

# WELCOME

Welcome to Kenston Middle School. The middle school years will be exciting and challenging. As a student, you are an important member of this school community with much to contribute and many rewarding experiences to gain. Through your attitudes, actions, and involvement, you help determine the tone of our school environment.

The purpose of this handbook is to acquaint you with some of the district policies and regulations, as well as the code of conduct of our school. Parents, this handbook has been published for you, as well as for your child. As a parent, it is important that you get an overview of your child's school and activities. The contents of the handbook will answer many questions that may arise from time to time in the home and will increase your knowledge of the school program.

# PHILOSOPHY

We, the staff at Kenston Middle School, believe you as a middle school student require an experience different from that of your elementary school. The makeup of the student population will make your experience unique because of the wide range of differing environmental, economic, social, and educational backgrounds among our students. The school environment provides the opportunity for you to move around physically, to explore, to create, and to become involved. You need first to discover your own capabilities, to understand better who you are, to find opportunities to pursue special interests, to participate in group endeavors, and to develop creative ability in the fine and practical arts. Our intent is to develop an atmosphere to enhance your opportunities to become involved and enable you to build relationships of understanding and acceptance with your peers.

Our goals are as follows:

1. To have you accept yourself and have the opportunity to progress and succeed at a rate and depth in line with your readiness, abilities, needs and interests.
2. To foster a flexible learning environment related to your learning styles and needs and develop within you the responsibility for learning.
3. To provide the means by which you can exercise your intelligence, initiative, and growing maturity in solving problems of real concern to you and to others.
4. To provide you the opportunity through flexible scheduling, small and large group experiences, and social activities to interact with a large portion of the student body so that meaningful relationships may be developed.

# **KENSTON MIDDLE SCHOOL MISSION STATEMENT**

Kenston Middle School's mission is driven by mutual respect. It is our goal to assist KMS students' development as life-long learners meeting the challenges of the 21st century. Within our instruction, we will incorporate skills teaching students to become effective communicators, readers, and problem solvers, as well as responsible community members

Our school strives to create a supportive, welcoming environment for every student, an environment that will allow students to develop their minds, characters, and bodies.

Our most prominent goal is to provide the middle school student with optimal opportunity for self-growth. It is our hope that Kenston Middle School will encourage academic achievement, exploration, mutual respect, and accountability in all of our students. Our vision for Kenston Middle School in the 21st century is one of a school that inspires self-motivated learners, who value education.

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# PEAK

(Peaceful Environment At Kenston)

In accordance with our district mission, six essential elements have been identified that encompass our continuous efforts to maintain a safe environment where students, staff, and members of the public behave in a manner toward themselves and others that instills a harmonious existence within our school environment and at all school related events.

The Six Tiers include:

1. Safe Harbor - There are designated people and places in each building available for students and staff to confidentially report, share and/or discuss concerns.
2. Parent/Family/Community Education - A variety of information and resources related to maintaining peaceful schools are communicated on a regular basis throughout the school year including the district calendar, newsletters and website links.
3. Behavior Expectations - Kenston Middle School students, staff and members of the community are expected to behave in a manner that shows respect for themselves and others during the school day and at all school related events.
4. Character Traits - Kenston Middle School regularly emphasizes key qualities that encourage positive and respectful actions towards themselves and others and also promote the development of the necessary life skills to live and prosper in a peaceful environment.
5. Character Reinforcement - An abundance of grade level programs are offered to reinforce and support the goals for peaceful schools and the ideas it represents.
6. Staff Development - Training for Kenston Middle School staff focuses on sustaining awareness of the goals set for the peaceful program to promote a harmonious climate and respect within our District.

# ACADEMICS

## ACADEMIC RECOGNITION (Quarterly GPA)

Honor Roll: 3.50 – 3.99

Scholar Roll: 4.00

An “Awards Assembly” will be held near the end of the school year to recognize those students who have achieved Honor Roll and Scholar Roll status.

## GRADE COMPUTATION

All students will receive an end-of-course grade in each subject. In computing grades, each of the four quarters are averaged together. The following table is used to assign end-of-course grades:

- A: 100% - 90%
- B: 89% - 80%
- C: 79% - 70%
- D: 69% - 60%
- F: 59% - 0%

Courses for which high school credit is given will have a final exam. This exam and each of the grading periods is equal to 20% of the final year-end grade.

A passing grade in one nine week period does not guarantee passing the course.

## GRADING SCALE

The five-letter system is used and generally the following meanings are attached:

- A – Outstanding work
- B – Above average work
- C – Average work
- D – Below average work
- F – Failing work
- I – Incomplete work

An “incomplete” must be made up within TWO WEEKS after the close of the grading period. However, in cases of prolonged illness, a student may be given special permission by the teacher/principal to use a longer time in which to complete his/her work. An incomplete mark not made up within these two weeks becomes an “F”.

## **PARENT CONFERENCES**

Parent conferences are held three times a year (See the district calendar for details.)

## **REPORT CARDS**

At the end of each nine-week grading period, report cards are mailed home (see district calendar for exact dates). Report cards are held if the student owes school fees or fines after the first quarter.

## **INFINITE CAMPUS PARENT PORTAL**

Students and parents have the ability to monitor academic progress, achievement, attendance, and class schedules through the district online service through Infinite Campus. Students and parents can access the system with a secure login and password, which are mailed to incoming 6th graders and new students in the fall packet. Account access may be temporarily suspended if your school fees are not paid up to date. If you feel an error has been made, please contact the main office.

## **ATTENDANCE**

It is the policy of Kenston Schools to encourage regular attendance. Irregularity in attendance is the most frequent cause of unsatisfactory work and school failures. (see Board Policy #5200)

### **ABSENCE**

Excessive absences will be reported to the County Attendance Officer and legal guidelines will be followed according to Ohio law. (see Disciplinary Action)

### **ABSENCE EXCUSED**

An excused absence is an absence with both parent/guardian and school permission and is one that is necessary:

1. Illness
2. Death in family
3. Medical attention by a physician
4. Unusual opportunity to travel with prior arrangements made with the Assistant Principal.

You have ONE DAY for each day absent to complete make-up work or tests. It is your responsibility to contact the teachers for work missed.

## **PROLONGED ABSENCE**

The parent/guardian should report a prolonged absence of a student due to illness to the building administrator.

## **TRUANCY**

Truancy is an absence without permission of the parent/guardian and the school. All truancies will be reported to the County Attendance Officer for proper follow-up and consequences.

## **UNEXCUSED ABSENCE**

An unexcused absence is an absence with permission of the parent/guardian, but in the opinion of the school, does not warrant the student being home from school. An unexcused absence will result in a zero for any work missed and work/test will not be permitted to be made up.

The process for unexcused absences is as follows:

1. One (1) Unexcused Absence
  - a. Call parent/guardian
2. Five (5) Unexcused Absences
  - a. Letter w/ enclosed attendance report
  - b. Parent response requested
3. Seven (7) Unexcused Absence
  - a. Letter w/ enclosed attendance report
  - b. Referral to County Attendance Office

The process for excessive absence is as follows:

1. Six (6) cumulative per semester
  - a. Letter w/ enclosed attendance report
  - b. Parent response requested
2. Nine (9) cumulative per semester
  - a. Letter w/ enclosed attendance report
  - b. Request conference with student and parent
  - c. Request medical notes
3. Twelve (12) cumulative per semester
  - a. Referral to County Attendance Office

## **EARLY DISMISSAL**

If you are being excused early, you should bring a written request from your parent or guardian to the office before first period. Before leaving, the person responsible must sign you out in the office. Students leaving without permission will be considered truant, which will result in disciplinary consequences.

## **ILLNESS DURING THE SCHOOL DAY**

In the case of illness, the student should report to the school office and notify the nurse and/or administrator. The school nurse or administrator will contact the parent to pick up the student at school and sign him/her out of the office.

## **PARENT NOTIFICATION**

State law requires that contact between home and school be made when children are absent from school. Parents **MUST** call the school before 8:30 A.M. on the day of an absence. If the school is not contacted, the law and school board policy require the school to call the parent or guardian to confirm the absence.

## **SCHOOL ACTIVITIES**

If you are absent from school for the entire day, you may **NOT** attend or participate in any after-school function (athletic event, dance, club, etc.). If you wish to attend or participate in any after-school function, you must be in school by 11:00 A.M. on the day the activity occurs and remain the rest of the day.

## **TARDY TO CLASS**

The teacher will begin class at the scheduled time. If you arrive to class late with a valid pass, it is excused. If you arrive late without a valid pass, it is unexcused and consequences will be given. (see Infractions)

## **TARDY TO SCHOOL**

Reporting to your assigned location after the bell (7:45A.M.) is considered tardy. You must report to the office and obtain an admit slip. Students arriving at school after 11:00 A.M. will be recorded as having a half-day absence. No student will be permitted more than three (3) tardies per class or five (5) tardies to school per semester. Written notification of tardies will be sent home to parents/guardians on the 3rd tardy to class and/or 5th tardy to school of each semester. Further



tardiness will result in disciplinary action. (See infractions section for details.)

## **VACATION**

Vacations are strongly discouraged during the school year. In the unforeseen circumstance that a family trip **MUST** be taken during the school year, you are responsible for the work missed. Upon your return, the teachers will provide the missing assignments, and you will be given the number of days equal to the absence to make up the work; however, it is your responsibility to follow through on this. Teachers should not be expected to provide make-up tutoring or special assignments for students who miss valuable instructional time.

## **WITHDRAWAL**

If you plan to withdraw from the Kenston School District, please notify the office as far in advance as possible so the necessary papers can be completed. It is important to know the date of withdrawal, the new address, and the name of the new school you will be attending. Prior to your first class on your last day, obtain a check out form from the office. As a student attends each class, teachers will collect books, assign grades, and sign the check-out form. All library books will also need to be turned in. This form should be returned to the office before you leave. A Record Release Form must be filled out by parents or guardians in order to forward a student's records to the new school.

## **CONDUCT**

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

### **ASSEMBLY**

Assemblies are a scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. Regardless of the type of program, courtesy demands that you are respectful and appreciative. In live shows, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, and booing are discourteous. Yelling is appropriate only at pep assemblies.

- Do not take books or coats to the assembly unless otherwise instructed.
- Proceed to the assembly quietly and promptly when called. Fill in empty spaces. Find your seat quickly so that others may also be seated.

- When the chairperson of the assembly asks for your attention, please respond immediately.
- Be courteous to the performers and your neighbors.
- Applause should be generous and courteous.
- Do not leave the assembly until you are dismissed.

## RIDING THE BUS

The safety of all pupils on the bus is of utmost importance. Every precaution must be taken to see that students arrive at their destination safely. Bus driving is a difficult task, and it is absolutely necessary that students cooperate fully with the bus driver. Failure to do so may result in loss of the bus-riding privileges. Parents will be notified of such behavior by a written misconduct slip. Bus rules apply for athletic and extra-curricular activities, in addition to trips to and from school.

### Penalties for Bus Misconduct:

First Referral:	Parent notified
Second Referral:	Warning by administrator, parent notified.
Third Referral:	Minimum of 3-day suspension from bus, parent notified.
Fourth Referral:	Minimum of 5-day suspension from bus, parent notified.
Fifth Referral:	Loss of bus privileges, parent notified.

## CAFETERIA

You will remain seated in the cafeteria while eating during the lunch period. Students may not leave the cafeteria without a pass. Passes for the restroom may be obtained from the proctors.

“Cutting in,” “trading favors,” “saving places,” or “repeatedly borrowing money” are not allowed.

Running, seat sharing, sitting on tables, or tossing/throwing food is not allowed.

Paper and waste must be placed into trash containers. Table and floor areas around your seat are to be clean. Cafeteria proctors may request students who are sitting at/near a messy table to help clean. Cooperation is expected.

No food is to be taken from the cafeteria. “Red Bull” and other energy drinks are prohibited.

You may not repeatedly borrow, beg, or coerce money from another student. Any evidence of intimidation to get money from another student will result in parent notification and/or disciplinary consequences.

Students must have a positive balance in their lunch account in order to receive a lunch. Students will not be permitted to charge a lunch if money is not in their account. Student account balances may be monitored and money added to accounts through [www.myschoolaccount.com](http://www.myschoolaccount.com). Money may also be added to the accounts directly through the school.

## CLASSROOM

Good behavior enhances everyone's school experience. Your participation in developing and maintaining good discipline, as well as cooperating with faculty and staff, is encouraged. Failure to follow classroom rules may result in detentions, parental contact, office referrals, in school suspension, out of school suspension, or expulsion.

## EXTENDED FIELD TRIPS

We are proud to offer overnight field trips as an extension of our regular curriculum at Kenston Middle School. We believe each of these trips provide unique learning opportunities beyond the normal classroom environment. These trips are an academic and social extension of school; therefore, all Kenston Middle School rules and expectations apply throughout the trip. Students must demonstrate the ability to comply with all school rules to earn the privilege of attending these trips. Any student who is suspended from school (during the current school year) will be automatically removed from class trips, unless noted otherwise by administration. Furthermore, any student who accumulates six or more "F's on his or her report card within the first three quarters of the school year will not be eligible to attend the extended trips.

Any student meeting any of the below criteria will be placed on a contract that may result in immediate dismissal from the extended field trip:

- Any student that has accumulated two (2) or more separate in-school restrictions;
- Any student that has accumulated seven (7) or more disciplinary referrals during the school year;
- Any student referred by the grade level team (documented concerns will be provided)

## FOOD AND CANDY

Food and candy are prohibited from classrooms and hallways and can only be eaten in the cafeteria unless provided by school personnel in the classroom. **Gum is prohibited.**

## HALLWAY

You have a set number of minutes to change from one class to the next. You are expected to walk, not run, to stay on the right side of the hall, to move through and not stop to congregate, and to do nothing to injure or hinder other students' orderly progress through the halls. If you need to stop at the restroom and think you might be late to class, get permission from your teacher first. You may talk in the halls, but there is no need for shouting. If you are in the hall during class time, you must have a hall pass.

## **SUBSTITUTE TEACHERS**

Substitute teachers are guests in our school, and we expect KMS students to behave with the same or more courtesy, respect, and consideration that would be given to a regular teacher. It is understood by the substitute and students that a pupil sent to the office for lack of cooperation or inappropriate behavior will face disciplinary action.

## **STUDENT DISCIPLINE POLICY 5600, GUIDELINE 5600A**

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### **A. Use of drugs/alcohol**

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, and the like. This prohibition also applies to any type of drug-related paraphernalia. Many drug abuse offenses are also felonies.

### **B. Use of breath-test instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol use unrefuted, thus leading to disciplinary action. The student will then be given a second opportunity to take the test.

### **C. Use of tobacco**

Board Policy 5512 in conjunction with Administrative Guideline 5600A, prohibits the possession, use, or sale of tobacco products or look-alike products. When in violation of Policy 5512, a student may be referred to a law enforcement agency. Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, lighters, or matches (electronic cigarettes, water vapor cigarettes, etc.) during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

### **D. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the principal to discuss the proper way to plan such an activity.

### **E. Possession of a weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law requires that a student be expelled from school for a period of one (1) year if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- any cutting instrument consisting of a sharp blade fastened to a handle

- any similar object that is intended to invoke bodily harm or fear of bodily harm

**F. Use of an object as a weapon**

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.

**G. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. This violation may subject a student to expulsion and possible permanent exclusion.

**H. Physically assaulting a Staff Member/Student/Person Associated with the District**

Physical assault of a staff member, student, or other person associated with the District which may cause injury. Injury to a staff member may result in charges being filed and subject the student to expulsion.

**I. Threatening a Staff Member/Student/Person Associated with the District**

Any concerning communication or behavior that suggests a person may intend to harm a staff member, student or other person associated with the District is considered a threat. The threat may be spoken, written, gestured or communicated electronically. Once a threat has been reported, a threat assessment will take place to determine the level (high, medium or low) of the threat. The threat level will define specific steps, actions and consequences for the behavior based on the information and/or situation.

**J. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

**K. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

**L. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as

well as disciplinary action

**M. False alarms and false reports**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

**N. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

**O. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the principal.

**P. Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning. The school is not responsible for personal property.

**Q. Disobedience**

School staff is acting "in loco parentis", which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

**R. Damaging property**

Vandalism and disregard for school property will not be tolerated.

**S. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Penalties for excessive tardiness/absences can range from detention to a Juvenile Court referral.

**T. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

**U. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

**V. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rules, he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**W. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

**X. Possession of electronic equipment**

Most electronic equipment necessary in school is supplied by the school. Teachers may allow students to bring other devices when appropriate. Otherwise, we encourage electronics to be left at home or remain in the lockers. Unauthorized possession/use in classroom may result in confiscation and disciplinary action. The administration reserves the right to inspect data contained in electronic devices which are confiscated by school personnel if there is reasonable suspicion that it may have been used in any action that is prohibited by the Student Discipline Policy or criminal laws.

**Y. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

**Z. Disruption of the educational process**

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.



## **AA. Harassment**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including, but not limited to, the following:

### **1. Verbal:**

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

### **2. Nonverbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive, threatening, or insulting gestures, sounds, leering whistling, and the like to a fellow student, staff member, or other person associated with the District.

### **3. Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

## **Gender/Ethnic/Religious/Disability Harassment**

### **1. Verbal:**

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

### **2. Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

### **3. Physical Contact**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with a building administrator or guidance counselor.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

### **Bullying and Other Forms of Aggressive Behavior**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

This policy has been developed in consultation with parents, District employees, volunteers, students,

community members, building administrators, and members of the Board as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, degradation, or bullying means any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, degradation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

#### Prohibited Behaviors

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

#### Reporting

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent

should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

#### Intervention and Remediation

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated.

Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding.

In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

## **Documenting**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

## **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

## **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

# **BULLYING / AGGRESSIVE BEHAVIOR INTERVENTION PROCESS**

## **Report**

Students may report bullying incidents and aggressive behavior directly to administration, guidance counselors, or other staff members in the building. Upon initial report of the behavior, there will be an interview with the student including a documented statement completed with information regarding the specific behavior and other students that are involved. Communication to the parents of the student will be made to confirm the initial report status.

## **Investigate**

The administration, with assistance of the guidance counselors, will investigate the situation to determine whether acts of bullying or aggressive behavior occurred. This may consist of additional student and staff interviews to gain necessary information. Communication with the parents of all students involved will be followed up after the investigative report has been completed.

# **RESPONSES TO BULLYING OR AGGRESSIVE BEHAVIOR**

## **Mediate**

Based on the results of the investigation, a recommendation of student mediation may be made to discuss behaviors and accusations between the students. All parties must agree to the rules of mediation before it can occur. The mediation will be facilitated by either administration or a guidance counselor in a controlled setting. The initial goals of mediation will be to understand the behavior and emotions involved between the students. Behavior expectations will be set at the conclusion of the mediation with monitoring strategies set in place.

## **In-School Restriction**

If bullying or aggressive behavior continues to be reported after mediation the student(s) can be subject to In-School Restriction for further bullying intervention. While serving In-School Restriction the student(s) will be required to meet with a counselor from the guidance department where further bullying curriculum will be presented. The student(s) will be responsible for a written reflection or interpretation on the concept of negative behaviors. They will then present this written information to the guidance staff member prior to returning to class.

## Suspension

If suspension is considered to be an appropriate consequence based on the severity of the initial behavior then the student would be referred to an outside counseling agency. The parents have the option of scheduling a counseling session for their child. With written documentation of the counseling appointment the suspension days can be reduced. Upon return to school, a student behavior plan would be implemented by the administration for continued monitoring and support of the student's actions.

## Zero Tolerance

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

## Criminal Acts

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

## INFRACTIONS & SUGGESTED ACTIONS

General Topic / Area	Infraction	Suggested Action
Tardy to School or Class	3rd Tardy to Class 5th Tardy to School	Written Warning
	4th-6th Tardy to Class 6th-8th Tardy to School	After School Detention Saturday Detention
	20 Issues of Tardiness of any Kind to School	Referred to County Attendance Office and Juvenile Court
Truancy or Cutting Class	1 Period	Saturday Detention
	1 Day	Saturday Detention
	Habitual Truancy	Referred to County Attendance Office and Juvenile Court
Fighting, Hitting	Any Offense	3-10 Days Out of School Suspension, Possible Referral to Law Enforcement, Possible Expulsion
Unauthorized Touching	1st Offense	1 Day ISR



<b>Unauthorized Touching (Physical / Menacing)</b>	2nd Offense	1 Saturday Detention 1 Day Out of School Suspension
	Additional Offenses	3 Days Out of School Suspension
<b>Unauthorized Use of Electronic Devices</b>	1st Offense	Review and Sign Electronic Device Documentation Form, Parent Notified, 1 After School Detention
	2nd Offense	Confiscation, Review and Sign Electronic Device Documentation Form, Parent Required to Pickup Device, 1 Day ISR
	3rd Offense	Immediate Confiscation, Parent Notified, Electronic Device will Not be returned until last day of school, 1 Day of ISR
<b>Harassment / Threats / Bullying</b>	Directed toward another Student	Mediation, ISR, Student Suspension, Possible Recommendation for Expulsion, Possible Law Enforcement Referral
	Directed toward School Employee	10 Days Out of School Suspension and Recommendation for Expulsion and Law Enforcement Referral
<b>Theft of School Property or Property of Others</b>		3-10 Days Out of School Suspension, Possible Referral to Law Enforcement
<b>Smoking or Possession</b>	1st Offense	3 Days Out of School Suspension
	2nd Offense	5 Days Out of School Suspension
	3rd Offense	10 Days Out of School Suspension, Recommended for Expulsion
<b>Possession of Lighter or Matches</b>	1st Offense	1 Day Out of School Suspension
	2nd Offense	3 Days Out of School Suspension

<b>Possession of Lighter or Matches</b>	3rd Offense	5 Days Out of School Suspension
	4th Offense	10 Days Out of School Suspension, Recommended for Expulsion
<b>Vandalism</b>	Any Infraction	Restitution, Possible ISR or OSS, Possible Referral to Law Enforcement
<b>Profanity, Obscene Gestures or Comments, Signs, Pictures, or any Item of Pornography</b>	1st Offense	1 Day ISR
	2nd Offense	3 Days ISR
<b>Above, as Directed towards School Employee</b>	1st Offense	3 Days ISR
	2nd Offense	5 Days Out of School Suspension
	3rd Offense	10 Days Out of School Suspension, Recommendation for Expulsion
<b>Alcoholic Beverages Possession, Consumption, Intoxication, Selling</b>	1st Offense	10 Days Out of School Suspension, Referral to Law Enforcement, Mandatory Attendance at Insight Group as organized by Authorized Agency, Assessment for Chemical Dependency
	2nd Offense	10 Days Out of School Suspension, Recommendation for Expulsion
<b>Narcotics / Drugs Possession, Use, Under the Influence of, or Selling</b>	1st Offense	10 Days Out of School Suspension, Referral to Law Enforcement, Mandatory Attendance at Insight Group as organized by Authorized Agency, Assessment for Chemical Dependency
	2nd Offense	10 Days Out of School Suspension, Recommendation for Expulsion
<b>Aiding or Abetting in Violation of School Rules</b>	Any Offense	Consequences Determined by Building Administration

# SUGGESTED GENERAL SEQUENCE OF DISCIPLINARY ACTION

## **FIRST REFERRAL**

The student will be required to serve an after school detention, 2:30-3:15. The student must arrange his/her own transportation home.

## **SECOND REFERRAL**

The student will be required to serve an after school detention (see **First Referral**), and notification will be sent to parents regarding subsequent referrals.

## **THIRD REFERRAL**

The student will be assigned to the in-school restriction room for one day.

## **FOURTH REFERRAL**

The student will be assigned to the in-school room for one day, and parents will be notified.

## **FIFTH REFERRAL**

The student will receive a Saturday School, and parents will be notified.

## **SIXTH REFERRAL**

The student will receive a one-day suspension, and parents will be notified

## **SEVENTH REFERRAL**

The student will receive a three-day suspension, and parents will be notified.

## **EIGHTH REFERRAL**

The student will receive a five-day suspension, and parents will be notified.

## **NINTH REFERRAL**

The student will receive a ten-day suspension, and parents will be notified.

## **TENTH REFERRAL**

Recommend expulsion.

\*At the discretion of the principal or assistant principal, depending on the severity of the situation, the above sequence may be altered.

# ATHLETIC DEPARTMENT AND GENERAL SPORTS INFORMATION

## I. Overview

Students wishing to play sports in the seventh and eighth grades will be competing under the Ohio High School Athletic Associations' (OHSAA) regulations. For seventh graders, this is the first time they will be playing interscholastic sports. Interscholastic sports often differ in rules, expectations, and format as compared to recreational sports. This year we will be competing in the Western Reserve Conference (WRC). Therefore, not only do we have to adhere to the bylaws and guidelines of the OHSAA, but we must also adhere to the bylaws of the WRC.

The intent of the athletic program is to provide opportunities for our students to develop athletic skills, learn good sportsmanship, and develop teamwork skills. We believe that everyone, including the parents, athletes, and coaches should promote and reinforce sportsmanship and teamwork throughout the season. Essentially, we all need to work together to provide successful experiences for our athletes.

We strive to help students become successful, yes, but more importantly to learn and develop fundamental skills to improve everyday. We hope they demonstrate good sportsmanship and enjoy athletics which will help them to develop good habits for a healthy lifestyle.

## II. Expectations of a KMS Student Athlete

When students choose to become KMS athletes, they have a strong tradition to uphold, as well as many responsibilities. They have responsibilities to themselves to develop strength of character, earn good grades, and always exhibit good citizenship. They have responsibilities to their school and their community. They will become leaders in the school environment, and they should look to make Kenston proud by the way they conduct themselves on and off the field/court. They have responsibilities to others by always giving 100% at all times in all that they do and by making good decisions in the classroom, on the field, and in their day-to-day contacts with people. They should be setting good examples for everyone.

All Kenston Middle School rules will be enforced with the stated disciplinary action/consequences as outlined in the handbook.

## III. Academic Eligibility

The academic eligibility requirement is currently a **1.50 with no more than one failing grade**. This is based on the previous quarter's grades. **Progress reports have no bearing on eligibility**. Per the Ohio High School Athletic Association, seventh graders are automatically academically eligible for FALL sports only. However, eighth graders must meet this eligibility requirement based on their fourth quarter grades during the seventh grade and all students must meet this eligibility for every other

season. If a student does not meet the aforementioned criteria, he/she will be ineligible to participate in sports until the end of that academic grading period.

#### **IV. Required Physical and OHSAA Authorization Form**

Per the Ohio High School Athletic Association, all student athletes MUST have a valid physical AND a completed and signed OHSAA Authorization form on file with the school BEFORE participating in interscholastic sports. This also includes tryouts. Physicals must be on the approved OHSAA form (which can be picked up outside the KMS Athletic office, picked up in the KMS main office, or downloaded from the KMS website). Physicals are valid for one calendar year. If a physical expires mid-season or mid-year, students will not be permitted to continue participation until a new physical is obtained.

#### **V. Away Contests**

All student-athletes are required to ride back to Kenston on the bus from away contests. Any exceptions would need PRIOR administrative approval. If a need arises for an athlete to ride with his/her own parents home from a game, the KMS building administrators need to approve the request in advance.

#### **VI. Game Schedules and Away Locations**

Current game schedules are available on our website (<http://www.kenston.k12.oh.us/kms/kms.php>). Please be aware that with middle school sports, changes can always occur to the schedule. When changes occur, we will try to notify students and parents as soon as possible. Games are set to begin at 4:00; however, sometimes due to transportation issues, etc., that may not always be the case. Game locations for away contests are provided on the KMS website. This information is provided by our opponents. If you have questions regarding specific directions, please call that school.

#### **VII. After Event Pick-up**

Please be prompt in picking up your student-athlete after practices and contests. Our coaches have family responsibilities and obligations, and therefore, would appreciate your cooperation with this. Coaches will only stay 30 minutes after the end of practice.

#### **VIII. Contact Information**

All of our coaches are approachable at appropriate times for specific questions. If you need to speak to a coach, please contact him/her to schedule an appointment at a convenient time. However, please be aware that our coaches are all teachers. Oftentimes they do not get phone messages until the end of the day, and even if they do get them, due to their class schedules they cannot immediately return the phone calls. Therefore, if you call and leave a message regarding a sports contest that day and don't get a call back, we apologize in advance.

**IX. Interscholastic vs. Non-Interscholastic Participation During Season**

The OHSAA prohibits a student from playing on a non-interscholastic sports team (i.e. – travel team, AAU team, JO team, etc.) in the same sport during the school’s interscholastic sports season.

Bylaw 10-3-1 A member of an interscholastic squad sponsored by the Board of Education or other governing board shall not participate in a contest, tryouts, or any type of training or practices on a non-interscholastic squad or as an individual in a team sport, in the same sport during the school’s interscholastic sports season. Therefore, once the student makes a Kenston team, he/she must cease participation until the end of the interscholastic season.

**X. School Attendance**

If students are absent from school for the entire day, they may NOT participate in any practice, tryout, or contest on that day. If they wish to participate on that day, they must be in school by 11:00 A.M. on the day the activity occurs, and remain in school the rest of the day.

**7th and 8th GRADE KMS SPORTS' PROGRAM:**

	<b>BOYS</b>	<b>GIRLS</b>
<b>FALL</b>	Football Cross Country	Volleyball Cross Country Soccer Cheerleading
<b>WINTER</b>	Basketball Wrestling	Basketball Cheerleading
<b>SPRING</b>	Track Baseball	Track

**\*\*Note:** Athletes must successfully complete the season to attend end-of-season activity.

# ACTIVITIES

**Art Club** is open to all KMS students who wish to explore different types of art projects in depth. The club is individualized to the needs of the group. Art Club meets once a week and concentrates on one of the arts for several sessions, so students can develop strength in an area they enjoy, beyond what they do in class. Commitment and joy in creating are the requirements.

**Athletics** Kenston Middle School is a member of the Western Reserve Conference (WRC) and provides a well balanced, competitive athletic program for the students in grades 7-8. Grade 6-8 students are also encouraged to join the Kenston Athletic Association programs.

It is our belief at Kenston Middle School that the active participation in athletics can enhance the entire educational program. The motivation to succeed and the physical development derived from athletic participation are permanent rewards to each participant.

**Computer Club** is a group of dedicated KMS students who learn to make and update the KMS website. This group meets after school once weekly. Interested students should see Mr. Williams.

**Power of the Pen** is a comprehensive program designed to strengthen the creative talents of young writers. We meet weekly to discuss our ideas and share our writings. We strive to provide an open, safe environment in which our writers can experiment with their creativity and try new avenues of expression. Power of the Pen culminates in the District, Regional, and State Competitions. All seventh and eighth grade students are welcome to join Power of the Pen.

**Student Council** is a vehicle for the student voice at Kenston Middle School. Each year the Student Council sponsors school dances, food drives, and fundraisers with the goal of improving the environment within the school and community. Each spring elections are held to select representatives from each grade level to serve as spokespeople for KMS.

**Science Olympiad** is devoted to increasing student interest and involvement in the sciences. Tournaments are held nationwide, and are rigorous academic competitions comprised of individual and team events focusing on biology, earth science, chemistry, physics, computers, technology, and engineering. The team is open to students in grades 6-8.

## **GENERAL INFORMATION**

### **AFTER SCHOOL**

If you plan to stay in the building after 2:45 P.M., you should have the permission of your parents and be under the supervision of a teacher, coach, or club advisor. Arrangements for transportation should be made ahead of time, as the office phone may not be used for this purpose.

### **ANNOUNCEMENTS**

Announcements will be made during Bomber Time. Eighth grade students may have the opportunity to be part of the Bomber TV program through their technology class. All students are expected to listen to daily announcements as important information is given at this time. Bomber TV announcements can also be viewed on the KMS homepage.

### **BACKPACKS/BOOKBAGS**

Backpacks/book bags may be brought to school and put into your locker at the start of the school day where they are to remain until dismissal time. You are not allowed to take backpacks/book bags to classes. Those bags found in the hall will be taken to the office.

### **BICYCLES / SKATEBOARDS**

The use of bicycles to and from school is not permitted. The roads leading to and from school are dangerous due to heavy traffic. Board policy prohibits the use of skateboards on school property. (See Board Policy # 5514)

### **COMPUTER and NETWORK SERVICES USE BY STUDENTS**

Kenston Local Schools provides technology resources like internet services, including email, network and cloud storage, and access to computer devices to its students in all grades.

Use of any Kenston Local Schools' technology resources, including network access, email or cloud storage accounts, hardware use, or any other account issued through Kenston Local Schools, is subject to the Technology Acceptable Use Agreement (AUA). There shall be no exception of privacy, and accounts are subject to review at any time.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the



purpose of instruction, study and research related to the curriculum.

Use of the Internet and any information procured from the Internet or use of the network is at the student's risk. The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service, interruptions, or exposure to inappropriate material or people.

Prior to accessing the network services, students must sign the Technology Acceptable Use Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the network services that is in accord with their personal and family values, in addition to the Board's standards.

## **DANCES/SCHOOL-SPONSORED EVENTS**

Dances are for the enjoyment of KMS students ONLY!

When attending a dance, you should abide by appropriate school dress, behavior, and accepted dancing standards. Students are to abide by the Extracurricular Attendance Policy in this handbook. Students must be picked up within 15 minutes of the end of the event. Failure to follow the rules could result in non-participation in the next school-sponsored activity.

## **DETENTIONS**

Occasionally, students are required to report to a detention after school because of inappropriate behavior. You must fully understand that any staff member in the building has the responsibility and authority to correct misconduct. A written notice indicating the reason, time, and date for the detention will be issued at least one day prior to the detention. Detentions begin promptly at 2:30 and last until 3:15. Tardiness for a detention will result in another detention. Misconduct during detention will result in the student being sent to the Assistant Principal or Principal.

### **Saturday Detention**

All school rules are in effect at the time of the detention, on school property, and either coming to or leaving the Saturday detention. Saturday detentions will be held from 8:00 a.m. to 11:00 a.m. at Kenston High School. The following requirements must be met in order for the Saturday detention to count:

1. Students will bring proper materials to keep busy for the entire time, as they will not be able to go to lockers or borrow anything from anyone or use anything in the room. Improper materials, such as radios, toys, beepers, headphones, or any other electronic device or

- inappropriate publications will be confiscated and returned only to the parent/guardian.
2. Students who are tardy to the Saturday detention will not be admitted.
  3. Students must attend the entire three hours of the Saturday detention.
  4. There will be no breaks. Students will be issued a lavatory pass by the supervisor
  5. Students will remain awake, keep their heads up, and sit properly on their chairs facing forward.
  6. Students asked to leave because of inappropriate behavior may be suspended out of school.
  7. An absence from the Saturday detention will be excusable only if the reason would be acceptable as an excused absence from school.
  8. If a student becomes eligible for another Saturday detention BEFORE one is served, he/she will receive an out-of-school suspension.

## DISMISSAL

For the teachers' convenience, bells have been set to ring as guidelines for class beginnings and dismissals. Please note, the teacher, not the bell, dismisses the class.

## STUDENT PICK UP/DROP OFF PROCEDURES

When picking up, and/or dropping off, students to KMS, please pull **all the way to the end of the building**, rather than dropping off at the front door. It is imperative that you drive all the way to the end of the building, in order to allow all cars to enter the parking lot and not block traffic on Snyder Road. Please use the right lane, closest to the sidewalk. Additionally, NO note is required for the pick up/drop off of students before/after school.

## DRESS CODE

Our primary focus is to provide all students with a safe, positive learning environment that helps each student learn to the maximum of his/her abilities. Over the years it has become apparent that a student's attire has a strong influence on his/her attitude as well as on how much he/she learns. It is not our purpose to dictate specific dress, but rather to insure that our students will be dressed in such a way as to contribute to their success and help generate a positive learning environment throughout our school.

The primary standards for student dress and grooming are to be neat and clean while at school and to conform to the Kenston Middle/High School Dress Guidelines. All students are to be dressed modestly. This is subject to administrative approval.

The following is expected of all students:

ACCESSORIES: No chains or spiked / riveted jewelry or sunglasses are permitted. Additionally, no

costume-like accessories may be worn.

ADVERTISE: Students may not wear clothing that advertises or promotes the use of alcohol, tobacco, drugs or other prohibited items.

ATTIRE: Any style of dress that is a distraction to others or causes unfavorable comment is considered detrimental to the school and will not be permitted. This includes any holes in clothing that is deemed inappropriate by the administration. Students may be sent home until proper dress is adopted.

COATS: Coats, jackets, varsity jackets should be placed in the student's locker for the duration of the day. Those students who consider the building to be cold should dress appropriately and wear layers.

FITTING: Any clothing with improper fit (exceeding one size beyond correct size) shall not be permitted. Sagging of pants/shorts is not permitted and they must be worn above the hips. There shall be no display of undergarments such as underwear, boxer shorts, athletic shorts, or pajamas at anytime.

HATS: The wearing of or carrying of hats, caps, bandanas, scarves, headbands, hoodies, or other headgear will not be permitted unless wearing of such articles is in keeping with an organized religion and a letter to that effect is on file in the main office.

POLICY: The administration shall have the right to modify specific items in these regulations as school situations and activities merit. In situations where a disagreement exists as to whether or not attire is appropriate, the administration shall make the final decision.

SHIRTS: Tank tops, cut-off shirts, spaghetti strap tops, halters, tube tops, pajama tops/bottoms, mesh shirts, are not permitted. Any shirts that show the bare midriffs when the student's hands are extended above the head, or other tops that are revealing or low-cut are not permitted.

SHOES: Students are expected to wear conventional foot covering. Bare feet are not permitted.

SHORTS, SKIRTS AND DRESSES: The length of shorts, skirts or dresses shall be approximately to the middle of the thigh. In addition, shorts or skirts must allow students to be able to stand, sit and/or bend with modesty as deemed by the administration.

UNDERGARMENTS: By definition, undergarments are to be worn under clothing and should not be seen. Undergarments worn as a visible "fashion statement" are prohibited.

YOGA Pants: When students wear leggings, tights or spandex they must also wear either shorts, skirts or a dress with the proper length as stated above. When students wear yoga pants, they must wear longer length shirts reaching an appropriate length of at least mid-thigh. Pajama pants, boxer shorts, bicycle/spandex shorts, frayed shorts or short shorts are not permitted (except when required for Physical Education classes).

SYMBOLS: Writing and/or symbols on garments should not be such as to literally, or by implication, be obscene or offensive, or be such as to shock the standards of common decency; this includes any political statements.

# DRESS CODE DISCIPLINE PLAN

Students who are in violation of the dress code will be referred to the Principal or Assistant Principal. If it is determined that the student does not meet dress code regulations, the student will be temporarily removed from class until dress code regulations are met. Offenders will face disciplinary action.

## **Consequences of Dress Code Violations:**

First Violation: Temporary removal from class until dress code regulations are met.

Second Violation: Temporary removal from class until dress code regulations are met; parent contacted; and one detention.

# STUDENT INFORMATION VERIFICATION FORM

This form is distributed at orientation and should be completed and returned within the first week of school. This form contains important contact and medical details.

## EMERGENCY DRILLS

Practice emergency drills are held throughout the school year to familiarize students with the emergency exits from the school building and other emergency procedures. You are expected to listen to all instructions given during the time of such drills.

### **Fire Drill Procedure**

A fire drill may occur at any time during the school day. Students must adhere to the following procedure:

1. Leave the room in a single file line following the posted route.
2. The evacuation is to be orderly, quiet, and as quick as possible (no running).
3. Remain in a class group so that attendance may be taken.
4. Remain in your designated area until the re-entry bell is heard.

### **Tornado Drill Procedure**

A tornado drill may occur at any time. When the drill has been initiated, please follow these steps: Proceed quickly and quietly to the assigned area.

1. Sit with your back to the wall, placing your head between your legs.

## FINES

Any pupil who loses any book belonging to the Board of Education or the library shall be fined the replacement cost of the book. A fine shall be imposed for books that have to be rebound. Report cards will not be issued until all fines are paid.

## IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, rubeola, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. This policy pertains to both students who currently attend school in the district and those eligible to attend. (See Board Policy #5320.)

## LOCKERS - Lockers **MUST** be locked at all times.

Lockers are the property of the Kenston Board of Education. Each student is assigned an individual locker. Sharing of lockers is not permitted. Board Policy states that lockers and their contents are subject to reasonable searches at any time. (See Board Policy #5771) Kicking, slamming, writing on, or scratching lockers may result in the loss of the locker privilege. If damage occurs, assignment to repaint or repair the locker and/or fines may be incurred. Posters, if appropriate and in good taste, may be placed inside the lockers. Double-sided sticky tape is not permitted. Opening, entering, or giving out combinations of other students' lockers will result in disciplinary action. **Materials left in lockers will be removed and disposed of at the end of the school year or athletic season.** The school is not responsible for any items missing or stolen from school lockers, including gym lockers.

## LOST & FOUND

The Lost & Found is located in the cafeteria, with some items stored in the office. Lost textbooks are located in the library. Any articles found should be turned into the office immediately. Any article not claimed by the end of each quarter will be given to a charitable organization.

## OPEN HOUSE

During Open House, parents will have an opportunity to visit KMS and meet their child's teachers. Check the district calendar for dates.

## **IN-SCHOOL RESTRICTION**

In cases of minor misconduct or persistent and repetitive violations of school rules, a student may receive an In-School Restriction. Students will be isolated to the In-School Restriction Room for the entire day. All schoolwork may be done and credit will be given. Students may attend/participate in extracurricular activities.

## **OUT-OF-SCHOOL SUSPENSION**

In cases of gross misconduct or persistent and repetitive violations of school rules, a student may receive an Out-of-School Suspension. Students will receive a zero for the day(s) in all classes. While suspended, students are not allowed to come to school, attend classes, attend/participate in extracurricular activities or evening events. NOTE: if a suspension is appealed, the suspension will still be served during the appeal process.

## **SCHOOL CLOSING/DELAYED START**

In case of severe weather or a calamity requiring school to be closed, an official announcement will be made via: AlertNow phone call to the home and any additional contact numbers provided for students and staff, posted on the district website and on Twitter@KenstonSchools. If you are uncertain about school closings, you can call 564-2134 for up-to-date information. The message is updated by 6:30am when conditions warrant.

A delayed start will only be used if the weather forecast indicates that the current conditions will improve soon after school opens and it is safe to transport students. Staff is expected to report as close to regular time as possible. With a delayed start, dismissal is at the regular time.

## **SELLING ITEMS IN SCHOOL**

Although the intent may be positive, you will not be permitted to sell any items in school unless it is a school fundraising project.

## **STUDENTS IN THE BUILDING**

**When school is not in session**, only students who are authorized for an activity should be in the building. Permission for an activity to be held is granted to faculty activity sponsors through the principal. Students not participating in an authorized activity, are to be out of the building by 2:30 P.M.

## **TEXTBOOKS**

Textbooks are issued to students at the beginning of each school year. These books are lent to you for use in a class. Each book is numbered and issued to a specific student. Books will be collected at the end of the year, and anyone not returning the book registered to him or returning a damaged book will be required to pay the replacement or repair cost for that text.

## **VISITORS DURING SCHOOL HOURS**

Kenston safety procedures require all visitors to check-in through the entrance buzzer system. If visitors are dropping off forgotten items for students, they will be asked to label the items with student's name and grade and leave them on a bench or table. The items will be brought to the main office for student delivery by school personnel. If there is a scheduled appointment for a staff member in the building the appointment will be confirmed before the visitor enters the building. If there is no appointment scheduled, the availability of the staff member will be checked or a message will be taken if the staff member is unable to meet. Student guests are NOT permitted during regular school hours and the school does not offer "shadowing" of classes.

## **WIRELESS COMMUNICATION DEVICES**

### **Definition**

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberries / Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

### **Use of Wireless Communication Devices**

Students may use wireless communication devices (WCDs) before and after school, as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board provided vehicle during school-sponsored activities, at the discretion of



the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated. Students may use WCDs for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

Unless otherwise approved, the use of WCDs, at any other time is prohibited. They must be powered off and stored out of site. Students may not use WCDs on school property or at a school sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Also, during after school activities when directed by the administrator or sponsor, the WCD shall be powered completely off (not just placed into vibrate or silent mode) and stored out of site. The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

1. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
2. The student has a special health circumstance (e.g. an ill family member or his/her own special health condition).

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

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

## **Violations**

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the buildings central office. WCDs in district custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or school rules. Any search will be

conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur a student may lose his/her privilege to bring a WCD to school for a designated length or permanent basis.

Students are personally and solely responsible for the care and security of their WCDs. The board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device.

## **STUDENT SERVICES**

### **CAFETERIA**

A well-balanced hot lunch is available to all BMS students. Those of you wishing to "brown-bag" your lunch may purchase drinks. Additional items and desserts are sold a la carte. The lunch fee is paid at the time of purchase. Families qualifying under a low-income free or reduced lunch program are encouraged to contact the office for appropriate forms and registration. You are expected to follow the common sense guidelines (see Cafeteria Behavior) and exhibit good manners and self-discipline. Failure to cooperate will result in a specific seat assignment, detention, or possibly the loss of the cafeteria eating privileges.

### **CLINIC**

Whenever you become ill during school and it is necessary that you be sent home, one of your parents will be contacted by the school secretary or nurse. If a parent is not available by telephone, the contact person indicated on your Emergency Medical Card will be contacted. Proper Early Release procedures must be followed. Proper authorization is necessary for medications to be dispensed at school. All medications must be kept in the clinic.

### **GUIDANCE AND COUNSELING SERVICES**

Our school counselors will help you to develop skills to make appropriate decisions. These decisions

may include your personal life, peer group pressures, career investigations, and educational choices. Students are encouraged to contact the counselors with any problem or concern. The counselors will assist you with learning how to deal with these issues more successfully.

## **PROCEDURE TO SEE COUNSELOR**

1. Fill out a Guidance Appointment Form (located outside the main office).
2. The counselor will send a pass for you to meet at a time that is appropriate for both of you.

## **SCHEDULE CHANGE PROCEDURES**

FIRST DAY: If there is an error in your schedule, fill out the "Schedule Concern" form located in main office. Follow your schedule as it is written, until you are called to the guidance office and the error is corrected.

## **MEDIA CENTER**

The KMS Media Center is open for your use during school to get a book for general reading purposes, browse through newspapers or magazines, or do research for a class assignment. Also, computers are available for word processing and Internet research. Most books may be borrowed for a limited amount of time. During research units, certain materials may be limited to use in the library only. You should return borrowed materials on time. Fines are charged for overdue items. Your report card may be held if fines are not paid by the end of the quarter.

## **SPECIAL SERVICES**

The services of a school psychologist, social worker, nurse, speech and hearing therapist are available to all KMS students. These services are arranged for the student by the school. Written parental consent is required for psychological and social work assistance. Contact the guidance counselor for further information.

Intervention Assistance Team (I.A.T.): The I.A.T. is a group of counselors, teachers, and administrators who meet regarding referrals from staff members concerning academic, social, and or behavioral issues involving individual students. The goal of the I.A.T. is early identification and intervention to provide necessary assistance to the student and parent. This support may include a parent conference, student contract, tutoring, or after-school programs.

# OHIO LAW

Ohio law recognizes O.R.C. 3313.20, the right and obligation of the Board of Education to adopt rules regulating the behavior of pupils. Further laws have been made to assist in the maintenance of order and the enforcement of school rules. Some of these are:

## COMPULSORY ATTENDANCE

Chapter 3321 of the O.R.C. states that prompt and regular attendance is mandatory. The following quotes appear in Chapter 3321.

“A child between 6 and 18 years of age is of compulsory age...”

“Every parent, guardian, or other person having charge of any child of compulsory school age, who is not employed under an Age and Schooling Certificate and who has not been determined to be incapable of profiting substantially by further instruction, must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school is in session...”

## DELINQUENT CHILD

Section 2151.02 O.R.C. has been repealed, but Section 2151.011(B)(12) states “Delinquent child has the same meaning as in Section 2151.022 of the Revised Code.”

## LIABILITY OF PARENTS FOR ASSAULT

Section 3109.10 O.R.C. makes parents liable: “...in an amount not to exceed two thousand dollars (\$2,000.00) and costs...in cases where their children commit a...willful and malicious assault...by means of force likely to produce great bodily harm...”

## LIABILITY OF PARENTS FOR VANDALISM

Section 3109.09 O.R.C. makes parents liable for acts of destruction committed by their children. This law reads, in part: “Any owner of property is entitled to maintain an action to recover compensatory damages in a civil action in an amount not to exceed two thousand dollars (\$2,000.00) and costs of suit in a court of competent jurisdiction from the parents, having the custody and control of a minor under the age of eighteen (18) years, who willfully damages property is not dependent upon a prior finding of delinquency of such minor.”

## **Restraint and Seclusion**

Both certificated and non-certificated employees, including bus drivers, may, within the scope of their employment, physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with Board Policy (5630.01), which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

## **UNRULY CHILD**

Section 2151.022 O.R.C. defines an unruly child as follows, in part: "...includes any child:

- Who does not subject himself to the reasonable control of his parents, teachers, guardian, or custodian, by reason of being wayward or habitually disobedient;
- Who is a habitual truant from school;
- Who so deports himself as to injure or endanger the morals or health of himself or others..."

## **NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS**

Implementation of AM. H.B. 535, "Look-Alike" Drug Provisions – AM. H.B. 535 amended section 2929.01, and enacted Section 2925.37 O.R.C., prohibits making, selling, and possessing counterfeit drugs and related tools.

The provisions of the bill that must be explained to students deal with O.R.C. sections regarding the making, selling, and possessing of counterfeit drugs and related tools, and the respective penalties involved with each infraction. "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 the 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 substance
4. any substance other than a controlled substance that a person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, 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:**

...possession of a counterfeit controlled substance – misdemeanor of the first degree, if second offense, a felony of the fourth degree.

...making, selling, offering to sell or delivering any known counterfeit controlled substance; making, possessing, selling, offering to sell or delivering any 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 for subsequent offenses.

...selling, offering to sell, giving or delivering any counterfeit controlled substance to a person under age 18 (aggravated trafficking) – a felony of the third degree, and a felony of the second degree for subsequent offenses.

...representing a counterfeit controlled substance as a controlled substance by describing its effects 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.

...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.

A controlled substance is defined as a drug, compound, mixture, or substance included in Schedule I, II, III, IV, or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs.

### **Narcotics and Drugs (as defined in the Code of Conduct)**

#### Possession, use, advertising:

**1st Offense** – Ten (10) days out-of-school suspension/police referral, or minimum of five (5) days out-of-school suspension/police referral and two additional requirements. Failure to meet these requirements will result in a full ten (10)-day suspension.

mandatory attendance at an alternative chemical insight group program organized by a certified agency\*;

assessment for chemical dependency by a certified agency\* if deemed necessary by the SAT committee (\*the certified agency must be approved by the administration or the SAT committee and the SAT committee will be responsible for insuring compliance with “a” and “b”);

the mandatory attendance at an alternative group must be accomplished.

**2nd Offense** – Police referral and a ten (10)-day suspension with a recommendation for expulsion. Current assessment by a certified agency will be required before the student will be re-admitted to the school. Students receiving treatment for chemical dependency may be readmitted to school upon

recommendation of the treatment facility.

Selling or “Pushing,” Making, Manufacturing:

1st Offense – Police referral and a ten (10)-day suspension with recommendation for expulsion. Current assessment by a certified agency will be required before the student will be re-admitted to school. Expenses will be the responsibility of the parent or legal guardian.

## **OHIO’S TOBACCO LAW**

Persons under the age of 18 are prohibited from:

1. Purchasing tobacco products
2. Possessing tobacco products
3. Using tobacco products
4. Purchasing, processing, or using rolling papers

Anyone is prohibited from:

1. Selling tobacco products to persons under age 18
2. Giving tobacco products to persons under age 18
3. Providing tobacco products to persons under age 18

## **WHAT CAN HAPPEN TO JUVENILES WHO BREAK THE TOBACCO LAW?**

1. Personal appearance in Juvenile Court
2. Fine of \$100.00
3. Possibility of driver’s license suspension (even if the offense was not committed in a motor vehicle)
4. Community service work
5. Attend stop-smoking classes
6. Juvenile placed on probation by Juvenile Court

## **NOTICE OF NON-DISCRIMINATION**

Nondiscrimination and access to equal educational opportunity

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social

or economic background, to learn through the curriculum offered in this District.

#### Civil Rights Compliance and Grievance Procedure:

The District has designated the Assistant Superintendent as its Civil Rights Coordinator to monitor and evaluate district compliance with Title VI, Title IX-Section 504 or the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If any person believes that the Kenston Local School District or any of the District's staff has inadequately applied the principals and/or regulations of these laws, she/he may bring forward a complaint, which shall be referred to as a grievance, to the District Civil Rights Coordinator. District Administrative Guideline 2260B specifies the procedure for investigation of any grievances.

All inquiries regarding the non-discrimination policy can be directed to the Assistant Superintendent at (440) 543-3057 or for further information, you may contact:

U.S. Department of Education  
Office of Civil Rights  
Cleveland Office  
600 Superior Avenue East, Suite 750  
Cleveland, OH 44114  
Main Number: 216-522-4970  
Fax: 216-522-2573  
TDD: 87-521-2172  
Email: OCR.Cleveland@ed.gov

## **BOARD POLICIES - ANNUAL NOTICES**

### **ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through curriculum.

### **BLOOD-BORNE PATHOGENS**

Parents of a student who caused a blood exposure to school personnel will be contacted to obtain permission for the testing of the student's blood for Hepatitis B and HIV viruses either in cooperation with their physician or by the designated District Health Professional.



## **CIVIL RIGHTS COMPLIANCE AND GRIEVANCE PROCEDURE**

The District has designated the Assistant Superintendent, as its Civil Rights Coordinator to monitor and evaluate district compliance with Title VI, Title IX - Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. If any person believes that the Kenston Local School District or any of the District's staff has inadequately applied the principles and/or regulations of these laws, he/she may bring forward a complaint, which shall be referred to as a grievance, to the District Civil Rights Coordinator. District Administrative Guideline 2260B specifies the procedure for investigation of any grievance.

## **DANGEROUS WEAPONS**

Board Policy 5772 prohibits the possession of weapons or other devices including all forms of ammunition (e.g. stun gun, mace) designed to inflict bodily harm by anyone while on District property, at a school-related event, or while en route to or from school whether on a school bus, walking, or in a private vehicle. This prohibition shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Board Policy 5610 directs the Superintendent of Schools to expel a student for one (1) year if he/she brings a firearm on school property, in a school vehicle, or to any school-sponsored activity. The Superintendent may expel a student for up to one (1) year if he/she brings a knife on to school property, in a school vehicle, or to any school-sponsored activity. Students are required to immediately report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension and expulsion from school.

## **DRUG PREVENTION**

Board Policy 5530 prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, or school vehicles, or at any school-sponsored events. This policy further establishes a drug-free zone within 1,000 feet of any facility used by the District for educational purposes.

Policy 5530 defines drugs as: anabolic steroids, "look-alike" substances, all alcoholic beverages, all chemicals which release toxic vapors, any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board Policy, and all dangerous controlled substances as so designated and prohibited by Ohio statute.

## **PESTICIDES, APPLICATION OF**

Board Policy 8431 has established that written notification shall be provided each year, prior to any pesticide application when school is in session, to those parents, adult students and employees who notify the school district in writing within ten (10) days after receipt of the District's public notice.

## **REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS**

H.B. 620 gives Boards of Education the authority to expel a student for up to one (1) year for bomb threats. Policy 5610 authorizes the Superintendent to expel a student for a period of up to one (1) year if a student makes a bomb threat to a school building or to any premises at which a school activity is

occurring at the time of the threat.

## **SEXUAL AND OTHER FORMS OF HARASSMENT**

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited harassment includes conduct, which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive educational environment on the basis of gender, religion, race, color, national origin or ancestry, age disability, marital status, and/or any other legally protected characteristic. Sexual and other forms of harassment will not be tolerated.

Board policy 1662, 3362, 4362, and 5517 establish the harassment of a staff member, student of this District, or third party (visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any professional staff member or agent of this Board who is found to have harassed a professional staff member, student, or third party will be subject to discipline in accordance with law and/or the terms of any applicable collective bargaining agreement.

## **STUDENT DIRECTORY INFORMATION**

Board Policy 8330 has established the following information about each student as “directory information” and will make it available upon a legitimate request, unless a parent, guardian or adult student notifies the school district in writing within ten (10) days after receipt of the District’s public notice that he/she will not permit distribution of any or all such information:

- Name, Address
- Electronic Mail Address
- Phone Number
- Date and Place of Birth
- Height and Weight
- Major Field of Study
- Sports
- If a Member of an Athletic Team
- Dates of Attendance
- Dates of Graduation
- Awards Received

In accordance with State law, the District shall release the names and addresses of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces who requests such information. Such data shall not be released if the adult student or student’s parents submit a written request not to release such information.

## **VIDEO SURVEILLANCE / ELECTRONIC MONITORING**

Board Policy 7440 directs the Superintendent to annually notify parents and students that video surveillance/electronic monitoring systems are being used in certain areas of the schools and on buses. Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes.