

A decorative border of small, light gray stars surrounds the central text. The stars are scattered across the page, creating a starry background.

T I M M O N S

ELEMENTARY SCHOOL

2018-2019  
PARENT/STUDENT  
HANDBOOK

**KENSTON** The Kenston logo features a stylized airplane flying over a globe, positioned to the right of the word "KENSTON".



*Please Detatch and Return*

**Timmons Parent-Student Handbook**

We have received and read the 2018– 2019 Timmons Parent-Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Teacher



# KENSTON

## *Timmons* *Elementary School*

### STUDENT HANDBOOK 2018-2019

#### MISSION STATEMENT

The Mission of the Kenston Local School District is for each student to achieve individual academic excellence and to maximize personal growth in a community which demonstrates and develops mutual respect, responsibility and life-long learning.

#### KENSTON ADMINISTRATION

A f" David Rogaliner, Principal  
A g" Kristen L. Hasenohrl, Assistant Principal

A fg" Nancy R. Santilli, Superintendent  
A f" Jeremy P. McDevitt, Assistant Superintendent for Business Operations & Strategic Initiatives  
A g" Kathleen M. Poe, Ed.D., Assistant Superintendent for Curriculum  
A f" Phillip D. Butto IV, Treasurer

#### KENSTON BOARD OF EDUCATION

A fg" Beth Krause, Ph.D., President  
A fg" Beth Ward, Vice-President  
A fg" Neysa Gaskins, J.D.  
A f" Thomas Manning  
A f" William Timmons

#### SCHOOL HOURS

8:45 A.M. - 3:20 P.M.  
Doors open at 8:35 A.M.  
Preschool 8:35-11:05 (morning); 12:50-3:20 (afternoon)

#### TIMMONS ELEMENTARY SCHOOL

9595 East Washington Street ★ Chagrin Falls, OH 44023  
(440) 543-9380  
[www.kenstonlocal.org](http://www.kenstonlocal.org)

## WELCOME

Welcome to Timmons School! It is the beginning of an exciting year and the Timmons staff anticipates a positive home-school partnership. This handbook is provided to you in an effort to share information which will be useful throughout the year. Please refer to it for information regarding basic school procedures. It is a primary goal to educate parents about our school, as well as to educate our students!

Timmons is a school in which student achievement is our mission and quality instruction is our focus. A full continuum of rich experiences is offered to students in an effort to develop the learning potential and talents of each child in a positive and encouraging environment. The expertise and dedication of Timmons teachers result in outstanding levels of student achievement.

Communication is a key component of the home-school connection! Do not hesitate to call the school whenever you have a question regarding your child's education.

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# ADMITTANCE

The following policies and procedures are in effect for the Kenston School District. **Information Required for All Students...**

Registration Form

(Photo ID is required for the person registering the student)

The child's original, certified birth certificate

(office staff will make a copy of the original)

Residency and Custody Declaration

Residency Form

Proofs of residency from list provided

Home Language Survey

Medical and Immunization Form

Parent permission for release of school records from previous school

Custody/divorce or guardianship papers, if applicable

IEP/504, if applicable

If you move within the Kenston District, notify the school office so that proper paperwork can be completed. Two new proofs of residency will need to be provided within 14 days. The school office can then update the address so that any school or district mailings are received at the correct address and transportation can be arranged.

## Kindergarten Entrance Age Policy

Any child, residing in the District, who attains the age of five (5) years on or before September 30th, is eligible to attend Kindergarten. A student who has moved into the Kenston School District and has completed one (1) or more semesters of Kindergarten in a state accredited school district program will be accepted even though s/he was not five (5) years old by September 30th, **provided that his/her social, emotional, and academic adjustment is satisfactory as determined by the Early Entrance Team.**

## Immunizations...

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 diseases, the Board of Education requires all students to be immunized as mandated by the Ohio Department of Health for school children.

## 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 one school day of its receipt.

## AFTER-SCHOOL ACTIVITIES

A number of after-school activities sponsored by Kenston Community Education are held at Timmons Elementary School after the regular school hours. Timmons dismissal procedures (i.e. pick up notes, bus passes) apply when a student stays for a program. Please direct any questions relating to these programs to Kenston Community Education (KCE) at 543-2552.

# ATTENDANCE

It is essential that students attend school every day, except when illness or other justifiable cause prevents this

## **State Absence Reporting Requirements...**

School attendance is an important ingredient in students' academic success. A new state law (House Bill 410) changes how Ohio schools must report student absences and other time out of school. All time out of school, including coming in late and early dismissals, is now included in student attendance totals. Limiting scheduled appointments to before or after school and weekend hours will help students avoid reaching the new absence limits. Parents are encouraged to schedule vacations during school breaks. Please continue to report absences to the school or attendance office each day as well as submitting a doctor's excuse for verification of any student absences for medical reasons.

Families will receive an Excessive Absence Notification when a student misses:

- 38 or more hours in one school month (with or without a legitimate excuse)
- 65 or more hours in one school year (with or without a legitimate excuse)

The law requires schools to address Habitual Truancy, which occurs when a student misses:

- 30 or more consecutive hours without a legitimate excuse
- 42 or more hours in one school month without a legitimate excuse
- 72 or more hours in one school year with a legitimate excuse

According to the law, schools cannot suspend or expel students for missing too much school. Instead schools must provide ways to promote compliance and school attendance. Additionally, schools must develop Absence Intervention Plans to help improve student attendance.

## **Absence Notification...**

Parents must phone the school office before 9:15 A.M. if a child is going to be absent or tardy. If the child has an extended illness, parents only need to call on the first day of absence and give an estimation of the duration of the illness. If the school is not contacted, state law and school board policy require the school to call the parent or guardian to confirm the child's absence. If the child has had a doctor appointment, please furnish the office with a doctor's note if available.

If a child is absent beyond one day, make-up work is provided for excused absences upon request. The office should be contacted the day before the work is to be picked up or before 9:15 A.M. the same day. Assigned work can be picked up in the office between 3:30 and 4:00 P.M. Assignments missed during the absence are the student's responsibility. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work or tests/quizzes shall be commensurate with the length of the absence.



### **Excused Absence...**

An excused absence is one that is necessary. Excused absences allow work to be made up; however, teachers cannot be expected to provide make-up tutoring.

Excused absences come under the following categories:

- Illness/Accident
- Death of a Relative
- Observance of Religious Holidays
- Such good cause as may be acceptable to the principal or superintendent

### **Tardiness...**

A student arriving late to school must first report to the office. Arrival after 8:45 A.M. is defined as a “morning absence”. A child who is late to school must be signed in at the office by the parent dropping off and receive a late slip before proceeding to class. If the child has had a doctor appointment, please furnish the office with a doctor’s note if available.

Serious attendance problems or frequent incidence of morning absences will be referred to the building level attendance intervention team.

### **Arrival...**

Students are welcome to arrive at school upon arrival of first buses at 8:35 A.M.; supervision cannot be provided for early-arriving students. Teacher supervision begins at 8:35 A.M., as students are dismissed from the buses.

Students being driven to school should be dropped off only at the main entrance. Cars may not enter the area designated as the bus loop since this area is for bus traffic only. **Parking along sidewalks is not permitted.** Refer to website and opening day packet for additional information regarding arrival procedures.

### **Early Dismissal...**

**Student appointments should be scheduled after the regular school day. When it is necessary for a child to be dismissed early, the parent is asked to send a note to the teacher explaining the reason and the time the child will be picked up. Parents must sign a child out in the office. Please do not go to the classroom.**

### **Dismissal...**

If a child is to be picked up by someone other than one of their parents or staying for an after school activity, the office must receive a written request from the parent to that effect. Other than an emergency or extenuating circumstance, a child will not be released to a non-parent on the basis of a phone call. It is also necessary for the school to have written permission to release a child to a non-custodial parent. Bus pass requests must be written as well. Dismissal forms can be printed from the District website under Parents & Students/ District Forms/ TES listing of forms. Refer to website and opening day packet for additional information regarding dismissal procedures.

### **Vacation Notification...**

Students vacationing during the school year is discouraged. If parents are planning an extended vacation, both the teacher and the office should be notified in advance. A Vacation Notification form (available in the school office and on the school web site) should be completed and returned to the principal several days in advance of the vacation. Students will be required to make up assignments as directed by the teacher upon the student's return to school. Absences due to vacation are subject to the parameters of House Bill 410.

## **CAFETERIA**

The school cafeteria will operate each day that school is in session. Menus are sent home monthly and are also available on the school web site. Hot lunches, salads or sandwiches are available daily and continued efforts are made to improve the nutritional value of prepared lunches. Snacks are sold one day each week. In accordance with the district Wellness Plan, students are encouraged to eat a nutritious lunch prior to purchasing a snack. Soft drinks should not be sent to school.

### **Free or Reduced Lunches...**

The necessary forms for qualifying families are available through the school office and are included in your Parent Information Folder sent home on the first day of school. If there is a question regarding eligibility, please call the office.

### **Lunch Purchases...**

Students may purchase a school lunch or bring a packed lunch. A Point of Sale ("POS") system will be in place with an opportunity for parents to prepay for lunches. Parents may add money to a student's account at any time through the Food Service link on the Timmons web site. Questions regarding the POS system should be directed to the Food Service supervisor at 543-9821 ext. 3121.

Notices about lunch charges will be sent home with students, with periodic letters mailed home as well.

### **Cafeteria Expectations...**

- **H**ave a quiet voice
- **E**veryone cleans up their area
- **R**espect the personal space of others
- **O**nly use positive words and kind actions

### **Parent Guests...**

Parents are welcome to join their child for lunch. There are designated visitor tables for each lunch period. The child of the parent/guest will join their parent/guest at the visitor table. Due to the large class size, visitor seating is limited at times and a space to eat with your child may not be available. Please call the school by 9:15 A.M. if you would like to order a school lunch. Scheduled lunch times are as follows:

Kindergarten	11:15
Grade 1	11:50
Grade 2	12:25
Grade 3	1:00

Occasionally, parents are accompanied by younger siblings during the lunch period. Parents are asked to keep any younger siblings under close supervision at all times. Students should not ask a friend to accompany them to the visitor’s table to sit with their parent. Parents are not permitted to accompany their child to their classroom for indoor recess or to the playground for recess.

## CHALLENGE PROGRAM

The Challenge Program, (grades 3, 4, 5, and 6), is offered for students identified as gifted. A Challenge Placement Committee consisting of Challenge teachers and chaired by the District Gifted Coordinator evaluates students according to the following criteria:

- Verbal Score
- Quantitative Score
- Reading Total
- Mathematics Total
- Cognitive Abilities Test
- Cognitive Abilities Test
- Iowa Tests of Basic Skills
- Iowa Tests of Basic Skills

Parents are notified of their child’s qualification for the Challenge Program in late spring. Parent permission is required for placement in this program.

## CO-CURRICULAR PROGRAMS

Timmons School offers many programs as adjuncts to the prescribed curriculum. The purposes of these programs are to promote learning, teach and reinforce positive behavior, and develop individual potential. Some examples are:

- Field Trips
- PEAK leader training and retreat
- PTO sponsored programs/assemblies
- Lunch Bunch Recognition
- Art Show
- Musical Programs
- One School, One Book Program
  - Grade level events (Grandparents Day, Science Day, and International Festival, Portfolio Presentation)
- Zoo Crew
- Jr. Great Books
- Student Council Green Team

## COMMUNICATION

### Parent-Teacher Communication...

Parents are encouraged to contact the teacher with any concerns regarding the child’s educational program or social, emotional, or physical well-being. Teachers may be contacted by note, by telephone, or by e-mail. If you call during the school day, the secretary will leave the appropriate message for the teacher and your call will be returned at the teacher’s earliest convenience. If you wish to schedule a meeting with your child’s teacher, please contact the teacher in advance to schedule an appointment at a mutually agreeable time. Teachers are not available during instructional time and their daily schedules do not allow time for drop-in conferences.

### **Communication Process...**

Problems, questions or complaints are best addressed by those directly involved. Usually, the teacher is the most appropriate person with whom to begin the communication process. The following procedure is recommended:

1. Talk to the teacher.
2. Talk with the principal.
3. Talk with the school superintendent.

### **District / Building Communication...**

From time to time, communication via email distribution or an Automated Phone Calling System will be used at the building or district level. Email addresses and phone numbers identified by the parent/guardian will be used. Updates to either of these databases can be made by contacting the building secretary.

## **CUMULATIVE RECORDS**

A student's Cumulative Record contains registration forms, medical forms, attendance records, standardized testing data, and child custody papers, if applicable. It may also contain data from a transferring school or other data pertinent to the child's education.

Federal law provides that a parent/guardian has the right to review, upon request, the contents of the Cumulative Record. The Cumulative Record is confidential. It is very important that this information be kept current. If there is a change of address, phone number, custody or guardianship arrangement, doctor or persons to be notified in case of emergency, please inform the school office.

## **FEES**

The Kenston Board of Education furnishes all textbooks; workbooks and other consumable items are purchased and used by students. Information regarding school fees will be distributed at the beginning of the year.

## **FIELD TRIPS**

Students participate in school-sponsored field trips, which are planned as an enhancement to the curriculum. Parents will be notified concerning the location, date, time, and purpose of the trip planned. Students must leave and return by means of school-approved transportation. No child may go on a field trip without a signed emergency form on file and written parental permission.

## **GUIDANCE SERVICES**

Guidance services are available for all students and provide opportunities for students to achieve school success through classroom learning experiences, small group guidance sessions, and individual counseling. These activities, focused on social emotional learning, provide students with opportunities to learn new skills, strengthen self-confidence, develop effective decision making skills, and build an understanding of how to positively handle many of life's

challenges. Through our PEAK program a selection of third grade students will be trained as PEAK Leaders. Students who are experiencing an on-going conflict with a peer may be referred to mediation with the school counselor. They may refer themselves, be referred by a friend, teacher or proctor. Service-learning projects and other PEAK related school activities are coordinated by the school counselor.

## **HANDICAPPED ACCESSIBILITY**

The Kenston School District will make reasonable accommodation for individuals with disabilities to be able to participate in school events. Please make all requests to the Principal.

## **HEALTH**

### **Clinic...**

The school is equipped with a clinic to take care of first aid situations. A health aide is in the clinic every school day.

### **Prescribed Medication...**

If your child is on medication, a Kenston district prescribed medication authorization form must be completed by both parent and physician before medicine can be dispensed at school. The medication must be delivered to the school by the parent, in the original container labeled with your child's name and the dose to be given. Please do not send medication to school with your child. The medication forms can be obtained from the school or online at the Timmons web site. Under no conditions will prescribed medication be given without proper written permission.

### **Non-Prescribed Medication...**

A student in grades K-3 may be allowed to receive over-the-counter medication upon the written authorization of the parent. The parent must submit a completed non-prescription medication form to the school clinic before medicine can be dispensed. Please do not send medicine to school with your child. The medication must be delivered to the school by the parent, in the original container with a current expiration date. The medication forms can be obtained from the school or on line at the Timmons web site. Under no conditions will non-prescribed medications be given without proper written permission.

### **Cough Drops...**

Parents can send cough drops to school with their child to have the teacher dispense with a written note from the parent instructing the teacher when to administer.

### **Sudden Illness...**

If a child becomes ill at school, the nurse/health aide will determine if the child's complaint or appearance warrants a call home. A temperature is only one sign of illness although a temperature of 100° or above will require a child to be sent home. Parent contact will be made according to the information on the Student Information Verification form.

### **Serious Injuries or Illness...**

Serious injuries will be given emergency care and parents will be notified immediately. If necessary, 911 will be called to transport the child to the hospital. Parental preference for hospital will be communicated to the rescue squad; however, it will be the squad's decision as to which hospital the child will be taken.

Parents will be called to take a child home under the following conditions:

- Serious injury
- Elevated temperature
- Nausea or diarrhea
- Unidentified rash
- Suspected contagious disease
- Other signs or symptoms of illness

### **General Guidelines to Return to School...**

- A child should be free of diarrhea, vomiting, and fever (less than 100° without medication) for 24 hours before returning to school.
- A child diagnosed with strep throat must be on medication for 24 hours before returning to school.
- A child can return to school after initial treatment for head lice is completed
- All cases of communicable diseases, including head lice, must be reported to the school office. Please notify the school nurse if a child develops a chronic illness.

### **Head Lice...**

When a case of head lice is identified, whether at school or at home, the following procedure must be followed. If a student is identified with head lice at home, s/he must be treated before returning to school. The student will be readmitted to school upon completion of the first treatment. A classroom Notice of Exposure to Head Lice will be sent home. The second treatment is required 7 – 10 days after the initial treatment with the same product. The student will be checked by the nurse over several weeks to verify that lice are not present.

### **Health Record...**

Each child has a permanent Health Record on which pertinent health information is recorded. Please keep the school notified of any health problems. All information is confidential. Contact the nurse to discuss any health concerns.

State mandated hearing and vision screening will be administered to kindergarten, first and third grade students in September. New students entering during the school year will also receive state mandated vision and hearing screening..

### **Student Information Verification Form...**

Emergency information must be returned to school within one week after school starts. **Be sure to keep the school notified of changes in telephone numbers, addresses, work places, and emergency contacts throughout the year.**

## HOMEWORK

Homework provides the opportunity for students to practice, review, and reinforce the skills taught in the classroom. School assignment notebooks are issued to all 2nd and 3rd grade students at the beginning of each year to assist them in the recording of assignments and the completion of homework. Homework is a shared responsibility. It is the responsibility of the teacher to regularly assign homework, check the homework, and inform the parent when there is a pattern of incomplete homework assignments. It is the responsibility of the parent to require the child to complete the homework and to assist by setting aside a time and location each evening for this purpose. It is the responsibility of the student to do the homework.

## LIBRARY

The school library is available to all students during their weekly scheduled time. Students are encouraged to borrow books for class assignments and recreational reading. Return of books in original condition is the responsibility of the students. Books and other library materials may be borrowed for a limited period and must be returned at the designated time due to the limited number of books and ongoing circulation of materials.

## LOST AND FOUND

Please encourage your child to check for lost articles in the school's designated Lost and Found area (benches in the main lobby). Labeling of clothing and personal articles helps in the identification of lost items. Unclaimed articles are donated to a charity after each grading period.

## NUT-FREE PROCEDURES

Procedures are in place, both in the classroom and school cafeteria, to ensure the safety of those students who have nut allergies. Specific classrooms in the school are designated as nut-free environments. A table in the lunchroom is also secured for only those students who have nut allergies and those classmates purchasing a school lunch. Products containing nuts are not a part of the lunch menu or snack options. Children's allergies are acknowledged and accommodations are made accordingly.

## PARTIES

The District Wellness Plan states: "Healthy choices (in addition to alternative snack choices with minimal nutritional value) will be served during elementary school (holiday) parties. For individual birthday celebrations, non-food items are permissible.

**School Parties...**Three parties are held each school year: a Fall Festival party, a Winter Holiday party, and a Valentine's Day party. Room parents will select party foods from an approved list that the school provides. Treat bags are not permitted. Attachments to Valentines are restricted to non-food items only. Room parents will plan games and craft activities for each party.

**Home Parties...**If you are planning a birthday or other party for your child, please do not send invitations to be distributed at school unless you are planning to invite either the whole class or all the boys or all the girls in the class.

**Birthdays...**In alignment with the District Wellness Plan and nut-free procedures, simple, non-food items are encouraged for birthday recognition. Classroom purchases (games, books, etc.) and purchasing a book through the Library Birthday Book program are among the recommended methods for celebrating your child's special day.

## **PHYSICAL EDUCATION**

All children participate in Physical Education classes weekly. As part of the District Wellness Plan, the "Physical Education curriculum shall provide sequential instruction related to knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical education" and "with opportunities to learn, practice, and be assessed on developmentally appropriate motor skills and social skills, as well as knowledge." Parents are asked to write a note to the child's teacher if their child will not be participating in Physical Education because of health problems. You will be asked to provide a doctor's note if your child will not be participating in Physical Education for more than one day. It is expected that students wear athletic shoes to Physical Education classes. The district recognizes the importance of physical activity and its positive impact on academic performance and will continue this focus through the Play Blue initiative.

## **PICTURES**

Individual student pictures are taken in early fall, candid pictures for the yearbook are taken in January, and a more informal "Spring Picture" may also be taken. Information is sent home in advance regarding date, cost, and payment. Parents may choose to have pictures retaken if not satisfied with the original purchase. A make-up day is scheduled for retakes and for students who were absent. Participation in purchasing school pictures is voluntary; however, all students will have their pictures taken in the fall for their permanent school records.

## **PTO**

The Timmons PTO supports the school's continued efforts toward academic excellence – teaming with the school on an educational fundraiser; providing funding support for reading, technology and sustainable energy initiatives; and working with the school on service learning opportunities.

The PTO also supports the school's goal of establishing a peaceful and positive environment for the children to learn by providing social events throughout the school year – movie night, family fun night, and a school wide year end party.

Events and activities may change from one year to the next. However, the PTO's underlying theme behind academic and social support is always the same - strengthening the relationship between school and home.



# RECESS

## Indoors...

Rain, temperature, and wind chill are all factors when considering indoor or outdoor recess. Administrator discretion will be used when making the final determination.

## Outdoors...

Generally, a child who is well enough to attend school is also well enough to participate in outdoor recess. Please be certain that your child is dressed according to the weather. As temperatures may shift through the day, it is recommended to check conditions and prepare students for these shifts with appropriate cold weather wear.

A parent note is required for a child to miss outdoor recess on a given day. A statement from the doctor should be sent to school if your child is to miss outdoor recess for more than one day.

The PTO has generously supplied playground equipment. Students are not permitted to bring balls, toys, or other equipment to school for playground use.

Per the District Wellness Plan, students will have a minimum of 20 minutes for recess. Knowing the positive impact of physical activity on student learning, students are encouraged to use this period of time for movement. On Wednesdays, students have the option to participate in a nature trail hike during the recess period.

## Playground Expectations...

- **H**ands and feet to self
- **E**veryone is following the safety rules
- **R**espect the equipment and products
- **O**nly kind words and actions

Additionally, Students May Not:

- Play tag or football
- Use inappropriate language
- Enter the building without permission of a proctor

Parents are not permitted to accompany their child to their classroom for indoor recess or the playground for outdoor recess.

# REPORTING PROCEDURES

## Interim Reports...

An interim report is a checklist indicating a student's current status, which shall be sent to parents mid-quarter of the first grading period and as deemed necessary by the teacher in the remaining quarters.

## Parent Conferences...

Formal Parent Conferences are scheduled in the fall and in the winter. All parents will be asked to attend fall conferences; teachers may or may not feel it is necessary to schedule a winter conference. If the parent, however, desires a formal winter conference, one will be scheduled upon request.

**Progress Reports...**

Students in grades kindergarten through three receive progress report at the end of each nine-week period, or quarterly. Parents are asked to review these reports carefully with their children.

**SAFETY AND BUILDING SECURITY**

Main entrance doors remain locked during the day; a buzzer system is in use to gain entry. Other doors are locked (egress only) during all but specified portions of the day. **All visitors and volunteers must come directly to the main office, sign in, and obtain a visitor’s badge.**

**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.

**Safe Hotline...**

We encourage students and parents to immediately report threats or incidents to school officials, local law enforcement, or use the anonymous Ohio Safer Schools Tip Line. Text 844-SAFEROH or Call: 844-723-3764

**SAFETY DRILLS**

Throughout the school year, students are given safety instructions that include fire, tornado, and security drills. These safety drills are held according to state guidelines. Procedures for specific drills are posted in each classroom and children are expected to remain quiet and orderly during drills.

**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 6:30 am when conditions warrant.

A delayed start will only be used if the weather forecast indicates that the current weather 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.

**SCHOOL DRESS**

Students are expected to arrive at school clean and neatly dressed. Choice of clothing rests primarily with parents and child, and should in no way interfere with learning. Parents are asked to see that their children are dressed properly for prevailing weather conditions.

Outdoor jackets are not worn in the classroom. Head scarves, hoods, hats and caps are not to be worn in the building (with exception made for religious purposes). Shirts or other clothing items with inappropriate messages, bare midriffs, or tank tops for both boys and girls are not permitted. Shorts of a reasonable length may be worn to school when the temperature is predicted to reach 70° or above. Footwear worn to school should be appropriate for all school activities. Shoes with wheels attached are not permitted. Athletic shoes are encouraged for recess play. Other than for special school events, crocs, flip flops, high heeled, and open-toed shoes are strongly discouraged due to school and playground safety. Children should be appropriately dressed for school; the principal shall have final authority in determining what is appropriate/reasonable.

## SPECIAL SERVICES

**Special Education:** Kenston Schools are committed to identifying, locating, and evaluating all children with disabilities as defined by the federal law, Individuals with Disabilities Education Act. A continuum of special services and supports are available to meet the needs of each student with a disability. For additional information, contact the principal or the Kenston Special Education Office.

**Intervention Assistance Teams:** (consisting of teachers and administrator) meet regularly to discuss students referred for academic or behavioral concerns with documented intervention occurring in the classroom.

**Academic Tutoring:** Reading tutoring is available to students who qualify for these programs. All teachers under Title I funding in the Kenston Local Schools have met the criteria set forth by No Child Left Behind as described below. Any request for degree major and/or field of discipline can be made by sending a letter of request to the Board Office, 17419 Snyder Road, Chagrin Falls, OH 44023. Parents may request the following information regarding teacher professional qualifications:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
5. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**504 Plans:** The district seeks to identify, evaluate, and provide an appropriate education for students who are disabled under Section 504 of the Rehabilitation Act of 1973. Section 504 protects all students with a mental or physical impairment, which is defined as follows:

1. substantially limits one or more major life activities
2. has a record of such an impairment
3. is regarded as having an impairment

For additional information and guidelines, contact a building administrator or the Assistant Superintendent.

## **STANDARDIZED TESTING**

The Cognitive Abilities Test will be administered to second grade students. Tests are administered during morning sessions over a three-day period. They are designed to measure verbal, quantitative, and non-verbal cognitive skills. The IOWA Test will be administered to second grade students. Tests are administered during morning sessions over a five-day period.

State-mandated testing for third grade students occurs throughout the year. These assessments are administered with specified security provisions including testing dates, length of administration, make-up testing, and student integrity during the testing exercise. Please refer to the school and district calendars for the specific testing schedule. All testing results are mailed to parents as soon as they are received by the school.

Public school districts are required to administer a Kindergarten Readiness Assessment to all incoming kindergartners. The purpose of the assessment is to assist teachers in identifying children who may benefit from additional testing and to provide information for instruction. All testing timelines follow state guidelines.

## **STUDENT ACCELERATION**

Students and/or parents who are interested in student evaluation and consideration for whole grade or subject area acceleration or early high school graduation should contact the building principal and/or the student's guidance counselor. Parents who wish to have their child evaluated and considered for early admission to kindergarten should contact the building principal.

## **STUDENT BEHAVIOR**

PEAK (Peaceful Environment at Kenston) is the Kenston School District initiative that promotes mutual respect and harmonious existence. The behavior characteristics under PEAK state that students will behave in a manner that shows respect for themselves and others throughout the school day and at school related events. To promote this behavior at Timmons, we teach, reinforce, and recognize the PEAK character traits through a variety of activities on a monthly basis. As a companion to the character traits highlighted through the PEAK program Timmons students follow a program that supports positive behavior intervention. All students are expected to act as a Timmons HERO (Help Everyone Respect Others) by following four building-wide rules:

1. Follow directions
2. Use kind words
3. Keep body and objects to self
4. Respect property

Students receive explicit instruction in what it looks like when being a Timmons Hero in the various locations of the school and times of the school day. Expectations and skills are reinforced and/or retaught throughout the school year when deemed necessary.

Harassment, intimidation, degradation, or bullying/cyberbullying 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, electronic, 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 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.

Complaints or reports of bullying or aggressive behavior will be investigated with findings communicated to the appropriate individuals. Cases in which harassment, intimidation and/or bullying has been determined will result in remedial or disciplinary actions which may include administrative conferencing, parent communication, conflict mediation, intervention by the guidance counselor, increased student monitoring, in-school restriction, or out-of-school suspension.

School attendance is a privilege as well as a right, carrying with it the responsibilities of good citizenship and acceptable behavior. When deviations from acceptable behavior reach a point where, in the opinion of the teacher and administrator concerned, the orderly progress and maintenance of a class or school program is jeopardized, the Board delegates to the administration the right to take corrective measures. No teacher or class is ever required to tolerate any act of gross misconduct, including flagrant discourtesy, abusive and vile language, acts of violence, and/or deliberate insubordination.

The primary goal of discipline is that each child will recognize the ability to control his/her own behavior and assume the rewards and consequences of that behavior. Each teacher employs rules and consequences within the classroom. A building conduct referral system is used based on the severity of infraction and may result in student conferencing with an administrator or counselor, parent communication, or office level consequence.

**Zero Tolerance:** No form of violent, disruptive, or inappropriate behavior will be tolerated.

# Kenston Local Schools

## STUDENT CONDUCT CODE

### PART I. RIGHTS AND RESPONSIBILITIES:

Students attend the Kenston Schools under the direction of State law and with the full benefits of constitutional protection for their rights as citizens. They, therefore can act, speak, or behave as young citizens within a large scope of options. This code, published in conformity with Ohio Revised Code 3313.661, specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The Kenston Schools, in turn, have a right to expect reasonable behavior from their students. Freedom carries with it responsibilities for all concerned.

### PART II. CONDUCT CODE:

**Rule 1. DISRUPTION OF SCHOOL:** A student shall not by use of violence, force, coercion, or threat cause disruption of or obstruction to the carrying on of a normal school day. Some examples of disruption would include setting off of fire alarms, strikes or walk-outs, the use of smoke bombs, or the impeding of free traffic to or within the school. (This list is not exhaustive, but it is intended to provide a few examples.)

**Rule 2. DAMAGE TO SCHOOL PROPERTY:** A student shall not cause or attempt to damage school property, including trees, landscaping, fences, athletic facilities, lighting fixtures, heating and air conditioning fixtures, instructional materials, or any other school property.

**Rule 3. DAMAGE TO PRIVATE PROPERTY:** A student shall not cause or attempt damage to private property on school premises during the school day, or during a school activity, function, or event off school grounds. This private property may be the property of visitors, volunteer workers, students, and/or professional or classified employees of the school system.

**Rule 4. FIGHTING, HITTING, UNAUTHORIZED TOUCHING, VERBAL/ NONVERBAL THREATS (Physical and/or Menacing):** A student shall not act or behave in such a manner that would cause physical or mental injury to another person (teacher, student, volunteer worker, visitor, school board member, or other employee of the school district). A student shall not threaten to cause physical or mental injury to another person during a normal school day or an activity of the school.

### **Rule 5. HARASSMENT/SEXUAL HARASSMENT:**

**Harassment** - Harassment of any person associated with the Kenston School District is a violation of Federal law. Harassment is defined "in the eyes of the beholder". Harassment includes, but is not limited to the following: 1. Derogatory statements or actions concerning a person's gender, religion, race, ethnic group, disability or physical appearance. 2. Any speech or action that creates a hostile, intimidating, or offensive environment, such as: verbal and nonverbal conduct; abuse of a sexual nature and/or physical contact.

**Sexual Harassment** - Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following: 1. Non-verbal conduct: leering, making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters. 2. Verbal conduct: making or using derogatory comments, epithets, slurs or jokes; making sexually based remarks about another person's or one's own body. 3. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations. 4. Physical contact: touching, assault, impeding or blocking movement. 5. Making or threatening reprisals after a negative response to sexual advances.

**Rule 6. DANGEROUS WEAPONS & INSTRUMENTS:** A student shall not possess, handle, transmit, or conceal any weapon, weapon "look alike" (toys), or instrument capable of harming another person, such as guns, rifles, knives, ice picks, switch blades, and brass knuckles. Included in this prohibition would be the use of chemicals and gas, including mace, pepper gas and fire crackers (M-80's and others).

**Rule 7. NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS:** A student shall not sell, attempt to sell, advertise, possess, use, transmit, distribute, make or conceal narcotics, drugs, alcoholic beverages, or non-narcotic substances passing as drugs, nor any paraphernalia for drug use. Students are not to use or possess narcotics, alcoholic beverages, or drugs while in school or at any school function. Narcotics and drugs are defined as follows: any narcotic, drug medicine, or pill, chemical preparation, plant, seed or derivative thereof, or a hallucinogen, barbiturate, or amphetamine nature. The use of the same (drug) is strictly prohibited, unless the drug has been prescribed by a duly licensed physician.

**Rule 8. INSUBORDINATION, OR REPEATED VIOLATIONS OF DIRECTIONS, POLICIES, OR RULES:** A student shall not fail to comply with the directions of teachers, student teachers, substitute teachers, proctors, teacher aides, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violations of any minor rule, directive, or discipline procedure shall also constitute insubordination. Assisting, aiding and abetting in violation of school rules is prohibited.

**Rule 9. PROFANITY AND/OR OBSCENE LANGUAGE:** A student shall not use profanity or obscene language, either written or verbal, in communicating with any administrator, faculty member, any other authorized school personnel, or another student. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications of any obscene or defamatory nature.

**Rule 10. TRUANCY AND/OR TARDINESS:** Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. Excuses from school must meet the State and Board of Education conditions. In cases of prolonged absence, a doctor's certificate may be required to verify the absence in question. Repeated violations of tardiness shall be considered a violation of Rule 8.

**Rule 11. UNAUTHORIZED POSSESSION OF PROPERTY OF OTHERS:** A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

**Rule 12. TOBACCO:** The use or possession of tobacco products or “look alike” tobacco products by students is not permitted on school property or in the school building at any time. Students are not permitted to leave the school property to smoke and then return.

**Rule 13. INAPPROPRIATE DRESS:** A student shall not dress or appear in a fashion deemed inappropriate because it either (1) interferes with the student’s health and welfare or that of other students, or (2) causes disruption or directly interferes with the educational process.

**Rule 14. STUDENTS UNDER SUSPENSION OR EXPULSION:** These students may not attend or participate in school functions.

**Rule 15. SCHOOL BUS RULES:** All students shall abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled bus runs, extra-curricular activities, field trips, and athletic transportation.

## TECHNOLOGY

Electronic devices such as cellular phones, MP3 players, iPods and electronic gaming systems (Nintendo DS, etc.) are not permitted to be on or used for personal use during school hours. If an electronic device is in use during school hours, the student will need to turn it in to an administrator and a parent may be notified to pick it up from the office. School personnel will not assume responsibility for loss or damage of electronic devices, cell phones, etc.

Certain electronic devices used for instructional purposes (i.e. electronic readers, tablets, etc.) may be used during school hours at the discretion of a teacher or staff member. Students will be instructed in appropriate use of such technology and activity will be monitored. Internet access is provided to support the educational goals for our district.

### **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 expectation 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 own 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.

## TELEPHONES

In circumstances which pertain to your child's well-being, your child will be permitted to call home from the office. We refrain from permitting them to call home for forgotten assignments, lunches, and other articles.

## TEXTBOOKS

Textbooks are issued to each student at the beginning of the school year and collected at year's end. Students are responsible for keeping textbooks in good condition. Parents will be asked to pay for any damaged or lost books.

## TOYS/STUDENT VALUABLES

Trading cards, stuffed animals, body spray, laser pointers and other student valuables provide unnecessary distractions and are also not permitted in school without special permission. School personnel will not assume responsibility for loss or damage of such personal items.

## TRANSPORTATION

Procedures have been formulated with the intention of providing maximum safety for our students. **Information about bus routes, times, schedules, rules, and infractions should be directed to the Transportation Department at 543-9567.**

### **Bus Passes...**

Due to the fact that bus routes and seating capacities are carefully calculated, bus pass requests should be limited to unusual and important circumstances. Parents are strongly discouraged from requesting bus passes for the purpose of children going to a friend's house to play after school. These arrangements should be handled outside of the school or school bus setting. When capacity is reached on a particular bus, passes will no longer be issued. Bus passes may be issued for day care providers. A student cannot be allowed to take a bus other

than the normally scheduled one unless written parental permission has been received. Bus passes are issued to only the following: existing stops (ie another students home), KCE after school activities, shared parenting within the district and daycare providers. A permanent bus pass can be issued for a particular day each week if written parent notification is received by the school. Additionally, the bus driver will refuse to release a student at another stop without a bus pass. Bus pass forms can be printed from the district website under Parents & Students/District Forms/TES listing of forms. If your child needs to ride a bus other than the regular bus, or is going to get off at a different stop, a written bus pass request must be sent to school specifying:

- Child's Name
- Child's Teacher
- Regular Bus Number
- Bus Number for Bus Pass
- Destination – Name, Address, & Phone Number
- Date of Bus Pass
- Parent Signature

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

### **Bus Regulations...**

Every student is expected to maintain good conduct on the bus. The driver needs to direct all attention to the bus and traffic. Any violation of good behavior on the bus, or at bus stops, may result in revoking the privilege of riding the bus for a period of time. Students denied bus privileges for disciplinary reasons are expected to be in school as usual. The parent must arrange transportation to and from school. The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

### **General bus rules:**

- Students should be at the assigned bus stop five minutes prior to the published time.
- Students shall conduct themselves on the bus as they would in a classroom, except that reasonable conversations are permitted.
- Students are never permitted to transport animals, glass objects, or other potentially dangerous objects on the school bus. No balloon bouquets shall be permitted on the bus. Book bags, projects, etc. must be small enough to hold on lap.
- Eating, drinking, and chewing gum on the bus is not permitted at any time.

### **Morning Drop-Off...**

Student supervision begins at 8:35 A.M. with the arrival of the first bus. Students who are driven to school use the main front entrance.

### **Picking up students...**

A Pick Up Note can be sent with your child to school that day, or a parent can call the school office by 2:50 P.M. to request their child be listed on the Pick Up List. Pick Up Note forms can be printed from the district website under Parents & Students/District Forms/TES listing of forms. If your child is being picked up by someone other than their parents or staying for an after school activity, **written** permission must be provided to the school office. Non-custodial parents are required to have permission of custodial (residential) parents before the child can be released to them.

When picking up your child at the end of the day, parents should park in the Visitors Parking Lot and enter through the main entrance. No parking is permitted in the Bus Loop. It is required that every child be signed out. Parents are to sign out their child in the Multi-purpose Room following established procedures. Students will be called at dismissal (3:20 P.M.) and will meet parents in the Multi-purpose Room. **PLEASE DO NOT GO TO THE CLASSROOM TO MEET YOUR CHILD.** This requirement adheres to State law, which is intended to provide maximum security to all students.

**For the safety of all of the children, parents are not permitted to go to the bus loop or have their children removed, once having boarded the buses.** Bus drivers have been instructed not to release students from a bus without the permission of a school administrator. Please plan ahead so that these situations can be avoided.

## **VISITORS**

Parents and visitors are always welcome at Timmons Elementary School. All visitors, parents, and volunteers are required to check in at the school office, sign the Visitors' Log upon arrival and departure from the building, and receive a badge from the school office. **State law requires that all parents, visitors, and volunteers report to the office. Parents are not to go to the classrooms without the permission of the office staff, even for a scheduled appointment with the teacher.** We expect our teachers to greet and supervise children beginning at 8:35 A.M. If you wish to speak to a teacher during instructional time (8:45 A.M. – 3:20 P.M.), it will be necessary to make an appointment.

Messages, lunches, homework, or other items for you child may be dropped off in the school office and will be delivered to the student by office personnel.

Visitor and parent parking is provided in the main lot only (parking is permitted in the bus loop for programs, concerts, etc.). Parking along sidewalks is not permitted.

School personnel are encouraged to question any unknown adult in the building who is not identified by a visitor or volunteer badge. The ultimate goal is the safety and security of all students in our care.

## **VOLUNTEERS**

Each year hundreds of volunteer hours are served by Timmons parents. Volunteers share time, talent, and skills and work under the direction of the teachers or the principal. Any parent interested in doing volunteer work should contact an officer of the Timmons PTO. Volunteers are required to sign in upon their arrival and receive a badge from the school office.

## **WITHDRAWALS**

The parent of any student leaving the Kenston schools should notify the office a week in advance so that the necessary transfer and release forms may be completed. It is important to know the date of withdrawal, the new home address, and the name of the new school the student will be attending. Parents need to visit the Timmons School office to sign withdrawal forms, return school-owned books and resolve any fees. Necessary documents will be mailed to the new school.

## **ANNUAL NOTICES**

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

Board Policy 2260 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.

Reference AG 8453.01

### **DANGEROUS WEAPONS**

Board Policy 5772 prohibits the possession of weapons or other devices (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 onto school property in a school vehicle, or to any school-sponsored activity.

### **DRUG PREVENTION**

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state

statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

References: Board Policy 5530

**NOTICE OF NONDISCRIMINATION AND GRIEVANCE PRODECURE FOR: TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, AND ADA**

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.

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 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 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) 543-9677 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: (877) 521-2172  
Email: OCR.Cleveland@ed.gov  
References: Board Policies 5722, 5610

**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**

Board Policies 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 within 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, major field of study and sports, height and weight, if a member of an athletic team, dates of attendance, dates of graduation and 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.

## **USE OF TOBACCO**

For purposes of Policy 5512, use of tobacco products shall mean all uses of tobacco, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any matter or substances that contain tobacco, in addition to papers used to roll cigarettes. In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products by students in school buildings, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school sponsored activity. Smoking clove cigarettes or other substances is also prohibited. When in violation of Policy 5512, a student may be referred to a law enforcement agency.

References: R.C. 3313.66, 3313.751, 2151.87

## **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.

## **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.

### **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.

### **RESTRAINT AND SECLUSION**

Both certified and non-certified 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 standard 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:

1. Who does not subject himself to the reasonable control of his parents, teachers, guardian, or custodian, by reason of being wayward or habitually disobedient;
2. Who is a habitual truant from school;
3. Who so departs 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.

**COPYRIGHT**

The superintendent has appointed the district technology coordinator as the person responsible for investigating complaints regarding copyright infringement in respect to our district website. Any such complaints should be addressed to the following:

District Technology Coordinator  
17419 Snyder Rd., Chagrin Falls, OH 44023  
(p)440-543-9677  
(f)440-543-8634

**IMPORTANT PHONE NUMBERS**

Kenston Board of Education	543-9677
Kenston Special Education	543-3013
Kenston Transportation	543-9567
Timmons Elementary School	543-9380
Kenston Intermediate School	543-9722
Kenston Middle School	543-8241
Kenston High School	543-9821
School Closing Hotline	564-2134
Kenston Community Education	543-2552



# Be a Timmons



- 1. Follow directions**
- 2. Speak kind words**
- 3. Keep body and objects to self**
- 4. Respect property**

Help Everyone Respect Others





**KENSTON** 

**TIMMONS ELEMENTARY SCHOOL**

9595 East Washington Street ★ Chagrin Falls, OH 44023

(440) 543-9380

[www.kenstonlocal.org](http://www.kenstonlocal.org)