In fact, punctuality and regular attendance are attributes, which serve one well throughout life. It is recognized by our administration and faculty that excessive absence from school is detrimental to a student's academic performance. It is the student's responsibility to make up all work missed because of absence from school. In some classes, excessive absence may result in the student's inability to satisfy minimum course requirement.

The most important policy dealing with attendance is centered around excused absence from school which entitles the student to make up missed work and is based on the following conditions:

1. Personal illness: A doctor's statement will be required if the illness appears to be chronic and not "**casual.**"
2. Illness in the family: When the student's presence at home is necessary for family stability. This does not extend to prolonged or long term illness which may be chronic in nature.
3. Death of a relative: An absence for this reason is generally limited to a maximum of three (3) days. Special consideration for extenuating circumstances may be given by the building principal.
4. Health Department Quarantine: To prevent the spread of contagious disease.
5. Necessary work at home limited to emergency conditions only. Needed at home excuses require that specifics of the **emergency situation** must be stated in writing on the excuse that the student presents when returning to school. This type of excuse will not be automatically accepted, especially when it is repetitive in nature. Past and future absences are excused in accordance with the general provision of Section 3321-04 Ohio Revised Code.
6. Observance of religious holidays: Specific to the personal creed or belief of the family.
7. Other reasons if approved in advance by building principal.
8. Official school trips and/or events.
(Taken from Section 3301-51-13 of the Ohio Administrative Code)
9. College Visitations

Absence Homework Request

Homework can be requested for students missing three or more days of school.

Unexcused Absences Include But Are Not Limited To:

1. Car Trouble.
2. Missing the bus.
3. Oversleeping.
4. Shopping.
5. Any non-medical appointment (this includes senior pictures).
6. Out of school suspension.
7. Truancy.
8. Vacations not pre-approved by the building principal.
9. Prom preparations not approved by the building principal.
10. Any time absent from school without the prior approval from the building principal.

Students are expected to be present and punctual for all classes throughout the year.

By state law and school board policy, parents are required to call the office between 7:45 a.m. - 9:45 a.m. in the event of a student's absence. **If a phone call is not received then the parents will be called at home or work.** When returning to school following an absence, students are to present a note to the attendance officer between 7:45a.m.-7:55 a.m. The note should include a parent's signature, reason for the absence, and the date of the absence. An unexcused absence is given when a student returns to school without a written excuse. With an excused absence the student has the responsibility of picking up an excuse slip the day they return to school. **The student will get the excuse slip in the main office, and present that slip to each instructor that day in order to make-up assignments during the absence.**

In order to participate or attend any scheduled event, activity, practice, competition, game or try out, whether curricular or extra-curricular, the student must be in attendance by 11:20 a.m. daily with an excused absence and may not leave during the school day unless prearranged by the building principal.

***(see note)**

***Note:** Exceptions to this regulation may be made by the building principal for valid and sufficient reasons, requested in writing by the student's parent/guardian prior to the day of the scheduled activity (i.e., funeral, medical appointment, **confirmed** family emergency).

Early Dismissal

A student may be granted an early dismissal from school provided the reason is listed as "excused" under the attendance guidelines. He/she must secure a pass from an administrator or attendance officer and "sign-out" in the presence of a secretary. Failure to follow this procedure may result in a charge of truancy. In the event parents want a student to leave school during the day, a note must be brought in stating the reason and presented to the office **at the beginning of the day**. When returning to school following an early dismissal, regular procedure governing absences will be followed. Parents are not permitted to have students call from a classroom without first receiving permission from the office. Students missing a minimum of 50 minutes will be counted as a partial absence. Students leaving after 2:00 p.m. will be considered an early dismissal.

Excessive Absences from School

Regular school attendance is vital to the academic success of a student and develops a sense of responsibility toward the work ethic that will be a tremendous advantage to the student in the work world. Employers expect regular attendance patterns of employees and weigh heavily the attendance patterns and habits established in school in the hiring process. Whether an absence from school is excused or unexcused, many classroom opportunities cannot be made up or recreated.

Therefore, students that accumulate more **than ten (10) days excused or unexcused absence** for any course **may lose credit for that course**. Included in these days are all absences **except** those excused by a doctor's statement. No medical exemptions will be allowed after the end of each semester. All medical exemptions are to be received within one month's time of said absence.

Crestview High School will enforce the following guidelines in cooperation with the county juvenile court system:

- * **Two (2) unexcused absences** –Warning letter from designated authority.
- * **Five (5) unexcused absences** - Parent required to attend Juvenile Court Parent Awareness Program. Failure to attend Parent Awareness Program will result in an Unofficial Court Hearing.
- * **Eight (8) unexcused absences** - Unofficial Court Hearing
- * **Twelve (12) unexcused absences** - Official Truancy Court Hearing

Credit(s) lost due to absences beyond the above limits and excused by a doctor's statement may be made up by a tutorial program, arranged and paid for by the student, with the prior approval of the principal.

Medical Status

Students who are absent for 10 days during the school year, excused or unexcused, will be put on medical status. At this point, only a doctor's statement or hospital record, court excuse, death in the immediate family or a principal's approval will be accepted within 24 hours of the student's return to school. Parents of students with chronic medical conditions should contact the principal and/or attendance office.

After 10 absences, those absences not covered by a doctor's excuse, court excuse, death in the immediate family, or a principal's approval will be processed as unexcused. The consequences of unexcused absences are that the student receives a zero for the day's work and is not permitted to make up the work missed.

Other circumstances or exceptions may be considered by the principal in determining the amount of time that needs to be made up.

The "dropout" legislation **requires** county superintendents to notify the Registrar of Motor Vehicles and the juvenile judge when:

1. A student drops out of school.
2. A student is excessively absent from school.
3. A student is suspended or expelled from school for the use or possession of alcohol or drugs.

The notification, except in certain circumstances results in the suspension or denial of driving privileges of such student until the student becomes 18 years of age, returns to school, receives a G.E.D. certificate or privileges are otherwise restored.

Illness at School

Should you become ill during school, request permission to report to the office. The office will contact your parent or guardian. No student will be sent home unless the parent or guardian has been contacted from the office and permission secured.

Medical Appointments

Every effort should be made to make arrangements for medical appointments during times that school is not in session. When it is necessary to make a medical appointment during school hours, a note or telephone call from the student's parent/guardian must be directed to the office to secure early dismissal from school. Upon returning to school from the medical appointment, the student is to bring a note from the attending doctor. When the above procedure is followed, the student's time from school will be considered excused absence. **The student must sign the register in the school office when leaving the building and when returning to the building.** If a student missed school because of a medical appointment, the absence must be treated as an excused absence, and must be marked on attendance records.

Prolonged Absences

If a student is unable to attend class or school for a lengthy period of time, a telephone call should be made to the school so arrangements can be made for assignments to be sent home.

Tardiness to School

If a student arrives to school late, he/she is to report to the principal's office for a tardy or admit slip. If a student is tardy, a C.O.R.E referral will be

assigned. Students are considered tardy up to 9:00 a.m. Students arriving after 9:00 a.m. will be counted absent.

Truancy

Absence from school or class (es) for any reason other than those stipulated in the attendance section is illegal and constitutes truancy. Truancy from school or class (es) or leaving school grounds without permission of the building administration and parent or guardian may result in:

1. Parents being notified.
2. Detention time assigned.
3. Time missed considered unexcused, any work or tests missed would receive a grade of **F**.
4. Assignment to the C.O.R.E. Program, or Out-of-School suspension.
5. Referral to the county attendance officer.
6. Referral to the juvenile court.

Vacations

Parent must initiate contact with the high school principal with a written note to provide documentation to excuse absences. No student will be excused for more than five missed instructional days.

Visitations-College Visits

College visitation appointments will be coordinated by the guidance office. Any student who wishes to visit a college will need to have an approval form completed **one (1) week** prior to a visitation date being arranged. Students will be allowed a maximum of two (2) days for college visitation. Additional days for visitation may be granted at the discretion of the high school principal.

Grading System

Computing Final Grades

Each nine weeks grade will count as 40% of the semester grade. Each class will have a semester exam/project that will count 20% for the semester average.

Semester averages will be determined by percentages.

Final Examination Policy

Comprehensive examinations can be valuable educational instruments. Such examinations provide opportunities for valuable review of units studied, the teaching of study skills and review and test taking techniques necessary for success on a test of this nature.

Comprehensive examinations also promote student responsibility and accountability for organization of materials, notes, tests, quizzes, etc., throughout the semester, retention of information and concepts studied and the necessary out of class preparation needed to be successful.

Therefore, each teacher will give a comprehensive **SEMESTER EXAMINATION** during the scheduled examination time near the end of that semester or year long course which will take the form of a test or special project. That comprehensive test or special project* is to be a fair and accurate evaluation of each student's ability to utilize in a practical way the material, information and/or concepts studied during that semester. An exam schedule will be followed.

Students that pass the Ohio Graduation Test on the first attempt will be exempt from that content area exam the semester after test results are received.

Grading Scale

99 - 100	A+	83-84	B-	62-68	D
94 - 98	A	81-82	C+	60-61	D-
92 - 93	A-	73-80	C	59-0	F
90 - 91	B+	71-72	C-		
85 - 89	B	69-70	D+		

Grading Period

At the end of each grading period each student will be given a letter grade for each course taken, which reflects a fair and accurate appraisal of the student's academic progress and development for that grading period. Each teacher is permitted certain flexibility in determining what criteria will be used to make that fair and accurate evaluation which is to include, but is not limited to:

1. Standardized tests
2. Teacher - made tests and quizzes
3. Homework and supervised study activities
4. Group and/or individual projects
5. Laboratory and/or workshop activities
6. Classroom participation (oral and/or written)
7. Classroom attitude, behavior and attendance

Each teacher is to explain his/her system to students during the first few days of school and remind them several times during the year. Each teacher will distribute a syllabus.

1. Each teacher keeps a class record of grades.
2. Unexcused absence from a class or school and/or out-of-school suspension from school shall result in a

failing grade being recorded for each such day and is to be averaged as a daily participation grade. A failing grade is also to be recorded for all assigned work during any such unexcused period of absence.

Honor Roll

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. Students earning all A's will receive special mention on the honor roll list.

Incomplete Policy

All required work for any courses marked "incomplete" for any grading period must be completed and have grades recorded within two (2) weeks from the last day of the grading period marked "incomplete". Incomplete grades remaining after the two (2) week period will be recorded as "failure," unless accompanied by a signed doctor's note.

Interims

All staff members are required to keep grades electronically. Parents have access to this grade book with a user name and password. This information provided access to all recorded assignments allowing parents and students to view progress at all times. User names and passwords are available through the guidance office.

GRADUATION

Graduation Requirements

Twenty-one (21) academic units of credit are required for graduation from Crestview High School. The following courses must be successfully completed:

	<u>2011-2013</u>	<u>2014 and beyond</u>
English -----	4 credits	4 credits
Social Studies-----	3 credits	3 credits
Mathematics-----	3 credits	4 credits
Science-----	3 credits	3 credits
One (1) Physical and One (1) Biological		
Health-----	1/2 credit	1/2 credit
Physical Education- -----	1/2 credit	1/2 credit
Bus. /Tech. or Fine Arts or Foreign Language-	1 credit	1 credit
Electives-----	6 credits	5 credits

Students must also pass all five (5) parts the Ohio Graduation Test.

Grade 9 - Required Subjects

English 9
Math
Physical Science
Honors Physical Science
Physical Education
Health
World Studies

Grade 10 - Required Subjects

English 10
American Studies
2nd Math Credit
Biology
Honors Biology
Physical Education

Grade 11 - Required Subjects

English 11
3rd Math Credit
3rd Science Credit

Grade 12 - Required Subjects

English 12
American Government
4th Math Credit

A student must carry a minimum of 6 classes each school year with a maximum of 1 period of study hall daily. All required courses must be taken and passed in sequence.

Failure in a sequential course means that course must be repeated before attempting the next course in sequence.

A sequential college prep curriculum would be:

Grade 9

English 9
Algebra I
Physical Science
Honors Physical Science
Spanish I
Physical Education
World History
Health
Elective(s)
Art/Band/Choir

Grade 10

English 10
American Studies
Algebra II
Biology
Honors Biology
Spanish II
Physical Education
Elective (2)
Art/Band/Choir

Grade 11

English 11
Geometry
Chemistry
Spanish III
Elective(s)

Grade 12

Senior English
American Government
Pre Calculus/Calculus
Physics/Advanced Physics
Anatomy/Physiology
Advanced Chemistry
Spanish IV
Elective(s)

One credit in "The Arts" should be selected as elective course work to help meet many colleges' requirements for unconditional acceptance.

High school courses offered through correspondence courses will be accepted for credit toward graduation only when they meet these criteria:

1. Credits earned in correspondence schools that are directly affiliated with state universities will be evaluated by school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools that have been established primarily for correspondence study, rather than an institution primarily for residence study, will not be accepted toward graduation.
4. All on-line course work requires prior written approval from the guidance department or the principal.

Commencement

Participation in commencement exercises is limited to Crestview High School students who have successfully completed the required units of credit and passed all required tests. However, students who are either **one** credit short or still have not passed **one** of the required tests will be allowed to participate as long as they are **not** deficient in both of these areas. Students in either of these categories must take the following steps:

1. Submit to the principal a written request stating the area of deficiency and their desire to participate. This request must be signed by both student and their parent.
2. Show evidence of a plan to correct either of these deficiencies.

In order to participate in commencement exercises, all students must have paid all financial obligations that they might have incurred during their enrollment in grades K-12.

Foreign exchange students, who are enrolled in senior level courses, may participate in commencement exercises as part of their cultural experience. However, they will not receive a diploma.

Award of Merit

The requirements listed below have been adopted for the "Award of Merit." This certificate will be awarded by the State Board of Education to all those who meet the criteria specified in **A and C or B and C below**.

- A. College Prep Requirements** - complete the following requirements
1. English - 4 units
 2. Mathematics - 3 units (Must include 1 unit of algebra and 1 unit of geometry.)
 3. Science - 3 units (Must include 2 units from among biology, chemistry and physics.)
 4. Social Studies - 3 units. (Must include 2 units of History, 1 unit of Government).
 5. Foreign Language - 3 units of one (1) language or 2 units each of two (2) languages.
 6. Complete 2 units from one or more of the following, or 2 additional units from one or more of the areas list A.1 through A.5 above.
 - a. Business
 - b. Computer Science
 - c. Visual or Performing Arts
- B. Career-Technical Curriculum Requirements**
1. Complete a career technical occupational preparation program
 2. Complete the following curriculum requirements
 - a. English - 4 units
 - b. Mathematics - 3 units
 - c. Science - 3 units
 - d. Social Studies - 3 unitsApplied academic credits earned via vocational education shall apply to the criteria for the "Award of Merit."
 3. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in B.2 above.
 - a. Business
 - b. Computer Science
 - c. Foreign Language
 - d. Visual or Performing Arts
- C. Performance Criteria (applies to both curricula)**
1. Maintain above average attendance for grades nine through twelve (compared to a rolling four-year state average). For 2010 the four-year state average is 94.17% attendance.
 2. Demonstrate outstanding achievement in the curriculum as evidenced by earning the equivalent of an overall grade point average of 3.25 on a four point scale for grades nine through twelve; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades eleven and twelve; or

- ranking in the top 25 percent of the class, whichever is more inclusive.
3. Participate in co-curricular, extracurricular or community activities in accordance with procedures established by the district board of education.
 4. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education.

Diploma with Honors

CRESTVIEW HIGH SCHOOL STUDENTS

Beginning with the Class of 2011 students must meet seven (7) of the following eight (8) criteria:

1. Earn four (4) units of English.
2. Earn at least four (4) units of mathematics which shall include algebra I, algebra II, geometry and another higher level course of a four-year sequence of courses which contains equivalent content.
3. Earn at least four (4) units of science including one (1) unit of physics and one (1) unit of chemistry.
4. Earn four (4) units of social studies.
5. Earn either three (3) units of one foreign language or two (2) units each of two foreign languages.
6. Earn one (1) unit of fine arts.
7. Maintain an overall high school grade point average of at least 3.5 on a four point scale up to the last grading period of the senior year.

Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing

Diploma with Honors

PIONEER CAREER AND TECHNOLOGY CENTER STUDENTS

Beginning the Class of 2011 the students must meet seven (7) of the following eight (8) criteria:

1. Earn four (4) units of English.
2. Earn at least four (4) units of mathematics which shall include algebra I, algebra II, geometry and another higher level course or a four-year sequence of courses which contains equivalent content.
3. Earn at least four (4) units of science including one (1) unit of physics and one (1) unit of chemistry.
4. Earn four (4) units of social studies.
5. Earn four years of Career Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit.

6. Achieve the proficiency benchmark established for the Ohio Career-Technical competency Assessment.
7. Maintain an overall high school grade point average of at least 3.5 on a four point scale up to the last grading period of the senior year.
8. Obtain a composite score of 27 on the American college testing service's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the college board's SAT verbal and mathematics sections (excluding the score obtained on the required writing section).

Early Graduation

Students who find it necessary or desirable to complete high school at the conclusion of the third year must:

1. File a written request signed by the student and parents with the guidance office prior to March 1st of his/her sophomore year. This request must provide evidence justifying the request based on:
 - A. Maturity and age
 - B. Proven good behavior
 - 1). attitude
 - 2). attendance
 - 3). cooperation with school authorities
2. All students requesting early graduation must complete the required units of study set forth by the Board of Education and shall comply with the minimum state standards prescribed by the State of Ohio for granting a diploma.
3. Students accepted for the accelerated program will have completed 14 units of work by the end of their sophomore year.
4. A student enrolled in a two year program at Pioneer will not be permitted to apply for early graduation.
5. The applicant must understand that granting early graduation is a privilege based on existing legal statutes and is not a guaranteed right to be extended to any individual on demand.
6. The parents and the student will meet with the early graduation committee to provide information and to discuss the need for the modified program and the student's post high school plans.
7. The committee will make a recommendation to the school board meeting as to whether the student should be allowed to follow an accelerated program or not.
8. If approved when the student is able to schedule the courses needed to graduate, they will be assigned to the senior class and will graduate with that class. Early graduates must have satisfactorily completed all graduation requirements to participate in the commencement program.

SCHEDULE CHANGES

Schedule changes will not be made except under unusual circumstances. Such changes will be allowed during the 2 weeks prior to the first day of school only. After the two weeks, **any schedule change will require parental permission and administrative permission provided it meets the following reasons:**

1. Schedule conflicts or errors.
2. Educational reasons: prerequisite deficiencies, credit deficiencies, required course needed.
3. Changes required due to completion of pre-approved summer course work.
4. Scheduling opportunity: an original selection which was unavailable becomes available.
5. Courses may be dropped and study hall substituted during the first two (2) weeks of school with the permission of the principal and parent.

Tutoring

Except in cases of home instruction which are approved and paid for by the Board of Education, students who wish to make-up or earn additional credits by hiring a tutor must first contact the principal. Certain conditions must be met before credit may be granted by the school. Two of the regulations are:

1. A minimum of forty (40) hours of tutoring and eighty (80) hours outside work is required per credit.
2. No more than two (2) credits attained with tutors may be applied to graduation requirements.

Vocational School Requirements

1. Nine (9) units of specific credit should be earned before a student will be considered for the Career Center.
2. Subject requirements for Career Center School attendance:

Mathematics	2 units
Science	2 units
Health and P.E.	1 unit
Social Studies	2 units
English	2 units

participation in athletics, attendance at school dances, attendance at athletic events, and participation in school fund raisers; unless waived by the building principal due to mitigating circumstances or conditions.

Guidance

Guidance services are available to all students at Crestview High School. These services include counseling; testing; offering occupational, educational, military, and social information; college planning; scheduling; and group guidance. Up-to-date occupational and educational files are maintained for student use. Information about scholarships, college conferences, and work opportunities are posted immediately upon reaching the guidance office. Parents, as well as students, are invited and encouraged to confer with the guidance counselor whenever they wish to do so.

Lockers

Locker combinations may be obtained from the office. Keep the lockers locked and the combination of your lock a secret. **Do not "set"** your locker to open without the combination. **Do not "change"** lockers without permission. Students should go to their lockers in the morning before school begins, at noon, and after school. Going to lockers between classes is discouraged because doing this often causes students to be tardy to class or study hall. Students are not permitted to tape, glue, paste, etc. any material on the outside of the locker. Lockers are provided for the convenience of the student and even though students are assigned specific lockers, **the lockers remain the property of the school and may be inspected at any time.**

Students taking physical education classes are required to purchase a school issued lock for the assigned Phys. Ed. locker.

Lost and Found

Lost and found articles are kept in the school office. Students who are hunting lost articles should always check with the office first. Any article not claimed within a reasonable length of time will be disposed of. Develop a sense of responsibility - look after your things.

Media Center

The media center (sometimes referred to as a library) is a centralized resource center of print, non-print, and electronic information. Use by students is a privilege. Students come to...

- read magazines, books, newspapers;
- use reference materials, dictionaries, and encyclopedias;
- work on assigned research papers, projects, or reports that require the use of the media center's resources;
- use the computers, CD-ROM, and other electronic resources for academic and informational purposes.

Students also have access to...

- The Ohio Career Information System (OCIS)

- Mansfield/Richland County Public Library
- The Internet

All of the above resources are available for the purpose of finding additional resources and information they may need to complete assignments.

The atmosphere maintained in the media center is a quiet one, where students can individually work or read. Classes coming to the media center are asked to work quietly so as not to disturb or distract other students who are working.

Media Center Procedures and Rules

When choosing to come to the media center from study hall each student must:

- have a valid CHS Media Center ID card;
- come prepared with all materials necessary to complete his/her tasks

No food, candy or beverages are permitted to be brought into the media center by students at anytime.

Any student causing a disruption, or in anyway, abusing his/her media center privilege, will lose that privilege for a certain amount of time. The librarian will determine the extent of that time on a case by case basis. If any student loses his/her media center privileges for any reason, he/she will not:

- be permitted to use the facility
- be permitted to use the materials
- be permitted to use the equipment unless he/she is part of a class that is accompanied and supervised by a teacher.

Media Center Cards

Each year, each student will be issued a CHS media center ID card which allows him/her to have library privileges. It is necessary to have this ID card when checking out and renewing material.

If a student loses his card or it gets washed, he/she must first inform the librarian of the loss. If the student ID card is lost there will be a \$2.00 replacement charge.

Media Center Computer Use

The media center is an academic facility. Therefore, to encourage and promote this atmosphere, the use of the computers will be only for academic pursuits. The rules will be:

- One person per computer, unless specifically directed by the librarian.
- Access only academic programs, regardless of what may appear on menus.

- No games may be played and this includes games brought in on a disk.
- Artwork programs may be used if they are needed as part of the assignment and the librarian has talked with the teacher making the assignment.

Office Machines

Operation of office machines and/or equipment is limited to office personnel and faculty members only. Student use of office machines and/or equipment for any reason is **prohibited**. If a student copy is needed the cost is ten cents per side.

Report Cards

Letter grades are used to indicate the pupil's progress. **Report cards will be issued the week after the grading period ends.**

Transcripts

The school will provide transcripts for college application while attending school. Any additional transcripts after this time will cost \$1.00. Transcripts will be given after all school fees are paid.

Transfer and Withdrawal

The procedure for withdrawal or transferring is as follows:

1. Secure authorization withdrawal or transfer note from your parent or guardian.
2. Obtain appropriate forms from the principal's and guidance offices.
3. Have the forms filled out by teachers, return all schoolbooks and property, and make sure all fees are paid.
4. Take completed forms to the principal's office for final clearance.

Work Permits

Any student who is under eighteen (18) years of age is required to have a work permit if they are gainfully employed. Students may obtain a work permit application in the principal's office. A doctor's exam is required and the permit must be sent to the county office. Students should allow **1-2 days for processing**.

Use of Security Cameras and Release of Videotapes

In the interest of providing security to students, staff, and visitors, the Crestview Local School District has installed security cameras at various locations throughout the district's buildings and property. Any person coming onto school property is subject to being recorded on videotape. A notice of the presence of these cameras is posted at appropriate locations in each building. No videotape shall be viewed or released without the approval of the Superintendent and will be decided on a case-by-case

basis. This policy does not limit the use of any tape for administrative purposes by school officials, but only in so far as may be necessary to enforce the Student Code of Conduct and to protect students, employees, visitors and school district property.

STUDENT CONDUCT EXPECTATIONS

The Crestview Board of Education and school administration recognizes the rights of the students as individuals. It is also recognized that these rights must be balanced with the interests of an orderly and effective educational process in a school environment conducive to the healthy growth and development of all students. Teachers must be able to teach, supervise, and conduct their educational program. Students should not lose their right to a good education because of the disruptive actions of another student. In general, we all must consider the rights of others and assume the responsibilities that our rights place upon us. In order that this may be accomplished, the following student conduct code is established.

Assemblies

Assemblies will be held periodically to provide varied types of programs for students. Students should move quickly and quietly to their assigned places in the auditorium or gym. Students are expected to conduct themselves as mature people. Your behavior is a reflection upon an individual, your parents, and our school. Common courtesy demands the full attention of all students. Students will not be dismissed from the assembly until officially excused by the principal or direction of the assembly.

Book Bags and Purses

Students may use a book bag to bring books to and from home. Book bags and purses are to be kept in lockers. Book bags and purses are not to be taken to classrooms or common areas.

Cafeteria: *There are no student lunch charges.*

1. Students are not to run in the halls in order to try to get a better place in line.
2. Students are to be orderly in line and are to remain in their place.
3. Crowding in line is selfish and a violation of the right of other students.
4. Trays and all paper cartons are to be disposed of properly by each student.
5. Courtesy and orderliness will prevail at all times in the cafeteria.

6. Food and beverages may be consumed in the cafeteria only.
7. Remain seated until you have finished eating.
8. Leave your table as clean as you found it.
9. When finished, please push your chair against the table.
10. We have a closed lunch period. No student is permitted to leave the school grounds during the noon period. Lunch period is only for students currently attending Crestview High School.
11. Students not buying the school lunch may only bring into the school cafeteria their own individual home packaged lunch. Students are not permitted to make arrangements for any type of "**catering**" services, restaurant, etc., to deliver food to the school without permission from the building principal.
12. Cafeteria misconduct will result in disciplinary action.

Care of Valuables and Thefts

Pupils should never leave money or anything else which is of value where it will be a temptation for someone to steal it. **Students should never carry more money to school than is absolutely necessary to meet everyday expenses.** Much theft can be eliminated if students lock their hall and gym lockers and do not tell their combinations to anyone else. Obviously, persons caught stealing will be punished, either by the school or by a law enforcement agency, or both.

Card Playing

Card playing is allowed during the noon activity period only.

Corridor Courtesy

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
4. Arrive at school no sooner than 7:45 a.m. and leave the school building no later than 3:15 p.m. unless under the supervision of a teacher or coach.
5. Inappropriate public displays of affection between students will be considered unacceptable behavior.
6. No student is to be out of class or study hall anytime during class sessions without their own planning agenda.

Code of Conduct Regulations for Pupils

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action, which may include one or more of the following: detention, classroom removal, C.O.R.E, parental contact, referral to legal authorities, withhold participation in extra-curricular activities or commencement ceremony, emergency removal, in-school suspension, suspension, and/or expulsion.

Grounds for Suspension or Expulsion shall include, but not be limited to:

1. **Damage, Destruction of Defacement** of school property and or private/personal property of any Crestview employee on or off school property.
2. **Possession, Use and or Distribution** of tobacco products, narcotics, alcoholic beverages, counterfeit drugs, and/or other drugs and related paraphernalia. During school or while participating in school sponsored activity.
3. **Profane, Indecent or Obscene Language:** Written or verbal, directed towards or used in the presence of school personnel or students. This shall include use of obscene gestures, immoral acts, pictures and signs.
4. **Insubordination** by refusing to comply with reasonable request or directions of school personnel. Persistent disobedience or gross misconduct.
5. **Fighting** among two or more students or contributing to and encouraging disruptive behavior, including but not limited to fighting.
6. **Possess, Conceal, Transmit or Threaten** with a weapon or any object, which might be considered a dangerous instrument of violence or mass panic.
7. **Harrassment** of another individual (s) be it physical, verbal, extortion, or sexual in nature.
8. **Theft or Unauthorized possession** of school property or equipment and the personal property of any school personnel, student or visitor.
9. **Falsifying** incidents, student records, test, grades or other correspondence directed to the school or its personnel.
10. **Reckless, Unsafe, or Unauthorized** operation of a motor vehicle.
11. **Truancy, Repeated Tardiness** from school, class, lunch or any other assigned activity for part or all of a day without school authorization.
12. **Any Offense** which is ground for expulsion or that constitutes a violation of local, state, or federal law. (i.e. false alarms, mass panic)
13. **Repeated** violation of the Code of Conduct.
14. **Repeat Rule** repeated non-compliance of a particular school policy will result in a stricter discipline regiment.

DEFINITIONS

Detention The holding of a student in a specified limited area during or after school.

Due Process The opportunity for an informal hearing to state the student's case and provide written notification of the intended disciplinary action.

Emergency Removal : Removal of a student whose presence poses a continuing danger to persons or property.

Expulsion The removal from school and all school activity privileges for the remainder of the current semester. Failing grades for all subjects taken for that semester are given if a student is expelled. A student expelled from school may not participate or attend any school event for the duration of that expulsion.

Hearing When a student is sent to the office for disciplinary action the student will be given an informal hearing by a member of the school administration. The hearing process and the forms which must be complete are designed to assure the student of the due process to which he/she is entitled by law. If prior to or during the hearing, the administrator who decides that the student ***maybe*** subject to suspension or expulsion because of the nature of the infraction, he will so advise the student in writing at that time.

C.O.R.E In school restriction can be used in place of Friday School. A student will be under the supervision of certified staff member. A student will receive work from each class in the schedule. A student will not be counted absent and will be present the entire school day.

Suspension The removal from school and all school activity privileges for a period of one to ten days. Class assignments may not be made up for credit during the time a student is suspended from school. A student suspended from school may not participate in any school event for the duration of that suspension or until school resumes the next school year.

Sexual Harassment

Any unwanted attention of a sexual nature from someone in the school or school activities that create discomfort at school or school activities. It can take

the form of verbal abuse, such as insults, suggestive comments and demands; leering and subtle forms of pressure for sexual activity, physical aggressiveness, touching, pinching, patting, lewd practices, sexual jokes, rape or attempted rape.

Hazing/Anti-Hazing

Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. No administrator, faculty member, or other employee of the District shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, may plan, encourage, or engage in any hazing. Hazing is defined as doing any act of coercing another, including the victim, to do or initiate any act 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 does not lessen the prohibition contained in this policy.

Types of Disciplinary Measures

Listed below are the basic types of disciplinary action which may be used in conjunction with violations of the school conduct code. Please be advised that these disciplinary measures may be used in combination without constituting double jeopardy.

1. Issue verbal reprimand.
2. Restrict or remove privileges.
3. Assign detentions (before school or after school or at lunch).
4. Advise parents by telephone.
5. Advise parent by letter.
6. Hold conference with parents and student.
7. Refer student to counselor.
8. Emergency removal of student.
9. In school restriction (C.O.R.E.)
10. Out of school suspension (1 to 10 days).
11. Recommended expulsion to the superintendent.
12. Remove student from an activity or school organization.
13. Require restitution (in cases of stealing or property damage).
14. Notify police authorities.
15. File formal legal charges against student.
16. Restrict or remove computer privileges.

Disciplinary Procedures

Search and Seizure, Interrogation

1. Desks and lockers are the property of the board of education and are subject to search by school authorities when there is reasonable suspicion that some unlawful act of dangerous conduct is being committed.
2. School authorities will cooperate with law officers in searching lockers when suspicions arise that something may be hidden inside.
3. School authorities have the right to seize any material or weapon that they consider dangerous to the safety of the school and its occupants.
4. Police must have a search warrant when they intend to use evidence found in a locker or on a person to prosecute an offender.
5. School officials have the responsibility to interview students and file a report with the proper authorities concerning misconduct or crimes occurring on school property and at any school sponsored activity.
6. Police shall secure permission from school officials to interrogate a student. An attempt will be made to notify parents prior to such questioning.

Suspension

1. The superintendent, principal or their designees must give the pupil actual written notice of the intention to suspend.
2. The pupil must have the opportunity to appear at an informal hearing to challenge reasons or to explain his actions for the intended suspensions.
3. A student suspended out of school shall not be allowed to make up his/her work and shall receive a grade of F for each day of the suspension, for each class period missed.

Expulsion

1. Only the superintendent can expel a student. The superintendent must give written notice to the pupil and his parent, guardian, or custodian. The notice must include written reasons for the intended expulsion and provide opportunity for a hearing before expulsion is effective. "The expulsion may be eighty (80) days or the number of school days remaining in the school year in which the incident took place." The expulsion can not be longer than eighty (80) days.

2. If a student accumulates twenty (20) days of suspension in one school year (in-school or out-of-school), a recommendation for expulsion will be sent to the superintendent.

Emergency Removal

1. If the student's presence poses a continuing danger to persons or property, an advisor or teacher may remove the pupil from curricular or extra-curricular activities under his/her supervision, but not from the school premises altogether.
2. If a teacher makes an emergency removal, the reasons for the removal must be submitted in writing to the principal as soon as practical.
3. If the superintendent or principal reinstates a student removed by a teacher prior to the hearing, reasons in writing must be given to the teacher upon request.
4. The student, if removed for twenty-four (24) hours, must be given a hearing within seventy-two (72) hours. The person who ordered the removal must be present at the hearing.
5. If a student is involved in an emergency removal, further disciplinary action may follow.

Dress

The clothing that a student wears is an area of decision making involving the student's parents and the student. Therefore, the administration, recognizing this opportunity for responsible decision making on the part of our students, will not become involved in the matter of dress unless students exercise poor judgment in their mode of dress; that is, the dress interferes with the educational process or constitutes a hazard to the student or others.

Representatives from the student body, faculty, and administration met and developed the following dress code.

The building principal will determine whether the dress and appearance of students is in good taste and in compliance with the standards of the community and the school.

Clothing/apparel **not** to be worn:

- Jackets, coats, hoods up on sweat shirts
- See through clothing, sleeveless shirts, sweat pants/shorts (including warm ups, tear-aways and wind pants)
- Clothing containing insignia with racial or gang implications, clothing of unauthorized clubs or gangs
- Hats, handkerchiefs or bandanas
- Clothing with offensive illustrations, slogans, or commercial messages or advertising drugs, alcohol, or tobacco

- Sunglasses, dog collars, key or wallet chains, or any other items that may be deemed distracting or dangerous
- Bike shorts, gym shorts, cut off jeans, or short shorts
- Jewelry in inappropriate areas (body piercing other than the ears. A clear or flesh toned spacer that aligns flush to the face will be permitted. No clear or flesh toned ball or post will be permitted).
- Torn clothing including holes in jeans
- Bare feet or bare midriffs

Acceptable expectations include:

- Shorts-**must** be fingertip/reasonable length
- Clothing must completely cover all under garments
- Jeans/pants are to be worn and secured at the waist
- Beards and mustaches must be neatly trimmed and clean

Driving Student

The school is responsible for students who ride the school bus from the time they leave home until they arrive home after school. Students are required to have a driving permit signed by his/her parent on file in the school office **if they do not intend to ride the school bus.** All students who need to drive motor vehicles to and from school, unless accompanied by their parents, must purchase a parking permit. The parking hangar must be visible on the rearview mirror at all times. All students driving any motorized vehicle on the school grounds must have the proper license and adequate public liability insurance. The student and anyone who rides with him/her must come into the school building immediately upon arrival and the vehicle **shall not** be occupied or moved until the student is ready to return home at the end of their school day, except by special permission of a teacher or principal.

Each student who drives to school must register the license number of each vehicle in the school office. **NO CONTRABAND**, such as, but not limited to, alcoholic beverages, tobacco, illegal drugs, drug paraphernalia, and weapons, are to be kept in any vehicle.

All students who transport other students must have written permission from that student's parent for him or her to ride with them. (Slips may be obtained in the office for this purpose).

Students are not to park in the front visitor/office lot or to the side or back of the building. There are two student lots - one for seniors and one for underclassmen. Students are not to park in staff areas during school, after school or during any extra curricular events.

Absenteeism and tardiness that are attributed to driving or riding to school will result in the temporary or permanent revocation of driving privileges. The speed limit on school-owned property is (10) miles per hour. Reckless driving in any form is prohibited. Failure to abide by the above rules and/or to observe good driving practices will result in driving privileges being withdrawn.

The Board of Education assumes no responsibility whatsoever for accidents or injury resulting when students are driving or riding in other than board owned vehicles. This shall apply to all activities wherein students may be driving or riding in cars such as to athletic contests, distributing posters, doing errands, play practices, band practice, and any such other situation which may call for the use of an automobile.

Violations of these rules will be administered as follows:

1. First violation of vehicle misuse
(5 days loss of driving privileges)
2. Second violation of vehicle misuse
(10 days loss of driving privileges)
3. Third violation of vehicle misuse (Loss of driving
privileges for the rest of the school year).

Drugs and Alcohol

STUDENT DRUG TESTING POLICY AND PROCEDURES **Crestview Local Schools**

The Crestview Board of Education Drug Testing Policy was formed out of a commitment and desire to establish a truly drug and alcohol free school program. Because of pervasive nature of drug use in our schools and the ever increasing influence of peer pressure, the Board of Education believes that by implementing a drug-testing program, for students in grades 7-12 who participate in extra-curricular activities, it will encourage students to remain drug/alcohol free.

The Crestview Local School District will work to educate about, prevent, and intervene in the use or abuse of all drugs, alcohol, and mood-altering substances by the entire student population and to implement a program of deterrence as a pro-active approach towards a drug free school district.

The Crestview Local Schools have selected student athletes, students who participate in extra-curricular activities and students who drive to school to be included in the randomized drug testing pool. Since 2002 schools are able to test extracurricular activities, parking permits and almost any other activity that does not involve a grade.

PURPOSE OF THIS POLICY SHALL BE:

- a. To provide a healthy and safe environment for all students.
- b. To discourage students from using illegal drugs and alcohol.
- c. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs/alcohol.
- d. To encourage students who use drugs to seek help and/or participate in drug treatment programs.

- e. To provide the district with positive guidelines and disciplinary policies for violations of the drug free policy.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive.

Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extra-curricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

DEFINITIONS:

Student - any individual enrolled in the Crestview Local Schools grades 7-12 who attends Crestview High School, Crestview Middle School, Pioneer Career and Technology Center or any other school directly affiliated with Crestview Local Schools.

Student Driver - Any student who drives or parks their own vehicle on school property. All students who drive or park on school property must register their vehicles with the high school office and have the appropriate identification posted in their vehicle.

Extra-Curricular Activities - Any board approved activity that is non-graded and recognized by the board of education through a supplemental contract. (i.e.: Athletics, Student Council, Academic Challenge, National Honor Society, Drama Club, Jazz Band, Pep Band, Cheerleading, etc.)

Prevention - is defined as those activities designated to motivate students to avoid chemical use.

Random Selection – a mechanism for selecting extracurricular participants for drug/alcohol testing in which each participant shall have an equal chance of being selected for testing each time selections are made.

Reasonable Suspicion – means a suspicion based on specific personal observations including, but not limited to; appearance, speech, body odors, behavior, or other physical or observable traits of a student/athlete.

Positive Result – the presence of alcohol, nicotine, an illegal drug or their metabolites.

Medical Vendor – The medical office or company that the Board of Education selects to carry out this policy of testing.

Chain of Custody Form – a preprinted form provided by the testing laboratory that records all contact with the urine specimen, from initial collection through the final certification of the test result.

Medical Review Officer (MRO) – a licensed physician trained and certified in the process and interpretation of drug testing results.

Adulterant/Adulteratio – any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch a sample, or otherwise interfere with the detection of illicit or banned substances in the urine.

Split Specimen – an original urine specimen that is split into two separate samples.

Season- In-season start dates will begin as published by the school or sanctioning organization and continue until completion of the banquet for that activity in the District.

Illicit Drugs - Any controlled substance that a person may not legally sell, offer to sell, possess, give, exchange, use, distribute, or purchase under Ohio Revised Code Chapter 2925 or Federal Law, any harmful intoxicant as defined in Ohio Revised Code Section 2925.01, and anabolic steroids. This definition also includes all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided in the prescription or by the manufacturer.

Alcohol – Any intoxicating liquor, alcohol, beer, wine, mixed beverage, or malt liquor/beverage, as defined in Ohio Revised Code Section 4301.01. This definition includes any liquid or substance, such as “near beer”, which contains alcohol in any proportion or percentage. This definition does not include a substance used for medical purposes in accordance with directions for use provided in a bonafide prescription by the manufacturer, and in accordance with District policy and rules related to the use of prescription and non-prescription drugs, providing the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container which shall state the student’s name and direction for use, or (b) an over-the-counter medicine.

Banned Substance – A substance defined by School policy as being banned from use by students.

Self-Referral – A self-referral is not to be used as a means of avoiding consequences of a violation of this policy. Policy violations already reported or pending violations with law enforcement cannot be “self-referred.” Students may self-refer only twice during their school career (7-12). A self-referral will not carry a penalty as far as sitting out activities/events but will be counted as a violation.

School Year – The school year is defined as that period of time that begins with the first official day of school, as determined by the board of education, and runs to the last official day of school.

RANDOM TESTING

Random testing shall be done throughout the year. Up to 20% of eligible students may be tested on a monthly basis during the school year. A student may be tested more than once per season. Any student who refuses to submit to the urine drug testing will not be allowed to practice or participate in extracurricular activities/events in the Crestview Local School District for one calendar year. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

- a. Random selection of students:
The Principal/Athletic Director will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.
- b. Scheduling of random testing:
Random testing will be unannounced. The day and date will be selected by the Principal/Athletic Director and confirmed with the building administrator.

DRUGS FOR WHICH STUDENTS MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or Any substance included in (21 U.S.C. 802 (6)), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

COLLECTION PROCESS (Urine Screens)

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

- All students must have a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.
- Drug testing area must be secured during the testing.
- Only lab technicians, designated school administrator and students will be witness to the test.
- Privacy must be kept for all students.

The Principal/Athletic Director is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms and proper ID are completed.

- When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.
- No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.
- Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.
- Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.
- Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.
- Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)
- Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives

but have the same consequences. A retest will be required within 24 hours.

- Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.
- The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
- Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.
- With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody form to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

IF A POSITIVE TEST OCCURS:

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the **Chain of Custody**.
- b. Depending on the substances found in the urine, if necessary the MRO will contact the parent/guardian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian will be asked to provide a copy of the prescription label, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and reports this to

the Building Principal and/or Athletic Director, initially reporting positive results by phone.

For example, a drug screen positive for codeine may be ruled negative by the MRO when he/she receives a letter from the treating physician that the student has been prescribed Tylenol © with codeine as a pain medication following tooth extraction.

Or, if a student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a friend gave the student one of his/her pills), this would likely be ruled a positive drug test by the MRO.

Drug screens positive for illicit drugs (marijuana, heroin, Cocaine or alcohol, etc.) would automatically be considered positive by the MRO.

The MRO may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

The MRO will certify all urine drug screens as negative or positive and report by telephone positive findings in confidential manner to the Building Principal and/or Athletic Director.

An altered test or refusal to test will be treated the same as a positive test. A student who is randomly selected for testing and is absent on the day of testing will be subject to the testing procedure the next day of testing.

A student who is randomly selected for testing and misses the appointment for collection without good cause will be considered in violation of the code of conduct in accordance to the Athletic/Extra-Curricular Code of Conduct. The high school principal and/or athletic director will contact the student's parent, guardian, or custodian with the results within 24 hours of the verification by the Medical Review Officer. The parent shall be advised that the result may be contested, and a retest may be performed on the second (split) portion of the specimen at student/parent expense. A written notification from the building principal and/or athletic director will also be sent. If a split portion is not available for a second test, then the first test will become null and void and the student athlete will be subject to testing on the next scheduled day of testing.

If the parent or student wishes to contest the results, the MRO will arrange for the split portion of the specimen to be transported to another laboratory approved by the Board of Education for testing. This will be done at the parent's or student's expense. A request for a retest must be made to the high school principal and/or athletic director in writing within 5 days from the parent's first notification of the positive test result.

Any student whose test is certified positive by the MRO will be subject to penalties in accordance with the Extracurricular Code of Conduct. If a

student and his/her parents contests the results of the first test, the penalty will be held in abeyance provided the District receives confirmation from the testing company that the parents and/or student has committed to the financial payment for the second test.

If a student contests the initial positive result and the second test result is negative, then the District will treat the student as if the first positive result did not occur, and no penalty will be imposed under the Code of Conduct. The district will be responsible for the payment of a second test that results in a negative result.

The First Violation

The student will be denied participation for a minimum of 30% of the extracurricular season and/or the equivalent of 50 days of driving privileges. Reinstatement is conditional and based on the documentation of counseling in a certified drug and alcohol rehabilitation program. Documentation will be provided to the principal/athletic director. A student athlete disciplined under this policy will follow additional guidelines established in the Athletic Handbook. The student will be required to submit to the monthly random tests for the remainder of the year or a minimum of six (6) additional test sessions.

The Second Violation

The student is denied participation and driving privileges for one calendar year from the date of notification of the violation. Reinstatement is conditional and based on the documentation of counseling in a certified drug and alcohol rehabilitation program. Documentation will be provided to the principal/athletic director. The student will be required to submit to the monthly random tests for the remainder of his/her time involved in extracurricular activities and driving privileges within the Crestview Local School system.

The Third Violation

The student is permanently denied participation in extracurricular activities and banned from school driving privileges.

Violations are accumulative throughout the student's career. (Grades 7-12)

SELF REFERRALS

An athlete may give a once a year self referral, which may be done only twice in 6 years. Self referrals can only happen before a test is done. Counseling and additional testing are required and no other punitive action is taken.

Any student that tests positive will have to be tested monthly for the remainder of his/her extracurricular involvement until graduation. Testing will be done by Great Lakes Biomedical only so long as this is the company the school selects.

[Approval date: November 15, 2010]

LEGAL REFS.:

CROSS REFS.: IGDJ, Interscholastic Athletics
JFC, Student Code of Conduct
JFCG, Tobacco Use of Students
JFCH, Alcohol Use by Students
JFCI, Student Drug Abuse
JFCIA, Prevention of Chemical Abuse
Student Handbook

Regulations

A. Statement of Policy Regarding Crestview High School Students

A student shall not possess, use, abuse, transmit, conceal, carry the odor of, or show signs of consumption of any substance containing alcohol, dangerous or illegal drugs, narcotics, or look-alike substances in any quantity during the regular school day, during any school activity or function, or at any time when the student is on Board of Education property or attending a school related activity or function on or off school property.

The term "show signs of consumption" shall be interpreted to include any student who consumes and/or uses or abuses any substance containing alcohol, dangerous or illegal drugs, narcotics or look-alike substances in any quantity and then goes on Board of Education property or attends a school related activity or function on or off school property.

This policy is not intended to interfere with a student receiving required medication during the school day at the time the student needs it. The possession or prescription use of medication prescribed by a licensed physician in that student's name shall not constitute an offense under this policy.

B. Look-Alike or Counterfeit Drugs and/or Related Tools

AmHB 535 amended section 2929.01, and enacted section 2925.37, O.R.C. to prohibit making, selling, and possessing counterfeit drugs and related tools. "Counterfeit controlled substance" is defined in the following ways:

1. Any drug or drug container or label that bears a trademark, trade name, or other identifying mark used without the owner of rights to such trademark's authorization.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed, or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it.

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 because of its similarity in shape, size and color, or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

The following penalties relate to the making, selling, and possession of counterfeit drugs.

1. Possession of a counterfeit controlled substance - a misdemeanor of the first degree, if second offense a felony of the fourth degree.
2. Making, selling, offering to sell, or delivering any known counterfeit controlled substance: making, possessing, selling, offering to sell, or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug (trafficking in counterfeit controlled substances) - a felony of the fourth degree for a first offense, and a felony of the third degree, and a felony of the second degree for subsequent offenses.
3. Representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a controlled substance (promoting and encouraging drug abuse) – a felony of the third degree, and a felony of the second degree for subsequent offenses.
4. Falsely representing or advertising a counterfeit controlled substance as a controlled substance (fraudulent drug advertising) - a felony of the fourth degree and a felony of the third degree for subsequent offenses.

C. Drug Paraphernalia

Drug paraphernalia or instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, and any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on school property or at any school function and will be subject to confiscation and disciplinary action.

Disciplinary Procedures

The actions set forth will be considered routine disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the Crestview Local Schools. By "routine disciplinary measures," it is intended that the penalties outlined below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school administrator in favor of stronger measures such as longer suspensions not to exceed ten

(10) days, expulsion, or other appropriate measures. Similarly, the school administrator may, at the hearing, consider matters in mitigation of the routine disciplinary measures.

Procedures listed below will apply to any student having been:

Under the influence of, or possessing any quantities of intoxicants, illegal drugs, look-alike drugs, or drug paraphernalia as described in REGULATIONS of this policy.

1. First Offense
 - A. Parents will be notified immediately and the student removed from the regular school setting for the remainder of the day.
 - B. The police may be notified of the incident and at their discretion may conduct an investigation.
 - C. Consultation with parent(s) and the student will be conducted and available counseling opportunities and/or services will be emphasized.
 - D. The penalty for this infraction may be a suspension from school, but shall be reduced by one-half (1/2) if the student, during the reduced period of time, receives evaluation/assessment by a certified alcoholism counselor (CAC), professionally trained officials and the student's parents. A written summary of the findings and recommendations for the student must be sent to the school official involved.

2. SECOND AND/OR SUBSEQUENT OFFENSES
 - A. Same as under FIRST OFFENSE a.
 - B. Same as under FIRST OFFENSE b.
 - C. Same as under FIRST OFFENSE c.
 - D. The student may be suspended for ten (10) days and a recommendation made to the superintendent for a period not to exceed the lesser of eighty (80) school days or the number of school days remaining in the school year in which the incident that gives rise to the expulsion takes place.

Selling or distributing any quantity of intoxicants, illegal drugs, or look-alike drugs as described in REGULATIONS of this policy.

- A. Procedures will be the same for first and all subsequent offenses.
- B. Parent(s) will be notified immediately and the student will be removed from the regular school setting for the remainder of the day.
- C. The police may be notified of the incident and, at their discretion, may conduct an investigation.
- D. Consultation with parent(s) and the student will be conducted, and available counseling

opportunities and/or services will be emphasized.

- E. The student may be suspended for ten (10) days and recommendation made to the superintendent for a period not to exceed the lesser of eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place.

Emergency Drills

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone responds promptly to the drill procedure. Directions are posted in each room and the teacher in each classroom will provide the student with instructions at the beginning of each term.

Hazing, Initiations, Hazing, or bullying behavior

Harassment, intimidation, hazing or bullying behavior by any student/school personnel in the Crestview Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

Exclusion from the peer group or spreading rumors; and, repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web based/online sites (also known as cyber bullying) such as the following:

Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries) sending abusive or threatening instant messages. Using camera phones to take embarrassing photographs of students and posting them on line; and , using web sites to circulate gossip and rumors to all students, for example asking them to vote on the fattest or ugliest kid in school.

Excluding others from online and online group by falsely reporting them for inappropriate language to internet service providers.

Hazing is defined as doing any act or coercing another, including the victim, to do or initiate any act 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 does not lessen the prohibition contained in this policy.

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

All hazing incidents will be reported immediately to the appropriate building Principal and the Superintendent.

Chain of Command

In any case where questions may arise in concern to a student's discipline or academics, the proper chain of command is the following:

Classroom Teacher
Building Principal
Superintendent
Board of Education

Locker Room

Locker rooms are to be used by physical education students only during the day. No student will be permitted in the locker rooms during the day unless scheduled for a class or under the direct supervision of a faculty member.

Plagiarism

Students will receive a zero (F) for any assignment, test, quiz, etc. that is not the student's own original work. Plagiarism is typically described as **taking the writing or ideas from other people or sources and claiming them or it as our own ideas or our own writings.** We can avoid plagiarism, according to Behrens and Rosen (174), by following two basic rules:

1. **Cite:**
 - a. all quoted material
 - b. all summarized and paraphrased material, unless the information is common knowledge
2. Makes sure that both the wording and the sentence structure of our summaries and paraphrases are our own, original work.

Food and Beverages

Food and beverages may be consumed only in the cafeteria. Students may bring lunches to school and keep them in the assigned locker. Water and fruit juices in sealed containers are permissible with packed lunches. Otherwise, students may not bring into the building any other type of beverage. Beverages may also be purchased in the building before school.

Public Display of Affection

Any excessive display of affection between couples that attract undue attention or deemed inappropriate is prohibited. Repeated violations will lead to parental conference and progressive discipline.

School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Any student, who disfigures property, breaks windows, or does other damage to school property or equipment will be required to pay for the repair or replacement of the item.

1. Students are to be under the supervision of a faculty member at all times.
2. Any student in the building after school, in the evening or on weekends without authorization or direct supervision will be subject to suspension from school.
3. Any student who enters an area through a locked door will be subject to suspension.

Study Halls

Assigned study hall is a quiet area in which a student may pursue academic endeavors. Each student has an assigned seat. Each student comes prepared with materials to complete tasks. This time is to be used to work on textbook homework, study individually for tests, organize thoughts or assignments, and prepare for later classes. No sleeping in study hall.

Additionally, he/she may use this time period to use the restroom, go to locker, see the guidance counselor, go to the office, take make-up tests, or see a teacher. In all cases, permission to leave study hall is granted or denied by the teacher in charge of that study hall.

Tardiness to Class

A student is considered tardy if not in his/her assigned room when the tardy bell rings at the beginning of any given period.

Passes from the office will only be issued for tardies to school and when summoned to the office by secretary or principal.

Tardiness to School

If a student arrives to school late, he/she is to report to the principal's office for a tardy or admit slip. Students missing five (5) or more minutes of a given class may be considered **truant** from that class **not** tardy.

Telephone

The office telephone is a business phone and may be used by pupils for **emergencies only**. Parents should not call the school to contact students except in the cases of real emergency.

Students are not to be sent from class to use the phone, unless called by the office or in the case of illness.

Cell Phones and other electronic devices

Use of cell phones is specifically for educational purposes as determined by principal, classroom instructor and the Crestview Local School District

Acceptable Use Policy. Electronic devices deemed educationally appropriate by district policies or with the approval of the building level administrator may be permitted: Any items prohibited during the school day must remain at home or be turned off and placed in the student's assigned school locker. Any device which is found to be in violation of these rules will be confiscated and turned over to the appropriate administrator.

First offense: The item will be returned to the parent/guardian after two school days.

Second offense: The item will be returned to the parent/guardian after five school days.

Third offense: Progressive discipline will be initiated due to insubordination.

Textbooks

Textbooks will be issued by each classroom teacher. The student is then responsible for returning the books to each teacher after he is through using them. If any book is unnecessarily damaged or lost, the student will be charged for replacement cost. Students are required to have book covers on all textbooks issued. Lost, stolen, or misplaced textbooks should be reported to the teacher and the main office.

Visitors

Parents of Crestview Senior High School students are always welcome at school. Other nonprofessional visitors will not be permitted to visit during the school day. All visitors must report to the office upon arriving.

Procedures not covered in Handbook: Questions not answered in the handbook will be the responsibility of the building principal to decide based on our educational goals.

Board policy revisions not reflected in this handbook will take precedent over any of the aforementioned policies in this handbook.