

**KENSTON**  **N**

HIGH  
SCHOOL

**Student  
Handbook**

**2019-2020**

# KENSTON

## HIGH SCHOOL

### **Student Handbook 2019-2020**

#### **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**

Mr. Thomas Gabram, Principal  
Mrs. Kathleen Phillips, Associate Principal  
Mr. Matthew Watts, Assistant Principal

Mrs. Nancy R. Santilli, Superintendent  
Mr. Jeremy P. McDevitt, Assistant Superintendent for Business Operations & Strategic Initiative  
Dr. Kathleen M. Poe, Assistant Superintendent for Curriculum  
Mr. Paul J. Pestello, Treasurer

#### **Kenston Board of Education**

Dr. Beth Krause, President  
Mrs. Beth Ward, Vice President  
Mrs. Neysa Gaskins, J.D.  
Mr. Thomas Manning  
Mr. William Timmons

#### **School Hours**

7:45 AM – 2:15 PM  
Doors Open at 7:15 AM

#### **KENSTON HIGH SCHOOL**

9500 Bainbridge Road ★ Chagrin Falls, OH 44023  
(440) 543-9821  
[www.kenstonlocal.org](http://www.kenstonlocal.org)





# KENSTON

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S C H O O L S

*August 2019*

*Dear Students and Parents,*

*We welcome you the 2019-2020 school year at Kenston High School. We hope you find this year to be a productive and memorable one.*

*Please read this handbook thoroughly. It is a guide that will answer many questions you may have about our expectations of student conduct, as well as our school policies and procedures. You can find this document on our website ready to reference throughout the school year. Go to <http://kenstonlocal.org/khs/about/printable-forms/>*

*We are proud of our school, students, community, staff, and our excellent instructional program. This pride is reflected by everyone involved in the Kenston Local Schools. We will strive to assist you in successfully achieving your high school goals.*

*May this year be one of the most rewarding in your school career.*

*Sincerely,*

*Tom Gabram  
Principal*

# TABLE OF CONTENTS

Absent from School	10	Infinite Campus	17
Advertising Outside Activities	5	In-School Restriction	29
Academic Awards Program	17	Levels of Credit	16
Academic Boosters	17	Library / Media Center	7
Academic Dishonesty	25	Lockers	8
Academics	16-17	Lost and Found / Care of Property	8
Accidents	5	Medication	8
Activities / Clubs / Events	22-25	Narcotics, Alcoholic Beverages, Drugs	36
Activity/Athletic Spectator Conduct	19	National Honor Society	24
Announcements	5	Ohio High School Graduation Requirements	18
Assemblies	5	Notice of Non-Discrimination	39-40
Athletics	19	Notification to Display Names, Photos, etc.	8
Athletic/Co-Curricular Eligibility Policy	19	Ohio Law	37-39
Attendance	10-13	Ohio's Tobacco Law	39
Backpacks / Book bags / Purses	5	Out-of-School Suspension	29
Band – Marching/Concert	22	PEAK	15
Bell Schedule	5	Plagiarism	25
Bicycles and Skateboards	6	Planned Absence/ Student Vacation	12
Board Policies / Annual Notices	40-42	Posting on School Website	29
Bullying / Aggressive Behavior	25-28	Printing/Distribution of Material	29
Bus Regulations	6	Profanity/Obscene Language/Swearing	29
Cafeteria	6	Retaking a Course	17
Calendar	4	Rights and Responsibilities of Students	29
Cell Phones (see Wireless Devices)	31-32	Rotary Senior of the Month	17
Classroom Requirements	6	Safety Drills / Surveillance Cameras	9
Clinic	6-7	Safe Hotline	9
College Credit Plus	15	Saturday Detentions	28
College Visitation Policy	12	Schedule Changes	15
Commencement	18	School Closing / Delayed Start	9
Community Service	17	School Dress Guidelines	30
Compulsory Attendance	37	School Property	9
Computer and Network Services	22	Search and Seizure	31
Conduct	25-37	Sexual Harassment	41
Dances	23	Snacks / Drinks	9
Detentions	28	State Statute on Attendance/Drugs/Alcohol	12
Disciplinary Referrals	28	Student Demonstrations	31
Discipline Policy Guidelines	32-37	Student Deliveries / Messages	9
Due Process	21, 28	Student Directory Information	41
Early Dismissal	11	Student Discipline Policy	32-37
Educational Options	14	Student Obligations/Fees/Fines	9
Elevator Key	7	Student Pick Up/Parking/Driving	13-14
Emergency Medical Information	7	Student of the Month	17
Expulsion	29	Student Recognition	17
Final Assessments / Exams	16	Students in the Building	10
Free and Reduced	7	Tardy to school / class	12
Gangs	29	Textbooks	10
Grading / Grading Scale	16	Threat Assessment	31
Graduation Requirements	18	Transfer/Withdrawal from school	15
Guardianship Information	7	Tobacco/Alcohol/Drug Guidelines for Extra-Curricular and Interscholastic Athletics	20-22
Guidance Services	14	Unauthorized use of school equipment	29
Harassment (Aggressive Behavior)	27	Unexcused Absence	11
Homework Requests	15	Visitors during school hours	10
Honor Roll/Merit Roll	16	Wireless Communication Devices	31-32
Honors Diploma	19	Work Permits	10
Intervention Assistance Team	15	Zero Tolerance	32
Illness during school day	12	Yearbook	25
Incompletes	16		

- No School
- △ Teacher Inservice
- ▽ Teacher Inservice – ½ day
- Starts-Ends
- \* End of Quarter



# KENSTON

## S C H O O L S

### 2019 - 2020

Aug 2019

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Apr 2020

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May 2020

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Jul 2020

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23	24	25	26	27	28	29
30	31					

- August**
- 12 First Days – Teacher Professional Dev.
  - 13 First Days - Teachers
  - 14 First Days – Teachers
  - 15 First Day – Students
  - 30 NO SCHOOL

- September**
- 2 NO SCHOOL - Labor Day

- October**
- 9 NO SCHOOL - Yom Kippur
  - 17 End of 1<sup>st</sup> Qtr – 44 Days
  - 18 NO SCHOOL – Teacher Workday

- November**
- 27 NO SCHOOL - Conference Break
  - 28 NO SCHOOL - Thanksgiving
  - 29 NO SCHOOL - Thanksgiving Break

- December**
- 20 End of 2<sup>nd</sup> Qtr – 42 days
  - End of 1<sup>st</sup> Semester – 86 Days
  - 23 NO SCHOOL – Winter Break Begins

- January**
- 6 NO SCHOOL – Teacher Workday
  - 7 Return from Winter Break
  - 20 NO SCHOOL – Martin Luther King, Jr. Day

- February**
- 14 NO SCHOOL – Teacher Professional Dev.
  - 17 NO SCHOOL – Presidents' Day

- March**
- 12 End of 3<sup>rd</sup> Qtr - 46 Days
  - 13 NO SCHOOL – All Staff Workday
  - 23 NO SCHOOL – Spring Break Begins
  - 30 Return from Spring Break

- April**
- 10 NO SCHOOL
  - 13 NO SCHOOL

- May**
- 25 NO SCHOOL – Memorial Day
  - 28 Last Day – Students
  - End of 4<sup>th</sup> Qtr – 46 Days
  - End of 2<sup>nd</sup> Semester – 92 Days
  - 29 Last Day - Teachers

# GENERAL INFORMATION

## ACCIDENTS

All injuries or **accidents**, however slight, must be reported to the teacher, bus driver, principal, nurse, or staff member in charge who will then take appropriate action. The staff member who witnessed the accident or has the accident reported to them must fill out the appropriate Student Accident Report and forward the report to the principal. Student Accident Report forms are available in the Main Office.

## ADVERTISING FOR 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.

## ANNOUNCEMENTS

Video announcements are made and posted to the website through our Mass Media-Journalism class. Students are expected to pay attention to the announcements. Forms for announcements can be obtained in the Main Office. Announcements should be legible (typed; if possible), signed by a faculty advisor and turned into the Main Office on or before 7:30 A.M. the day the announcement is read. All announcements are subject to approval by the building principal. For students' convenience, public address announcements are posted throughout the high school building and on the website. For any scheduled meetings or activities, announcements should be received no more than two days in advance.

## ASSEMBLIES

All assemblies must have prior approval of the high school principal. Students are required to attend all assemblies. It is expected that students attending any assembly or special program will observe the following general guidelines: 1.) Keep feet off the seats (including the seat in front of you), sit up, watch, and listen; 2.) Be quiet while others are performing or speaking; 3.) Applaud to show appreciation, don't whistle, shout or stomp feet; 4.) Do not throw paper or other objects; 5.) Do not take food or drink of any kind into the auditorium/gymnasium; 6.) Show respect to the presenters at all times; and 7.) Do not leave your seat until dismissed, except for an emergency.

## BACKPACKS / BOOK BAGS / PURSES / STRING BAGS

Backpacks/book bags may be brought to school and must be put into your locker at the start of the school day, where they are to remain until dismissal time. Students are not permitted to take backpacks/book bags to classes and are subject to disciplinary consequences for non-compliance. This includes suitcases, laptop cases, totes, duffle bags, string bags, etc. Purses utilized to carry books and/or school supplies must also be placed in the student's locker during the school day.

## BELL SCHEDULE (Monday, Wednesday)

Warning Bell	7:42 A.M.	
Block 1	7:45 – 9:03 A.M.	78 minutes
Block 2	9:08 – 10:26 A.M.	78 minutes
Homeroom	10:31 – 10:51 A.M.	20 minutes
Block 3A	10:56 – 11:21 A.M.	25 minutes
Block 3B	11:26 – 11:51 A.M.	25 minutes
Block 3C	11:56 – 12:21 P.M.	25 minutes
Block 3D	12:26 – 12:51 P.M.	25 minutes
Block 4	12:56 – 2:15 P.M.	79 minutes

## BELL SCHEDULE (Tuesday, Thursday, Friday)

Warning Bell	7:42 A.M.	
Block 1	7:45 – 9:12 A.M.	87 minutes
Block 2	9:17 – 10:44 A.M.	87 minutes
Block 3A	10:49 – 11:14 A.M.	25 minutes
Block 3B	11:19 – 11:44 A.M.	25 minutes
Block 3C	11:49 – 12:14 P.M.	25 minutes
Block 3D	12:19 – 12:44 P.M.	25 minutes
Block 4	12:49 – 2:15 P.M.	86 minutes

## **BICYCLES AND SKATEBOARDS**

Students are not permitted to ride bicycles or bring skateboards / rollerblades to school. Skateboarding and rollerblading are not permitted on high school property during or after school hours.

## **BUS REGULATIONS**

The School provides transportation for all students. The transportation schedule and routes are available by either accessing the transportation tab on your student's Infinite Campus account or by contacting the Transportation Department at 440-543-9567. Each student shall be on time at the designated place of safety five (5) minutes prior to the scheduled stop; 3301-83-13(B)(6). Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. 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. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. The principal may approve a change in a student's regular assigned bus stop to address a special need. Bus passes are only approved or issued if room exists on requested route. Parents should send a note to the principal stating the reason for the request and the duration of the requested change. 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.

Students are to promptly obey the instructions of the driver. Possession of tobacco products, matches, lighters, smoke bombs, stink bombs, firebombs, and firecrackers are not permitted. Smoking, using tobacco products, lighting matches or lighters, eating, drinking, obscenity, profanity, or loud talking or whistling are not permitted. Students are to remain seated and keep all parts of their body inside the bus while the bus is in motion. Throwing objects in the bus or out of the window or using a water gun will not be permitted. Students who ride a bus to an activity must return on that bus after the activity is completed. Parents will be notified of their child's unsatisfactory conduct on a school bus. Students will be denied bus transportation for unsatisfactory behavior (Policy 5610.04). **\*NOTE: When buses are late to school, students must check into the Attendance Office upon arrival. Questions regarding transportation may be answered by the Transportation Office at 440-543-9567.**

## **CAFETERIA**

Kenston High School has a closed lunch period. This means that all students will eat lunch at school and remain on the grounds during the lunch periods. Each student is assigned only one lunch period and the time is indicated on his/her schedule. All students are expected to eat in the cafeteria. For safety purposes, seating at each table is limited to 8 students. No food is to be taken from the cafeteria into the halls or classrooms. While in the cafeteria, students are expected to behave in an orderly manner and respect the rights of others. Crowding or cutting into line in the cafeteria is unfair to fellow students and will not be tolerated. Students who violate these guidelines will be assigned clean-up duties or will be issued a referral to the assistant principal's office. Throwing food or objects may result in disciplinary consequences. Students are expected to keep their tables clear and the floor cleaned of food or paper. All disposable items are to be placed in waste cans provided throughout the room. If a student forgets his/her lunch, the lunch should be labeled and can be dropped off at the main office where it will be placed in the general lunchbox where students can access it in the café. **No food may be brought in or ordered from restaurants, pizza, fast food, etc. for lunch without prior permission from an administrator. Disciplinary action may result.**

## **CLASSROOM REQUIREMENTS**

Students are required to bring textbooks, completed assignments, and any necessary materials to each class. Mature behavior is expected of all students. Students who are well-disciplined direct their interests, efforts, and abilities toward greater achievements. Teachers are in charge of classrooms at all times. Students are expected to accept the teacher's decision concerning how the classroom will be conducted. Substitute teachers are to be given the same respect and courtesy as would be given to the regular classroom teacher. Kenston High School students are subject to the control of any administrator, teacher, or other school employee whenever they are on the school grounds or in school buildings.

## **CLINIC**

The school is equipped with a clinic to take care of minor first aid situations. Students who become ill during the school day are to report to the clinic after their teacher has given them a pass. Students should use the school's clinic facility in all emergencies. In the event that the nurse is not available, students must report to the assistant principal's

office. Students are not to use the clinic without permission of the school nurse or an administrator. **No student should leave the building because of an accident or ill health without first receiving permission from the nurse or an assistant principal in charge. This will be considered truancy and is subject to disciplinary consequences. Please note: Medication forms and parent/guardian consent for medical records release forms can be downloaded from the Kenston Website under <http://kenstonlocal.org/khs/about/printable-forms/>**

## **ELEVATOR KEY**

If at any time during the school day you need to use the elevator for health reasons, the following procedure needs to be followed:

- 1) Written or verbal verification (telephone call) from a parent/guardian of the need to use the elevator during the school day.
- 2) Register (contract must be completed and signed) in the Main Office to receive an elevator key.
- 3) If you need assistance carrying supplies (book bag) while using the elevator, the name of your friend will need to be registered at this time also.
- 4) Return the elevator key to the Main Office when use of the elevator is no longer needed. **If the elevator key is lost while signed out to an individual or there is failure to return the key for any reason, there will be a charge of \$25.00 to replace the key.**

## **EMERGENCY MEDICAL INFORMATION**

Each year, all students are required to update the Student Verification Form including the state required Emergency Medical Information and Consent by the first week of September. Forms are completed online through Infinite Campus and must be submitted by the deadline. Failure to comply with this request may result in exclusion from school and/or school activities.

## **FREE AND REDUCED**

The school will notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals.

## **GUARDIANSHIP INFORMATION**

Occasionally families experience situations whereby guardianship of sons/daughters change. Such situations could result from the remarrying of a parent or the divorce of a student's parents. As a result of such circumstances, the **school needs to be promptly informed regarding any changes in the legal guardianship of a student.** Such updated information is necessary to safeguard situations such as the early release of a student from school, support dispensation of medicine, or to assist home-school communication. Please contact your son's/daughter's counselor if there has been any change in their legal guardianship.

**A copy of the court ordered guardianship papers must be submitted to the guidance office to be kept on file in the student's permanent record.**

## **LIBRARY / MEDIA CENTER**

The library is an essential link that connects students, teachers, and others with the information resources they need. The school library serves as a curriculum resource for the entire building. To that end, students wishing to use the library during homeroom should have a pass from their curriculum area teacher indicating the nature of their assignment. In addition, students wishing to come to the library to obtain a book for pleasure/recreational reading will also need a pass from any of their classroom teachers. The student should first report to homeroom with their curriculum pass and show it to the homeroom teacher. They can proceed from there to the library.

**Upon entering the library, ALL students will be asked to sign in for attendance purposes.** Appropriate behavior in the library will be expected, and anyone not abiding by guidelines will be returned to their class or homeroom. In the block schedule setting, the majority of library usage will be initiated by the classroom teachers as they reserve the library for classroom research assignments. The librarian, upon the request of the classroom teacher, will direct instruction in information literacy skills. **Personal e-mail is not allowed. NO FOOD OR DRINK WILL BE ALLOWED IN**



THE LIBRARY. If an item checked out by the student is lost, the student is responsible to pay for the replacement cost of the item.

## **LOCKERS**

**Students must use the locker which is assigned to them. Students who allow other students to use their lockers are subject to disciplinary consequences.** Any problems with lockers should be referred to the main office. Lockers have built-in combination locks and students are cautioned not to share the combination with others. Writing on the outside and/or inside of a locker is prohibited, and the student assigned to that locker will be subject to disciplinary action. Students that tamper with or jam their lockers in order to prevent them from locking are subject to disciplinary consequences and this action may be considered as vandalism. Also, any damage occurring through carelessness, kicking, slamming, etc., will be considered vandalism.

Students are assigned lockers for their convenience in storing books and personal items; however, such assignment does not limit the right of the school officials to examine the lockers when they believe it necessary for the safe operation of the school. The lockers, supplied by the Board of Education and used by the students, are the property of the Board of Education. Therefore, the student lockers and the contents of all student lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contain evidence of a violation of a criminal statute or a school rule. Random searches may include a search with the assistance of dogs trained to detect the presence of drugs.

**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 AND FOUND / CARE OF PROPERTY**

Students should check in the Main Office for any lost or missing items. Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage or loss of school equipment and facilities undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **MEDICATION**

If circumstances demand that a student needs medication to attend school, the following guidelines must be observed. For prescription medication to be given in school, a Medication Request and Authorization Form must be filled out completely and signed by both the physician and parent. An adult must bring the medication and completed form to school. The medication must be in the original container. All prescription medication is kept in a locked cabinet and recorded on a log when it is administered. Only the school nurse, health aide, or a designated school official may administer medication to a student.

Non-prescription medication can be brought to school and taken by students. In order for a student to take and carry the medication, a Medication Request and Authorization Form must be completed, minus the physician's signature, and signed by a parent/guardian. Again, the medication must be in the original container. This form is kept on file in the clinic. If a parent/guardian wishes, non-prescription medication can be kept in the clinic and administered to a student as needed. It is the nurse's responsibility to review all medication administered at the school on an as-needed basis.

## **NOTIFICATION OF INTENT TO DISPLAY STUDENT NAMES AND PHOTOS IN PUBLIC MEDIA, NEWSPAPERS, AND THE INTERNET**

During the course of a day, special student achievements and group activities often occur in our district's schools. Sometimes these commendable activities merit student recognition, not only by a student's particular school, but also through newspaper photographs and possibly communication formats such as the Internet. Such recognition could take the form of a student picture and/or identification of the student by their name.

**\*NOTE:** The district seeks to inform parents/guardians that such special individual or group activities could result in student pictures and names being placed in newspaper, brochures and/or on the school's or district's website **UNLESS a student's parents/guardians notify the building principal in writing that the student's name/picture are not to appear in such public media formats (newspapers, brochures, Internet, etc).**

## **SAFETY DRILLS / SURVEILLANCE CAMERAS**

Simulated safety drills including fire, tornado, lockdown and evacuation drills will occur periodically throughout the year in order prepare students and to review proper procedures and protocols during certain crisis situations. Each room in the school district has posted emergency procedures for staff to refer to. In the event of a real emergency the building Emergency Management Plan will be followed as described in Policies 8400, 8420. The presence of surveillance cameras within the school building and grounds are primarily designed to act as a deterrent to inappropriate behaviors towards students, staff, the community, and to school facilities.

## **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.

## **SCHOOL CLOSING AND 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 a.m. 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.

## **SCHOOL PROPERTY**

Textbooks, and any other supplies or equipment, are furnished by the Kenston Board of Education. They are not the property of the student. Students are liable for any damage to or loss of books, materials or equipment issued to them by a teacher, coach or advisor. Students who find lost articles must take them to the main office. Protect school property from defacement or destruction by setting a good example, by exerting influence upon friends, and by reporting acts of vandalism to teachers or the administration.

## **SNACKS / DRINKS**

Food or drinks, including snacks, are to be consumed only in the café during lunch periods. Water is only permitted in the academic hallways. This means that no food or other beverages should be seen in the halls, classrooms, or anywhere else in the building. The students' cooperation pertaining to this situation is appreciated by all. The appearance of the school reflects the attitude of the student body. School hallways should also be kept free of litter. Students who carry a water bottle should use the water filling stations to refill throughout the day.

## **STUDENT DELIVERIES / MESSAGES**

Because the delivery of messages or personal items (lunch, clothing, shoes, etc.) to students during school hours causes disruption of classes, all family business (reminder of appointments, etc.) should be attended to before the student leaves home in the morning. Students will be given legitimate emergency messages from parents as soon as possible, but these should be kept to a minimum. Items dropped off will be held in the main office and students should check in the main office periodically throughout the day for these items. \*NOTE: Students who receive deliveries of flowers, balloons, etc. will be notified by the office that these items can be picked up after school. Under no circumstances will these be delivered to students in classrooms or be picked up before the end of the school day. **No food may be brought in or ordered from restaurants, pizza, fast food, etc. for lunch without prior permission from an administrator. Disciplinary action may result.**

## **STUDENT OBLIGATIONS / FEES / FINES**

All Student Verification forms, immunization records, obligations, fees, etc., should be completed by the first week of September. Students are responsible for all textbooks and other school property issued to them during the course of the school year. All of these items must be returned to the teacher or the office at the end of each semester or at the end of the school year. Students who fail to return school property will be held responsible for the property. **Reports cards will be not be released until the property is paid for or returned.** Seniors will not be allowed to receive their Diploma or participate in commencement, and their transcript will be held until all obligations are met. Students will be invoiced for

courses with fees at the beginning of each semester. Obligation letters will be sent for unpaid fees or lost materials. A senior fee of \$25.00 per student is assessed to cover the cost of graduation and senior brunch, **excluding** the cost of cap and gown to be ordered through Jostens in December-January. If a student chooses not to participate in commencement, the fee will be removed or reimbursed.

## **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**

All textbooks are issued by classroom teachers. Each student is responsible for his/her textbook which is numbered and recorded. If textbooks are damaged or lost, the student will be charged accordingly. All issued materials must be returned in satisfactory condition by the student to the classroom teacher by the last day of class. Grades, transcripts, and schedules will be withheld until lost or damaged textbooks are paid for or returned. Seniors who have not returned textbooks or paid for them will not be permitted to participate in commencement.

## **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. (Lunches, homework, books, papers, clothing, envelopes, etc.) 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.

## **WORK PERMITS**

Guidelines and applications for work permits may be obtained in the high school Main Office. When applications are completed, they must be returned to the Main Office along with a copy of a Birth Certificate for verification of age.

# **ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned (Board Policy 5200). In accordance with statute (Ohio Revised Code), the Board considers the following factors to be reasonable excuses for time missed at school:

- Recovery from accident
- Required court attendance
- Death in the family
- Illness
- Observation or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Superintendent and/or that may be recognized in district guidelines
- Factors identified in Ohio Revised Code: illness, funerals, quarantine, religious holidays
- Such good cause as may be acceptable to the building principal

*Absences for all other reasons are considered unexcused.*

Ohio Revised Code determines how 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. Every minute of missed instruction is classified as an absence and the term "tardy" is no longer used. 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.

Student attendance is important to supporting the student's success in his/her school studies. Failure in one grading period does not necessarily indicate failure for a full semester or a full year. For the purpose of grading, a student or the student's parent/guardian shall be entitled to appeal any failing grade under this policy with the building principal. An appeal shall be granted if the Principal determines that an unexcused absence is to be reclassified as an excused absence, such that the total number of unexcused absences is less than five (5) days. Such reclassification should be based upon a mistake in classification or unusual student hardships, such as pregnancy, family problems, etc. (Policy 5200). Additionally, Sections 3321.01 to 3321.99 of the Ohio Revised Code (O.R.C.) deal with school attendance and define the following:

- Habitual Truant – a child of compulsory school age who has been absent without legitimate excuse for 30 or more consecutive school hours, 42 or more hours in one school month, or 72 or more hours in a school year.
- Excessive Absences – a child of compulsory school age who has been absent ***with or without*** legitimate excuse for 38 or more hours in one school month or 65 or more hours in one school year.

When a student is habitually truant, the district will notify the student's parents/guardian in writing within 7 days of the triggering absence as well as work with an absence intervention team to develop an absence intervention plan to improve the student's attendance. The student's parent/guardian and student will participate as members of the intervention team in devising a successful plan. If the student does not make progress on the plan within 61 days or continues to be absent, the district will file a complaint in the juvenile court.

When a student is excessively absent, the district will notify the student's parents/guardian in writing within 7 days of the triggering absence. The district may develop an absence intervention plan for the student and/or be referred to community resources to help improve attendance.

## **ATTENDANCE PROCEDURES**

### **Absent From School**

Parents/guardians are requested to call the attendance voice-mail at 440-708-1811 when their child is absent. The information to be given is: parent name, student name, reason for absence, and date of absence. If a phone call is not received, the student is required to present a written excuse on the day he/she returns to school. If no written excuse or phone call has been received within twenty-four (24) hours of the student's return to school, the absence will be considered unexcused.

- ***Excused Absence*** – reasons for excused absences are in accordance with Ohio Revised Code, (see previous page). The student may make-up any work missed due to an excused absence. The student has one (1) day of make-up for each day absent. It is the student's responsibility to contact the teacher for work missed.
- ***Unexcused Absence*** – an unexcused absence will result in a zero ("0") for each class period missed. Students who have a pattern of absences on test days will be required to verify their absences with a doctor's note. Failure to provide an acceptable reason for absences on test days could result in receiving a zero ("0") on the test.

### **ATTENDANCE AT SCHOOL ACTIVITIES / ATHLETIC EVENTS**

Students who are absent for the day are **not permitted** to participate in or attend after-school functions (athletic events, dances, plays, etc). Students who wish to participate in or attend extracurricular events must be in school by 10:45 A.M. and remain in school throughout the day on the day the activity occurs. Students wishing to participate in or attend school activities on Saturday must be in school by 10:45 A.M. on the Friday preceding the event and remain in school throughout the day.

### **EARLY DISMISSAL**

Students may request an early dismissal for the same reasons granted for absences under the Ohio Revised Code. Contact with parents/guardians will be made to verify the reason for the request. Excessive early release requests can be denied if reasons for the requests are not consistent with medical or emergency reasons. The administration reserves the right to request twenty-four (24) hours notice for approval of an early dismissal.

## **ILLNESS DURING THE SCHOOL DAY**

Should a student become ill during the school day, he/she should receive permission from the classroom teacher to report to the Assistant Principal's office. If the nurse is in the building, the student will be sent to the clinic. Should the nurse decide the student should go home, she will advise the parent/guardian of the situation so they can make arrangements for the student to leave school. When a parent/guardian cannot be reached, the ill student will remain in school until the regular departure time. Should the illness be of a serious nature, the Assistant Principal or nurse will take whatever steps are deemed necessary. **AT NO TIME IS THE STUDENT PERMITTED TO LEAVE SCHOOL WITHOUT PERMISSION.**

## **PLANNED ABSENCE / STUDENT VACATION / COLLEGE VISITATION POLICY**

In the event of family vacations or other planned absences, the student should have the opportunity to obtain assignments in advance. A Planned Absence Request Form may be obtained from the Attendance Office. It must be filled out and submitted to the Assistant Principal at least one day before the departure. Any tests or quizzes missed due to a planned absence must be rescheduled with the teacher before the planned absence begins. It is not reasonable to expect teachers to make special tests for students absent under such circumstances; however, students should not be unreasonably penalized. Make-up tests and assignments will be entered into the grade average for the period.

The teacher will not be expected to provide make-up tutoring. The student can be expected to assume responsibility for scheduling all tests and assignments on the day of return. Absences due to vacation and college visitations are subject to the parameters of Ohio Revised Code.

**A maximum of five (5) days will be permitted for college visitations. A maximum of five (5) days will be permitted for vacations. Finals will be given on the scheduled dates. Students may not take finals early.**

## **STATE STATUTE ON ATTENDANCE / DRUGS / ALCOHOL VIOLATIONS**

In compliance with state statutes, the Geauga County Board of Education affirms that it is necessary to monitor student attendance and drug and alcohol violations. Therefore, the following policy will be implemented:

No student under the age of 18 will be permitted to withdraw without the written consent of a parent/guardian and in compliance with State Law. Whenever a student under the age of 18 withdraws from school without moving out of state, transferring to another approved school, or enrolling in and attending an approved program, the Local Superintendent (or designee) shall notify the County Office which in turn will notify the Registrar of Motor Vehicles and the Juvenile Court. Such notification is to be given within two (2) weeks after the Local Superintendent (or designee) confirms the student has not moved out of state and is not enrolled in and attending another approved school or program.

In accordance with local District Policy, whenever any student under the age of 18 has been absent without legitimate excuse from school for more than 60 consecutive hours in a single month or 90 hours in a school year, the Board authorizes the County Board of Education and County Superintendent (or designee) to notify the Registrar of Motor Vehicles and the Judge of Juvenile Court of the student's excessive truancy.

Prior to County Office action, the local district and/or the County Attendance Officer will attempt to correct the truancy problem and will inform parents of the possibility of the child losing driving privileges.

Whenever a student is suspended or expelled for possession or use of drugs/alcohol as defined, the Local Superintendent (or designee) may notify the County Office to inform the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is to be given within two (2) weeks after the suspension or expulsion in a manner that complies with the provisions of O.R.C. 3321.13 (B) (3).

## **TARDY TO SCHOOL / MORNING ABSENCE / TARDY TO CLASS**

The new attendance law (House Bill 410) requires schools to document each minute of missed instruction. Therefore the term "tardy" will be replaced with the term "morning absence". When a student is late to school, the morning absence is generally unexcused except for extenuating circumstances and only for those considered reasonable by the Board of Education and in accordance with state statute as indicated in the Ohio Revised Code (see page 11-13, "Attendance," for further clarification). To be legitimately excused, the student must provide a written note from a parent or other verifiable documentation explaining the reason for their late arrival to school. Parents / guardians may be called for verification. No student will be permitted more than five (5) excused morning absences and two (2) unexcused morning absences per semester.

**Students are expected to be seated in their classrooms no later than 7:45 A.M. each day. Students arriving after 7:45 A.M. must report to the Attendance Office.**

#	<i>Suggested Actions for Excused Morning Absences</i>	#	<i>Suggested Actions for Unexcused Morning Absences</i>
1	Excused with Parent Verification	1	Warning
2	Excused with Parent Verification	2	Warning
3	Excused with Parent Verification	3	After School Detention
4	Excused with Parent Verification	4	After School Detention
5	Excused with Parent Verification	5	After School Detention
6	After School Detention	6	After School Detention
7	After School Detention	7	Saturday Detention
8	After School Detention	8	Saturday Detention
9	After School Detention	9	Saturday Detention
10	Saturday Detention	10	Saturday Detention
11	Saturday Detention	11	In-School Restriction – (1)+5 day loss of park pass
12	Saturday Detention	12	In-School Restriction – (2)+10 day loss of park pass
13	Saturday Detention	13	In-School Restriction – (3)+loss of park pass
14	In-School Restriction – (1)+5 day loss of park pass	14	In-School Restriction – (4)
15	In-School Restriction – (2)+10 day loss of park pass	15	In-School Restriction – (5)
16	In-School Restriction – (3)+loss of park pass		
17	In-School Restriction – (4)		
18	In-School Restriction – (5)		

**Tardies to class** are considered unexcused unless the student has a pass from the office excusing them or a pass from another teacher. Any student who is tardy to class more than two (2) times will receive an office referral which may result in a detention. Each subsequent tardy referral will result in consequences which may include Detentions, Saturday Detentions, or In-School Restriction.

## **STUDENT PICK UP / PARKING / DRIVING**

The student's pick up and drop off location will be at the main entrance of the high school. Students shall not be picked up or dropped off at any other locations due to the sign-in procedures as well as the traffic pattern during dismissal.

All students driving cars/motorcycles to school must register the make and license number of the car/motorcycle with the high school office. The District Vehicle Registration Forms (5515 F1, 5515 F2) must be filled out and returned to the high school office, along with the proper fee, to obtain a parking permit. Permits are issued to seniors, juniors, and sophomores ONLY.

### **Driving to school and parking on school property is a privilege, not a right.**

The following are driving / parking regulations:

1. Student vehicles shall be parked in the designated student parking area only. Student vehicles that are parked in any other area may be towed at the owner's expense in addition to possible disciplinary consequences and/or tickets issued by the school.
2. The permit must be displayed from the rear view mirror with the front showing through the windshield at all times while on school property.
3. Students are not permitted in the student parking lot during the day without permission and a pass from a school administrator.
4. Vehicles driven or parked on school property are subject to the search and seizure policy of the Kenston Local Schools.
5. Reasonable care must be shown by all drivers. All traffic laws and regulations must be obeyed. Any reckless operation or excessive speed (over 5 mph) could result in loss of driving privileges, school disciplinary consequences, or school issued tickets.
6. The student driver will be responsible for lost or stolen permits. Lost or stolen permits will be replaced at the student's expense.

7. Excessive morning absences will result in the loss of parking privileges. Leaving school without permission will result in the loss of driving/parking privileges.
8. Park at your own risk. The Kenston Board of Education and administration assumes no liability for theft of personal items, accidents, or for vehicular damage on school property for any reason.
9. Permits are not transferable.
10. Any change in vehicle or license number must be reported immediately to the Main Office or the vehicle may be towed.
11. No permits will be issued to full-time CCP students.
12. Senior Early Graduates must turn in their permits to the Main Office in order to fulfill their Early Graduation requirements.
13. Temporary permits may be issued to students with 24-hour advance notice for good cause and with administrative approval.
14. Vehicle caravans are not permitted and will result in the loss of driving/parking privileges.
15. Any violation of the student driving/parking regulations or violations of the Student Code of Conduct may result in the loss of driving/parking privileges and/or disciplinary consequences as determined by the school administration.

## **GUIDANCE SERVICES**

Various guidance services are designed to assist the individual student to make the most of his / her own abilities and opportunities while at Kenston High School. The counselors value the opportunity to help each student and at all times maintain an "open door" policy. To help facilitate all students who need to see their guidance counselor, a pass should be obtained from the guidance secretary, and an appointment will be scheduled as soon as possible. Guidance services include, but are not limited to, the following:

- A. Course selection and scheduling issues, including schedule adjustments
- B. Checking and monitoring graduation requirements for their students
- C. Administering tests: PSAT, Advanced Placement exams and AIR end-of-course exams
- D. Post-high school planning, including processing college and scholarship applications, managing the transcripts, career assessment, and many other post-high school options
- E. Set-up and management of special events: College Planning Night, Financial Aid Info Night, College Credit Plus Information presentation, Career Day, college visitations by representatives of both public and private colleges, visitations by military recruiters, Auburn Career Center presentation, PEAK program, etc.
- F. Counseling individual students regarding personal issues
- G. Counseling students regarding issues that affect their academic progress

Parents are welcome at any time, but it is recommended to call the Guidance Office to make an appointment (Call 543-3035). Guidance counselors are assigned to students based on their last names. It is highly recommended for students and parents to contact the teacher at the first sign of academic difficulty. The classroom teacher will gladly confer with the student concerning achievement and study habits.

## **EDUCATIONAL OPTIONS**

The following Educational Options are available: Independent Study, online classes, Credit Flex, Pass/Fail, and Audit. For information and an application, students should meet with their counselor. **Students MUST declare by the end of the first week of the class** whether they will take the course with an educational option (Pass/Fail or Audit) or for a grade/credit. Only **one** elective course is allowed on an Audit basis and/or Pass/Fail basis during the student's entire high school career. Independent Studies must be arranged and approved prior to the beginning of the academic school year.

## **HOMEWORK REQUESTS**

When a student is absent **for more than one (1) day**, the parent should call the Guidance Office **by 9:00 A.M.** to request homework assignments. This allows time for teachers to receive requests, prepare assignments, and return homework to the Guidance Office. Parents are requested to pick up the student's homework between 2:30-3:30 P.M. in the Guidance Office, unless other arrangements have been made. If a student is absent for only one day, please contact classmates or teachers directly for homework assignments.

## **INTERVENTION ASSISTANCE TEAM (I.A.T.)**

The I.A.T. consists of various school personnel. The team meets on a regular basis to discuss students referred for academic, behavioral, attendance, social, or emotional concerns.

## **PEAK**

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.

\***Safe Harbor** - There are designated people and places in each building available for students and staff to confidentially report, share and/or discuss concerns.

\***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.

\***Behavior Expectations** - Kenston 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.

\***Character Traits** - Kenston Schools regularly emphasize 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.

\***Character Reinforcement** - An abundance of grade level programs are offered to reinforce and support the goals for peaceful schools and the ideas PEAK represents.

\***Staff Development** - Training for Kenston School staff focuses on sustaining awareness of the goals set for the peaceful program to promote a harmonious climate and respect within our District.

## **College Credit Plus Program**

All students meeting eligibility requirements may enroll at a public or private college or degree-granting technical school, on a part- or full-time basis, to complete nonsectarian college courses for high school and college credit. See **your Guidance Counselor for more information and application deadlines for this program. Also refer to the KHS website Guidance page.**

## **SCHEDULE CHANGES**

Schedule changes will be made only in the event of: 1) Academic misplacement (an error was made in placement due to incorrect evaluation of ability scores, past grades, etc.); 2) Technical error in the scheduling process (computer error); and/or 3) School initiated changes (change in master schedule, adjustments for balancing classes, etc.). Schedules **WILL NOT** be changed to accommodate neither dual credit courses nor teacher requests. Schedules will only be changed during the first two days of school. There will be no mid year requests for schedule changes.

## **TRANSFER OR WITHDRAWAL FROM SCHOOL**

Any student who anticipates withdrawing from school for any reason is requested to meet with the Guidance Counselor and the Principal/Assistant Principal prior to the withdrawal date. Students are required to obtain a **Withdrawal Form** from the Guidance Office. This form must be presented to each classroom teacher when the student returns his/her textbooks and other classroom materials. The teacher will issue a current grade and note any books or materials not returned. The student must have the librarian and the bookkeeper sign the form indicating all materials and financial obligations have been satisfied. **The form is then returned to the Guidance Office for an administrator's signature.** All textbooks, athletic equipment, and other school-issued materials must be returned and all obligations must be paid **before** transcripts will be sent to the new school. Parents are required to complete necessary paperwork in the Guidance Office for release of student records.



# ACADEMICS

The **grading system** (A, A-, B+, B, B-, C+, C, C-, D+, D, F) is used. All subjects will receive a final grade. **GPA's are factored into cumulative GPAs only when the course has been completed.**

In computing **semester and yearly grades**, percentage points are assigned to each letter grade using the formula 40-40-20. Each quarter is worth 40% while the final exam/project is worth 20%. **Honors and AP Courses will receive weighted points.** To calculate semester grades, you will double both quarter percentage grades, add the final exam percentage and divide by five.

Formula: 1<sup>st</sup> Quarter (x2) + 2<sup>nd</sup> Quarter (x2) + Final Exam / 5 = final grade

88% (x2) + 97% (x2) + 89% / 5 = final grade

1.76 + 1.94 + .89 = 4.59 / 5 = 92% A

Regular, Honors, AP Letter Grade	Grading Scale	Regular Points	Honors Points	AP & CCP Points
A	92-100%	4.0	4.5	5.0
A-	90-91%	3.7	4.2	4.7
B+	88-89%	3.3	3.8	4.3
B	82-87%	3.0	3.5	4.0
B-	80-81%	2.7	3.2	3.7
C+	78-79%	2.3	2.3	3.3
C	72-77%	2.0	2.0	3.0
C-	70-71%	1.7	1.7	2.7
D+	68-69%	1.3	1.3	1.3
D	60-67%	1.0	1.0	1.0
F	Below 60%	0	0	0
I-Incomplete Work		0	0	0

**Please note:** Students who pass the first nine weeks or the first semester can still fail the course. A failing grade can result from receiving an "F" the second part of the course due to lack of interest or no attempt.

## FINAL ASSESSMENTS / EXAMS

There will be final assessments/exams in every subject. All students are expected to prepare thoroughly for final examinations. Students failing to do so may have a letter placed in their permanent file indicating their lack of interest and cooperation. Students who refuse to take a final exam will receive an "F" in the course. In English, the portfolio is equivalent to the final exam. **Finals will be given on scheduled dates over two days. Students may not take finals early nor will they be permitted to leave early during the final exams.**

## HONOR ROLL / MERIT ROLL

Students who receive a 4.0 or higher for the grading period are listed on the **High Honor Roll**. Students who receive a 3.5 or better are listed on the **Honor Roll**. Students who receive a 3.0-3.499 are listed on the **Merit Roll**. Students who receive an Incomplete, D's or F's will not be listed on either roll.

## INCOMPLETES

**Incompletes ("I")** should be made up within one week after the close of the grading period. However, in cases of prolonged illness, a student may be given special permission to use a longer time in which to complete his/her work. An incomplete mark not made up within the given time becomes an "F".

**NOTE:** Due to eligibility requirements, students involved in athletics or extracurricular activities must have make-up work completed five (5) school days after the end of the grading period.

## LEVELS OF CREDIT

The following **credits** are necessary for a student to be promoted to the next grade level at Kenston High School:

**Freshman to Sophomore: 6 credits**

**Sophomore to Junior: 13 credits**

**Junior to Senior: 19 credits**

**Senior to graduate: 26 credits**

## **RETAKING A COURSE / FAILURES**

**Guidelines for retaking a class due to a failure or unsatisfactory grade are as follows:**

1. Students not passing a required academic class that is in a given sequence will normally be required to make up the course in the next semester or retake the course through a summer credit recovery program.
2. If a student receives any grade other than an "F," the same course may be repeated only with permission from the administration. The new grade will replace the failed grade on the transcript and factor into the cumulative GPA. Courses that are re-taken by students in order to secure a higher grade will not be considered in order to qualify for Summa, Magna, or Cum Laude.

## **INFINITE CAMPUS**

Students and parents have the ability to monitor academic progress, achievement, attendance, and class schedules through the district online service known as Infinite Campus. Students and parents can access this system with a secure login and password. Teachers will update class assignments, tests and projects when they are graded. Account access may be denied if your school fees are not paid up to date. Please check the status of all fees with the bookkeeper.

# **STUDENT RECOGNITION**

## **ACADEMIC AWARDS PROGRAM**

In the spring of each year, students are recognized by their teachers for academic excellence and leadership at an evening **Academic Awards Program**. Top students in each course, as determined by faculty from each department, are awarded a Departmental Plaque. When three Departmental Plaques have been received by one student, an Academic Letter is awarded. Six Departmental Plaques warrant an Academic Medal. An Academic Plaque is awarded to students earning nine Departmental Plaques. A Plaque of Honor is awarded to those students who have received twelve or more Departmental Plaques. Other distinguished awards are also awarded.

## **ACADEMIC BOOSTERS**

The Academic Boosters promote, recognize, and reward academic achievement at all levels. Recognition includes: students who raise their GPA by 0.5 or more from the first grading period to the next of each semester will receive gift cards; the Top 15 Senior Recognition Event honors the top 15 academically-ranked seniors and their inspirational teachers of choice; and students who earn an Academic Letter and a Varsity Athletic Letter will receive a Scholar Torch. In addition, Academic Boosters is sponsoring the President's Award for Academic Excellence. This award requires the students to maintain a 3.5 UNWEIGHTED cumulative GPA and submit documented, approved community service hours. Seniors are required to submit 100 hours; juniors 75 hours; sophomores 50 hours and freshmen 25 hours.

## **ROTARY SENIOR OF THE MONTH**

The Chagrin Valley Rotary Club provides recognition to high school seniors who display service and leadership qualities. The criteria used are: grade point average, extracurricular activities and community service. **Rotary Senior of the Month** selection is made upon recommendations of the administration, guidance counselors and faculty. Breakfast meetings are held twice during the month.

## **PERFECT ATTENDANCE AWARD**

The perfect attendance award will honor senior students who were not absent during any part of a school day beginning in ninth grade and ending in twelfth grade. The only exceptions, with administrative approval, are school field trips and/or a death in the family.

## **STUDENT OF THE MONTH**

Each month, teachers nominate students who have demonstrated any of the following: qualities of leadership, academic excellence, academic improvement, and improved work performance. Students that are nominated are voted upon by the teachers and staff. The top male and female from each grade level are recognized as the **Student of the Month**. Pictures of these students are displayed near the Main Office and on the KHS Website.

## **COMMUNITY SERVICE AWARD**

Graduating seniors who have accumulated 60 hours of community service or more during their high school career will receive an honor cord to wear at graduation. The hours must be documented, approved and on file in the Guidance office.

# GRADUATION REQUIREMENTS

English	4	Health	.50	Students must also meet 1 of 3 graduation pathways: accumulate a minimum of 18 points on the AIR End-of-Course exams, earn an industry-recognized credential and 12 points on the WorkKeys Assessment, or earn a "remediation free" score on the SAT or ACT
Science	4	Physical Ed	.50 **	
Math	4	* Electives	9	
Social Studies	4	Total	26	

\* Must include State's requirement of at least two (2) units chosen from the following three areas: Business/Technology, Fine Arts and/or Foreign Language.

\*\* A student may be excused from the high school physical education requirement, who, during high school, has participated in interscholastic athletics, marching band (including drill teams or auxiliary units) or cheerleading for at least two full seasons. The student, however, is required to complete one-half unit, consisting of at least sixty (60) hours of instruction, in another course of study. For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sports currently listed in the KHS Handbook under Athletics or other sports we may offer in the future. Such events will involve individual students or teams of students of this District and occur between schools outside this District. A full season must include a minimum of 120 hours of activity.

## Ohio High School Graduation Requirements

Complete Ohio Course requirements	State Minimum	All students take end-of-course exams:	And meet one of the following three:
English language arts	4 units	<ul style="list-style-type: none"> <li>• Algebra 1 and Geometry or Integrated Math I and Integrated Math II</li> <li>• Biology</li> <li>• American History and American Government</li> <li>• English I and English II</li> </ul> <p>Students studying Advanced Placement (AP) or taking College Credit Plus (CC+) Enrollment courses in American history or American government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.</p>	<ol style="list-style-type: none"> <li>1. Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.</li> <li>2. Earn a "remediation-free" score on a nationally recognized college admission exam such as ACT or SAT. The State of Ohio will pay for all 11<sup>th</sup>-grade students in the Class of 2018 and beyond to take the exam free of charge.</li> <li>3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.</li> </ol>
Health	½ unit		
Mathematics	4 units <sup>1</sup>		
Physical Education	½ unit <sup>2</sup>		
Science	3 units <sup>3</sup>		
Social Studies	3 units <sup>4</sup>		
Electives	5 units <sup>5</sup>		
<b>Other Requirements</b>			
Economics and financial literacy <sup>6</sup>			
Fine arts <sup>6</sup>			

<sup>1</sup>Mathematics units must include one unit of Algebra II or the equivalent of Algebra II.

<sup>2</sup>School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.

<sup>3</sup>Science units must include one unit of physical sciences, one unit of life sciences and one unit advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science, astronomy, physical geology or other earth or space science.

<sup>4</sup>Social studies units must include ½ unit of American history and ½ unit of American government.

<sup>5</sup>Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

<sup>6</sup>All students must receive instruction in economics and financial literacy during Grades 9-12 and must complete at least two semesters of fine arts taken any time in grades seven to twelve. Students following a career-technical pathway are exempted from the fine arts requirement.

## COMMENCEMENT

The Kenston High School Diploma will be issued to all students who meet the requirements listed above. Only students who have met all graduation requirements and are in good standing by the time of commencement will participate in the commencement ceremony. **COMMENCEMENT PRACTICE AND SENIOR BRUNCH is MANDATORY IN ORDER TO PARTICIPATE IN THE COMMENCEMENT CEREMONY. A STUDENT MAY BE DENIED PARTICIPATION FOR ANY INFRACTIONS TO THE STUDENT CODE OF CONDUCT.** Also, any student with outstanding fees, fines, equipment, books, etc., will not be permitted to participate in commencement.

## GRADUATE WITH HONORS

The following categories receive recognition at Commencement:

<u>Summa Cum Laude</u>	All "A's" for all coursework awarded high school credit (* see below)
<u>Magna Cum Laude</u>	All "A's" combined with four (4) credits of "B" or fewer for all coursework awarded high school credit. *
<u>Cum Laude</u>	All "A's" combined with eight (8) credits of "B" or fewer for all coursework awarded high school credit. *

**\*Note:** All coursework includes math and foreign language taken in eighth grade, CCP classes, any online or distance learning classes, educational options, transfer courses from other schools, etc. When calculating Summa, Magna, and Cum Laude, a credit grade of “B” in an A.P. course or eligible CCP course is equivalent to a credit grade of “A” letter grade. Also one credit grade of “C” in an A.P. course or eligible CCP course is equivalent to TWO (2) credits of a “B” grade. Courses that are re-taken by a student in order to secure a higher grade will not be considered in order to qualify for Summa, Magna or Cum Laude honors at graduation.

## **HONORS DIPLOMA**

The Honors Diploma is given to graduating students who meet certain criteria established by the State Board of Education. Guidelines are available in the Guidance Office. Students are encouraged to contact their Guidance Counselor about the Honors Diploma if they feel they are qualified.

## **ACTIVITY / ATHLETIC SPECTATOR CONDUCT**

Any action not conducive to good school citizenship and sportsmanship at an activity or contest will not be tolerated. Violators will be ejected from the area. Students should be aware that the same rules of conduct which apply during the school day are in effect as well as OHSAA Sportsmanship Guidelines. This pertains to **each and every activity and athletic contest that Kenston participates in, home or away.** Students who misbehave or demonstrate poor sportsmanship while attending extracurricular activities may be denied the privilege of attending future extracurricular activities. Students who attempt to or succeed at entering a school activity without a ticket or without signing in with a pass will be removed from the contest and receive a Saturday Detention consequence.

## **ATHLETICS**

Kenston High School provides an extensive interscholastic athletics program. The school is a member of the Ohio High School Athletic Association and the Western Reserve Conference.

<u>Girls – Fall:</u>	Cheerleading, Cross Country, Golf, Soccer, Tennis, Volleyball
<u>Boys – Fall:</u>	Cross Country, Football, Golf, Soccer
<u>Girls – Winter:</u>	Basketball, Bowling, Cheerleading, Gymnastics, Swimming
<u>Boys – Winter:</u>	Basketball, Bowling, Hockey, Swimming, Wrestling
<u>Girls – Spring:</u>	Fast Pitch Softball, Lacrosse, Track
<u>Boys – Spring:</u>	Baseball, Tennis, Lacrosse, Track

## **ATHLETIC / CO-CURRICULAR ELIGIBILITY POLICY**

The eligibility policy, as approved by the Kenston Board of Education, covers all school-sponsored or school-sanctioned organizations and activities such as, but not limited to, the following: athletic teams, clubs, activities such as the Variety Show, musicals or plays, Homecoming Court King and Queen, Prom King and Queen, Student-Faculty Game, etc.

1. In order to be eligible, a student must be currently enrolled and must have been in school the immediate preceding grading period and received passing grades during the preceding grading period in subjects that earn a minimum of 5.0 credits per year toward graduation. A grade point average of 1.5 must be earned each grading period to be eligible. **A student may not earn two (2) “Fs”.**
2. Academic eligibility will be effective on the start of the fifth (5<sup>th</sup>) school day after the end of the grading period.
3. A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects taken the preceding grading period which met five (5) days per week or its equivalent.
4. Any student athlete that becomes ineligible and remains ineligible during the sports season will be removed from the athletic team for the remainder of the season, and all awards forthcoming will be forfeited.
5. Full-time CCP students must take a minimum of 13 semester hours, or the equivalent, in order to be eligible (see formula on application). Failure to return Grade Verification Sheet (Progress Report) by each given date will result in immediate ineligibility.

6. Senior Early Graduates will not be permitted to participate in any school-sponsored or school-sanctioned activities or organizations after the first semester has concluded.
7. Homeschooled students must attend at least one class at the high school per semester to participate in extracurricular activities.

## **TOBACCO / ALCOHOL / DRUG GUIDELINES FOR EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETICS**

### **STATEMENT OF PHILOSOPHY**

The State of Ohio, the Kenston Board of Education, Administrators, Athletic Department, and activity advisors of Kenston Local Schools consider participation in curricular/extracurricular activities (with advisors) and interscholastic athletics to be a privilege, not a right. Students volunteering to participate in these programs are expected to accept the responsibilities granted them by this privilege.

As representatives of our school district, students involved in extracurricular activities and interscholastic athletics are scrutinized by the public, become role models for young children and peers, and are ambassadors to our community. In choosing to accept this role, participants also choose the responsibility of living a lifestyle free of tobacco, alcohol, and drugs.

In keeping with the philosophy of education, the Board of Education, Administrators, Athletic Department, and activity advisors of the Kenston Local School District view tobacco, alcohol, and drug use not only as a violation of the law, but also as a problematic behavior which has an adverse effect on individuals and the programs in which they are involved. It is the intent, therefore, to support a program which encourages students to recognize and deal with the causes for their use through contact with the appropriate agency (private counselors, treatment facilities, etc.) rather than being punitive in nature.

For the purpose of these guidelines, drugs are defined in Board Policy 5530 as follows:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patient drug, except those for which permission to use in school has been granted pursuant to board policy, and that is provided by the student's parent (i.e., over-the-counter medicines);
- E. anabolic steroids;
- F. any substance containing betel nuts (lareca nut)
- G. any substance that is a "look-alike" to any of the above.

### **SCOPE OF THE CODE OF CONDUCT**

Students are expected to be tobacco, alcohol, and drug-free twenty-four (24) hours a day, seven (7) days of the week while the student is under the school's jurisdiction as follows:

- A. the entire academic school year (including weekends and holidays);
- B. pre-school, in-season practices (e.g. August practices);
- C. clinics and camps attended by students either with their coaches/advisors or on their own if such clinic/camp participation is designed to facilitate participation in, or is a prerequisite to participation in the sport, curricular or extracurricular activity.

## **ALCOHOL AND DRUGS**

### **POSSESSION, USE, BUYING, RECEIVING, UNDER THE INFLUENCE OF ALCOHOL OR DRUGS**

In accordance with the rules of the Kenston Local School District, except for the supervised medications prescribed by a physician and for over-the-counter medicines provided by the student's parent, a student participating in curricular/extracurricular interscholastic activities possessing, using, buying, receiving, or being under the influence of drugs (narcotics, hallucinogenic, intoxicants, counterfeits, look-alike, designers), anabolic steroids, controlled substances, inhalants, or alcohol, at any time and at any place is in violation of the code, and if apprehended by or reported to school or appropriate law enforcement personnel, is subject to the following consequences:

#### **FIRST VIOLATION:**

The first-time offender will be denied participation in all extracurricular and/or athletic programs for thirty (30) calendar days from the time of the hearing for denial of participation. If the student agrees to schedule himself or herself into a school-approved assessment and/or treatment program, then the term of denial will be reduced to fourteen (14) calendar days. [This policy will supersede the three (3) unexcused rule]. Written verification of the student's participation in the treatment program must be made to the building administrator within seven (7) calendar days of the hearing to deny participation. Upon completion of the program, the student must be willing to follow the recommendations provided. If no school onsite program is presently available, the student's parents may choose, at their own expense, to enroll the student in an outside school-approved program. Completion of the program is mandatory and written proof of the completion must be sent to the building administrator.

#### **SECOND VIOLATION:**

A second offense during the student's high school career will result in denial of participation in all extracurricular and/or athletic programs for six (6) months from the date of hearing for denial of participation. The second-time offender may reduce that

denial to participate to thirty (30) days by completing a professional assessment and written verification to the school administrator within seven (7) calendar days of the hearing to deny participation.

### **THIRD VIOLATION:**

Additional violations of the alcohol/drug policy past the stipulated number of incidents will result in permanent denial to participate in any extracurricular and/or athletic programs until the offender has successfully completed an assessment/treatment program which is acceptable to the building administration. The student shall be denied participation for a minimum of one (1) calendar year from the date of violation and must apply for reinstatement in the extracurricular and/or athletic program after completing the treatment program. Proof of the completion of the treatment program and proof of being drug-free must be provided to the building administration in writing.

### **SALE AND/OR DISTRIBUTION OF ALCOHOL / DRUGS**

Students in violation of selling or distributing alcohol and/or drugs will be dealt with according to the Code of Student Conduct and will be denied future participation in any extracurricular or athletic program. The local law enforcement agency will be informed of any student selling or distributing alcohol and/or drugs.

### **SELF-REFERRAL BY STUDENTS**

Students may take advantage of self-referral procedure to seek information, guidance, counseling, and/or assessment in regard to his/her use of alcohol and/or drugs. First time voluntary referrals will result in the denial to participate in their activity for seven (7) calendar days with verification of the scheduled assessment or treatment appointment. Written verification of the student's participation in the treatment program must be made to the building administrator within three (3) calendar days of the hearing to deny participation.

- A. Students are allowed one voluntary referral during their high school participation.
- B. The student or his/her immediate family can make self-referrals.
- C. Self-referral cannot be used as a method to avoid consequences once a rule of the Kenston Local School District's extracurricular and interscholastic athletic policy is violated and a student has been identified as having violated that rule.
- D. Students must make self-referrals to an advisor, coach, athletic director, teacher, administrator, or guidance counselor.
- E. Those referrals to an assessing agency will remain confidential; however, proper release of information forms must be on file with the designated trained chemical dependency personnel. Files will be kept by the administration.

### **TOBACCO/NICOTINE AND TOBACCO/NICOTINE PRODUCTS**

In accordance with the Kenston Local School District's tobacco, alcohol, and drug policy for extracurricular activities and interscholastic athletics, use of and/or possession of tobacco or tobacco paraphernalia, in any form (cigarettes, cigars, snuff, dip, chewing tobacco, clove cigarettes, electronic cigarettes, any style of vaping devices, vaping cartridges, lighters, or matches, etc.) during times cited under this guideline's scope of the Code of Conduct is a violation of the extracurricular and athletic Code of Conduct and will result in the following consequences.

**FIRST VIOLATION:** The first-time offender will be denied participation in extracurricular programs for seven (7) calendar days from the time of the hearing for denial of participation as described under possession and/or use of alcohol or drugs. The student must successfully complete an acceptable tobacco education program approved by the building administrator. If a program is not available, see the Athletic Director for an alternative.

**SUBSEQUENT VIOLATION:** Each subsequent violation will result in denial to participate in extracurricular activities for thirty (30) calendar days from the time of the hearing for denial of participation.

- A. Self-referral can only take place once while a student is at Kenston High School, regardless of activity.
- B. The self-referral cannot be used to avoid punishment for violation of the extracurricular and athletic Code of Conduct.
- C. If a student seeks assistance for dealing with a tobacco problem by self-referral to his/her coach, Athletic Director, or school administrator and agrees to participate in a tobacco education program approved by school administration, there shall be no denial to participate in the extracurricular or athletic activity.

### **DISCIPLINE / DUE PROCESS EXPLANATION AND PROCEDURE**

- A. All students disciplined under this policy must complete treatment/counseling by the end of the school year. Non-compliance will result in underclassmen (freshmen, sophomores, and juniors) being ineligible for further participation in extracurricular activities or athletics until the treatment program is completed. Seniors found non-compliant will not be eligible to receive awards and/or recognition for the activity they participated in or the sport they played.
- B. The Kenston Local School District is at no time responsible for any expenses that might be incurred for chemical dependency assessment/treatment/counseling under this code. Financial responsibility for seeking such assistance rests with the parent/legal guardian.
- C. Notification process: The Administrator, Advisor/Coach, and the Athletic Director will submit immediate written notification to the parent/guardian and student of disciplinary action.

- D. Situations not covered by this code, but which are within the spirit of the code (i.e., insuring that Kenston students participating in extracurricular activities are drug-, tobacco-, and alcohol-free at all times), will be reviewed as they arise by the administration. Discipline may be imposed on a student by the building Principal after the student and his/her family has the opportunity for a hearing.

### **DEFINITION OF TERMS**

- A. Intervention – carefully planned meeting in which those closest to a chemically-dependent person, having recognized signs of the disease, present data about the dependent’s behavior to him/her, state their concern for his/her welfare, and encourage the person to seek help.
- B. Referral – a form providing information for what appears to the staff members as inappropriate, unusual, and/or atypical behavior on the part of students/staff with whom they have had contact.
- C. Assessment – a compilation and evaluation of pertinent data pertaining to a student’s possible chemical use/abuse.
- D. Treatment – a specialized system of therapy that a user goes through in cases of chemical dependency.

## **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 all computer devices including 1:1 student chromebooks 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.

## **ACTIVITIES / CLUBS / EVENTS**

Clubs and organizations available to Kenston High School students offer opportunities for pursuing special interests for learning to work with others, and for forming friendships. Each student is strongly encouraged to learn about the programs of the different clubs and organizations and to participate in those in which he/she feels an interest, remembering that participation is a privilege. Students interested should contact the activity advisor. A list of advisors is located in the main office. Student eligibility and school rules will apply to all activities, clubs and school sponsored events. It is understood and agreed upon for admission to any event or activity, including dances and athletic events, that all students and guests may be subjected to a breathalyzer test as deemed necessary by the administrator.

### **ACADEMIC COMPETITION**

A team of students represent KHS and compete in contests of wits and intellect against students from other schools. This is or anyone with an expansive collection of useless trivia or fairly intelligent.

### **BAND - MARCHING BAND / CONCERT BAND**

Marching Band / Concert Band is an elective course receiving 1.5 credits that meets five days a week for the entire year. The band performs at football games, concerts, public events and contests. For admission into band, students must demonstrate for the Band Director the following: musicianship, sight-reading skills, and proficiency on their instrument. Please note: Band meets after school the first semester and during the lunch block second semester.

### **BOMBERETTES**

The Bomberettes are a group of dedicated girls who join together to perform extensive jazz, kick, and pom routines. In the fall, the group marches with the band to entertain the crowds at the football games. They also perform during half-time at some

basketball games and compete in local and state competitions. Bomberettes participate with the marching band; attend marching band and drill team camps, invitationals, and small workshops.

### **CREATING EXCEPTIONAL CHARACTER (CEC) CLUB**

The CEC is an inclusive club designed to build meaningful relationships and foster acceptance with peers. Students will engage in activities that promote the inclusion of people with disabilities

### **DANCES**

Kenston High School sponsors various dances throughout the year to provide additional social opportunities for Kenston High students. Since dances are school sponsored events, it is expected that students maintain a reasonable standard of behavior and appropriate style of dance. Students are reminded that some dancing may be considered suggestive, vulgar or inappropriate and could be asked to leave if the dancing continues. The guidelines indicated below are expected to provide direction for students who choose or are invited to attend a Kenston High dance.

1. Kenston students may invite a guest from another school under the following restrictions:
  - A. All guests must have a Kenston host and are expected to submit a completed guest permission form for administrative approval well in advance of the dates established for ticket sales.
  - B. Guests must be enrolled in another high school, college, be a recent graduate of Kenston High, or be employed, and may not be over the age of 20.
  - C. Guests are expected to arrive at the dance with their host.
2. No student with a poor disciplinary record, poor attendance, poor recommendations from other school administrators, who provides information which we are unable to verify on the guest form, or who does not meet any of the previously stated criteria, will not be permitted to attend. Non-Kenston students may be subjected to a security background check. In order to attend the dance, students must be in attendance at school no later than 10:45 A.M. on the day before the dance.
3. Attire for each dance will vary. Fall Homecoming is semi-formal to formal. The Spring Prom is formal and for juniors and seniors only. All proper footwear is required at all dances. Students or guests who are deemed to be dressed inappropriately by the school administration will not be permitted to enter and/or will be asked to leave the dance.
4. All tickets to the dance will be sold in advance. There will be no tickets sold at the door. All students and their guests will be required to check in at the dance and present the ticket(s) issued to them. No student or guest will be permitted to enter the dance more than thirty (30) minutes after it has started. There will be no refund for any ticket under any circumstance unless the student can substantiate that they were under direct medical care the night of the dance and thereby unable to attend. Refunds will not be given to students who are not permitted to attend for disciplinary reasons.
5. Dancing may not be lewd, sexually suggestive (as to inappropriate physical contact), advocate violence, or threaten the safety of other students. Students who dance in any manner as indicated above may be asked to leave the dance with no refund given. Students or guests are not permitted to leave the dance early without written parent permission. Students may leave the dance (30 minutes) prior to the end of the dance. No student will be permitted to re-enter a dance once they leave.
6. No beverages of any sort, including water, or any container which may hold a beverage, may be brought into the dance. Any item brought to the dance including purses and jackets will be subject to search. A breathalyzer will be on site for administrative use. It is understood and agreed for admission to the dance all students and guests may be subjected to a breathalyzer test as deemed necessary by the administrator.
7. Students or guests found to be in possession of, or suspected to have consumed, alcohol or drugs will be detained and turned over to the local law enforcement agency. Any student or guest who refuses a directive of a dance chaperone or administrator will be removed from the dance.
8. All school rules and regulations are in effect for the dance including those pertaining to behavior, tobacco products, drugs, and alcohol. Consequences for infractions will be determined as indicated in the Student Code of Conduct and may result in denial of participation in Senior Project and Graduation ceremonies.
9. Additional regulations may be imposed at any time by the administration due to unique situations or unexpected changes.



### **DIVERSITY CLUB**

This club is for students who value diversity and wish to promote understanding among various groups of students. This club has two subgroups: Cultures Without Borders for minorities, immigrants, first-generation students, and anyone else who is interested in different cultures and SAGA (Sexuality and Gender Acceptance) for LGBTQ students and their allies.

### **DRAMA CLUB / KENSTON CENTER STAGE**

Students who participate in the Drama Club experience all aspects of the theater. Kenston Center Stage produces fall and spring plays each school year.

### **ENVIROTHON**

Envirothon is a service club interested in improving the environment. They compete against other Envirothon clubs, take field trips, listen to speakers and participate in volunteer service projects.

### **FINE ARTS SHOWCASE**

The Kenston Fine Arts Showcase is an annual event displaying K-12 students' work in art as well as performances from students participating in band and choir.

### **FRENCH CLUB**

This club is designed to promote increased awareness of the French culture and use of the French language through various activities.

### **INTERACT**

Interact is a school- and Rotary-sponsored service club for students in grades 9-12. The club is a volunteer organization in the business of helping people. The Kenston Interact Club carries out two service projects yearly. One project serves the school, and another serves the community. Each year the Interact Club awards scholarships to worthy seniors.

### **JANUS**

Janus is an annual publication of students' written and visual creativity. The work can be prose, poetry, or artistic designs. Anyone is eligible to submit work for this publication.

### **MATH CLUB**

The Math Club was developed to expand and encourage student exposure to Mathematics. Math Club activities include guest speakers in mathematics and engineering, field trips exploring math and science careers, and numerous math and engineering contests and competitions.

### **MOCK TRIAL**

Mock trial is an academic competition against other high schools where students portray an attorney or witness and participate in a simulated trial in real courtrooms. The trials are scored by panels of lawyers and judges. The competition is on a Friday in January, and practice begins in October.

### **NATIONAL HONOR SOCIETY**

National Honor Society is a select organization made up of exemplary juniors and seniors who are involved in school activities and community service, while maintaining a minimum cumulative GPA of 3.5. Eligible students are interviewed and selected by the five-member NHS Faculty Council. The organization prides itself on the four qualities of Leadership, Service, Scholarship and Character. They sponsor the KHS Variety Show to raise funds for annual service projects including ushering and assisting at school-related events and activities, graduation, open house, orientation night, fund-raising and other service-oriented events.

### **POLITICAL ACTION COMMITTEE OF KENSTON (PACK)**

A nonpartisan political discussion group, students discuss political issues, both domestic and international, promote participation in the political process, register voters, and hold fundraisers to benefit local groups.

### **RUSSIAN CLUB**

This club is designed to promote increased awareness of the Russian culture and use of the Russian language through various activities.

## **SCIENCE OLYMPIAD TEAM**

A national nonprofit organization devoted to improving the quality of science education, increasing student interest in science, and providing recognition of outstanding achievement in science. Students participate in interscholastic competitions, both individual and team events.

## **SPANISH CLUB**

This club is designed to promote increased awareness of the Hispanic culture and use of the Spanish language through various activities including: viewing authentic media, discussing relevant social issues, conversing in the target language, experiencing the culture first-hand, fund-raising, and providing peer tutoring.

## **SPEECH AND DEBATE**

Speech and debate is an academic competition against other high schools on Saturdays from late October to early March. Students improve their speaking skills by competing in events including debate, student congress, acting, extemporaneous speaking about current events, and original speech writing.

## **STUDENT COUNCIL**

Student Council consists of ten (10) general members elected from each class. To become a member, complete a general membership petition. Officers are elected each spring from the current membership.

## **YEARBOOK**

Interested students register for Yearbook production as a class during the school day for the entire year and receive 1.0 credit. The faculty advisor and student co-editors coordinate the writing and editing of a priceless book of memories. Students should contact the advisor for membership opportunities.

# **CONDUCT**

## **ACADEMIC DISHONESTY / PLAGIARISM**

**Cheating** on exams, quizzes, or any assignments will result in a “0” for the grade. Further cheating will result in failure of the course for the grading period. **Plagiarism is a form of cheating** which can take several forms. It can simply be copying someone else’s work, using information or quotations without proper documentation, or submitting someone else’s work as your own. If you are uncertain about any part of this definition, consult your teacher to insure you are not guilty of this severe form of academic dishonesty. All federal, state, and local laws regarding copyright infringement will be strictly enforced. Students who turn in written, spoken, or drawn work for credit that is not of their own creation, including, but not limited to, poems, lyrics, journal or magazine articles, reference materials, logos, artwork, Internet articles, etc., that has been copyrighted or previously published, shall be considered plagiarism and will also result in a “0” for the assignment and possible disciplinary action including suspension. **Students who knowingly allow others to copy or submit their work also face similar consequences.** Students in English classes will be required to submit all papers to a plagiarism protection web site (i.e. turnitin.com).

## **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.

### **Definition**

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, social media, 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).

### **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.

### **Investigating**

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 who 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. R.C. 3313.666, 3313.667 State Board of Education Model Policy (2007) Adopted 8/18/03 Revised 12/10/07

## **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.

### **Mediate**

Based on the results of the investigation, a recommendation of a student-mediation will 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 initial 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.

### **Detentions**

Detentions will be assigned to students who elect to present unfavorable behavior in school. Detentions are held every day from 2:25 P.M. to 3:10 P.M., and are assigned by an administrator.

#### **Saturday Detentions**

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.** 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. Students will remain silent. Students will raise their hands if they need help from the supervisor.
9. If a student becomes eligible for another Saturday detention BEFORE one is served, he/she will receive an in-school restriction.
10. Students who fail to serve the Saturday Detention will be given (1) day out of school suspension the following Monday. Suspension notification will be included as part of the Saturday detention document. Parents will be contacted by the school administration and they will also receive a copy of the document. (See out of school suspension on page 31).

### **DISCIPLINARY REFERRALS**

Staff members will handle disciplinary offenses through a variety of methods. These include conferences with students, contacting parents, referral to the office, or any other suitable methods they deem appropriate to the situation. Students who receive a disciplinary referral will meet with an Assistant Principal and consequences will include, but not be limited to, the following: parents contact, detention, class suspension, Saturday session, in-school restriction, suspension and/or expulsion. Consequences will be determined with each individual referral. As an individual student's referrals increase, the consequences will increase accordingly. Students will be held accountable for their actions and consequences must be met, regardless of any after-school activities, athletic practices/games, or jobs held after school or on Saturdays.

### **DUE PROCESS**

A student can expect to receive written notice of Intent to Suspend or Expel and the reason(s) for such action. The student will be given the opportunity to appear at an informal hearing to explain his/her actions or challenge the reasons. Within one (1) school day after the time of a student's suspension, written notice of suspension will be sent to the parent(s)/guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension as well as the right and procedure to appeal. Prior to expulsion, the Superintendent will give the student and his/her parent(s)/guardian(s) written notice and provide an opportunity to appear and explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the time and place of the hearing. Within one (1) school day after the expulsion hearing, the

Superintendent will send written notice to the student and his/her parent(s)/guardian(s). The notice shall specify the duration of the expulsion and the reason(s) for the expulsion. It shall also include notification of the right to appeal. (Policy 5611)

## **EXPULSION**

Expulsion is defined as the denial of permission to attend school or to take part in any school-related activity for a period of up to ninety (90) school days. Expulsion is recommended by the principal and is imposed when the Superintendent determines that the student has participated in one or more of the types of misconduct that are a grievous violation of the Student Code of Conduct.

## **GANGS**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and / or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

## **IN-SCHOOL RESTRICTION (KENSTON IN-SCHOOL RESTRICTION – KISR)**

The removal of a student from his/her regularly scheduled classes for a period of at least one (1) but not more than ten (10) consecutive days. During this period of in-school restriction, a student will remain and perform his/her studies in a specified area. No academic credit will be lost solely because a student is assigned an in-school restriction. **If a student is to serve an**

### **in-school restriction:**

- Students will receive credit in all classes
- Students are permitted on school property
- Students may attend/participate in any co-curricular activities

**The in-school restriction is not subject to an appeal process.**

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

In cases of gross misconduct or persistent and repetitive violations of school rules, a student may be suspended out-of-school. An out-of-school suspension can also be assigned to students who fail to serve a Saturday detention. While suspended, students are not allowed to come to school, attend classes, attend or participate in extracurricular activities or evening events. The student will be permitted to make up coursework that occurred during the suspension for credit, including assessments, however not all class work and activities can be replicated. Therefore, the teacher will be given discretion to assign an alternative assignment or exempt the assignment from the student's grade.

## **PRINTING AND DISTRIBUTION OF MATERIAL - POSTING ON SCHOOL WEBSITE - UNAUTHORIZED USE OF SCHOOL EQUIPMENT**

Students are not permitted to use school equipment, including, but not limited to, unauthorized computers, cameras, camera equipment, and sporting goods, or paper to print any materials which have not been approved by the administration. Printed materials may not be posted or distributed without prior administration approval. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process or interfere with the rights of others to express or receive ideas or opinions. This includes anything posted on the school's Website without the prior approval of the administration or faculty Webmaster. **Any violations of this policy may result in disciplinary consequences including suspension.**

## **PROFANITY / SWEARING / GESTURES / OBSCENE LANGUAGE OR MATERIALS**

Students are prohibited from using profane, abusive or vulgar language or gestures, or from directing such language or gestures toward any other individual for any purpose. In addition, pornographic or sexually explicit materials are not permitted under any circumstances. Use of profanity or obscenity is not permitted in the halls or classrooms, or anywhere within the school environment. Circumstances surrounding the use of profanity will determine the severity of the consequence or suspension.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

Students attend the Kenston Schools under the direction of State Law and with the full benefits of constitutional protection for their rights as citizens. Kenston Board Policies 5600 and Administrative Board Guidelines 5600A specify 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.

## **SCHOOL DRESS GUIDELINES**

Students should at all times be dressed in a manner that is conducive to a businesslike scholastic atmosphere. The status symbol which modern youth seek to attain is appreciated; however, as with all things, there are limitations. The administration and faculty reserve the right to question improper dress of any individual, discuss his/her appearance with him/her and his/her parents, and to require an improvement of same. Students that fail to adhere to the dress guidelines are subject to disciplinary consequences. Inappropriate dress will be judged using the following criteria:

- Clothing that presents a hazard to the health and safety of the student or others
- Clothing that materially interferes with school work, creates disorder, or disrupts the educational program
- Articles that can damage school property (chains, rivets, cleats, etc.)
- Clothing that prevents the student from achieving educational objectives due to blocked vision or restricted movement

### **The following is expected of all students:**

**ACCESSORIES:** No chains or spiked / riveted jewelry or sunglasses are permitted.

**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 (including mesh underlays) in clothing that is deemed inappropriate by the administration. Students are not permitted to wear bottoms with rips/holes above the middle of the thigh. 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, bra/ bralette straps, athletic shorts, or pajamas at anytime.

**HATS:** The wearing of or carrying of hats, caps, bandannas, 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, pajamas top, 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**  
**SHORTS,**  
**SKIRTS,**  
**DRESSES,**  
**YOGA Pants:** Students are expected to wear conventional foot covering. Bare feet are not permitted. The length of shorts, skirts or dresses shall be approximately to the middle of the thigh. In addition, shorts and skirts must allow students to be able to stand, sit and/or bend with modesty as deemed by the administration. When students wear leggings, tights, or spandex they must also wear either shorts, skirts or a dress with the proper length approximately to the middle of the thigh. When students wear yoga pants/leggings, they must wear longer length shirts reaching an appropriate length of at least mid-thigh. Students are also not permitted to wear jeans with rips/holes above the middle of the thigh. Pajama pants, boxer shorts, bicycle/spandex shorts, frayed shorts or short shorts are not permitted (except when required for Physical Education classes).

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

**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.

## **SEARCH AND SEIZURE**

Students possess the right to privacy as well as freedom from unreasonable searches and seizures of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of its students. Therefore, items of clothing and book bags are subject to search under the condition of "reasonable suspicion" and school authorities may seize any item, such as cell phones, that violate school or criminal rules. Although searches may take place without the knowledge of the student and with no advance warning, an attempt will be made to notify the student and have the student present during the search (Policy 5771). **Refusal to submit to a search may be considered insubordination.**

- **Notice of Search of Lockers**

The lockers supplied by the Board of Education and used by the students are the property of the Board. Therefore, the student lockers and the contents of all the student lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Random searches may include a search with the assistance of dogs trained to detect the presence of drugs.

- **Notice of Search of Motor Vehicles**

Motor vehicles driven by students to school and parked on school property are subject to random search by dogs trained to detect the presence of drugs. These searches may be conducted when there is a reasonable suspicion that any motor vehicle, or its contents, contains evidence of a violation of a criminal statute or a school rule.

## **STUDENT DEMONSTRATIONS**

Students will not be denied their right 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.

## **THREAT ASSESSMENT**

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/or consequences for the behavior based on the information and/or situation. All threat assessments will be documented on district level forms through the IAT process.

## **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: cell phones, tablets, laptops, 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. Personal listening devices will be permitted before school, during transition, during lunch and after school hours only. As part of the KHS 1:1 initiative, all students will be issued a chromebook for academic use throughout the school year. The chromebooks are school property and students are expected to use them appropriately. Any misuse of chromebooks will result in disciplinary action under the "Possession of Cell Phone or Electronic Device" guideline.

### **Acceptable Behaviors**

Students may use wireless communication devices (WCDs) before school, during transition, during lunch and after school hours, 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.

### **Prohibited Behaviors**

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 school-sponsored activities 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 on 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:

- The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- 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.

“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.

### **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 building's 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 of time 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 the school phone in the main office to contact parents/guardians during the school day.

### **ZERO TOLERANCE**

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

## **STUDENT DISCIPLINE POLICY 5600 / GUIDELINES 5600A**

It is the school's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the word “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 provides a list of major areas that could result in disciplinary action. 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.**

### **Section I**

The described behaviors in this section are cumulative for any offense. They may result in discipline actions which will be determined on the severity of the infraction. A list of these suggested actions follows this section.

- 1. Aiding or Abetting** - If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- 2. Bus Misconduct** - No student may interfere with the safe operation of the bus through destructive actions or language towards other students, drivers, or passing motorists. Bus misconduct will result in disciplinary action which may include the loss of bus-riding privileges. (See Bus Regulations – Pg. 6-7)
- 3. Cafeteria Conduct** – Students must follow all appropriate expectations in the cafeteria. All food or beverages (excluding bottled water) must remain in the cafeteria area and will be confiscated if found in other areas of the building.

4. **Dress Code** – Students are expected to dress appropriately at all times. Any fashion trend (dress, accessories, or hairstyle) that may disrupt the educational process is not permitted. (See School Dress Guidelines – Pg. 32)
5. **Falsification of School Work, Forgery, Identification, Plagiarism** – Forgery of hall passes, bus passes, or identification are not acceptable. Plagiarism and cheating are also forms of falsification and are subject to discipline and academic consequences from classroom teachers. (Failure of assignments to failure of course)
6. **Disruption of the Educational Process** – Any actions or manner of dress that interfere with school activities and disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
7. **Displays of Affection** – Students demonstrating affection between each other are personal and not meant for public display. This includes touching, hugging, kissing, or any other contact that may be considered sexual in nature.
8. **Inappropriate Language, Comments, Profanity, or Gestures** – No student shall use profane, vulgar, racially, religiously derogatory, abusive, or otherwise disrespectful language during school hours or at any school-sponsored activities or events. Neither shall any students use profane, vulgar, slang terms, or other improper gestures, publications, pictures, or signs.
9. **Insubordination / Noncompliance** – Students shall comply with the reasonable requests, and directives from all authorized school personnel during any period of the school day or during school-sponsored activities and events. Students shall comply with all school rules and regulations which are a part of this discipline policy.
10. **Misconduct Off School Grounds** – Students may be subject to disciplinary consequences for misconduct off school property, when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the district, or any other location where a school activity or event is taking place.
11. **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. Consequences can range from detention to a referral to court, and/or revocation of the student’s Driver’s License.
12. **Possession of Cell Phones or Electronic Devices** – There shall be no misuse/unauthorized use of cell phones, iPads, personal listening devices, pagers, electronic games, laser pointers, cameras, camera phones, video recorders, or any other electronic equipment during class time unless approved by the classroom teacher for educational purposes only. Personal devices will be permitted before school, after school, during transition and during lunch hours only. Students may have these items confiscated by high school personnel with a written office referral for “disruption of school”. Confiscated devices may be searched for photos, text and/or sexting messages 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. (See pg. 33-34 - WCDs)
13. **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 discipline, the refusal can result in a sterner action.
14. **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.
15. **Truant from School** – Leaving school without permission or skipping classes can result in discipline and possible loss of driving privileges.
16. **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.
17. **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.

## SUGGESTED ACTIONS

### Section I

1. Aiding or Abetting
1 <sup>st</sup> Offense: After School Detention or Saturday Detention
2 <sup>nd</sup> Offense: 1-3 Days Kenston In-School Restriction
3 <sup>rd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
2. Bus Misconduct

1 <sup>st</sup> Offense: After School Detention or Saturday Detention 2 <sup>nd</sup> Offense: 1-3 Days Kenston In-School Restriction 3 <sup>rd</sup> Offense: Bus Suspension or OSS – Days will be determined by severity of behavior and driver referral.
<b>3. Cafeteria Conduct</b>
1 <sup>st</sup> Offense: After School Detention or Saturday Detention 2 <sup>nd</sup> Offense: 1-3 Days Kenston In-School Restriction 3 <sup>rd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
<b>4. Dress Code</b>
1 <sup>st</sup> Offense: Student must change inappropriate dress or be required to report to KISR 2 <sup>nd</sup> Offense: 1-3 Days Kenston In-School Restriction 3 <sup>rd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
<b>5. Falsification of School Work, Forgery, Identification, Plagiarism</b>
1 <sup>st</sup> Offense: 0-Credit on Assignment with After School Detention or Saturday Detention 2 <sup>nd</sup> Offense: Possible Failure of Course with 1-3 Days Kenston In-School Restriction 3 <sup>rd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
<b>6. Disruption of the Educational Process</b>
1 <sup>st</sup> Offense: 1-3 Days Kenston In-School Restriction 2 <sup>nd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
<b>7. Displays of Affection</b>
1 <sup>st</sup> Offense: After School Detention or Saturday Detention 2 <sup>nd</sup> Offense: 1-3 Days Kenston In-School Restriction 3 <sup>rd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
<b>8. Inappropriate Language, Comments, Profanity, or Gestures</b>
1 <sup>st</sup> Offense: After School Detention or Saturday Detention 2 <sup>nd</sup> Offense: 1-3 Days Kenston In-School Restriction 3 <sup>rd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
<b>9. Insubordination / Noncompliance</b>
1 <sup>st</sup> Offense: After School Detention or Saturday Detention 2 <sup>nd</sup> Offense: 1-3 Days Kenston In-School Restriction 3 <sup>rd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
<b>10. Misconduct Off School Grounds</b>
1 <sup>st</sup> Offense: 1-3 Days Kenston In-School Restriction 2 <sup>nd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
<b>11. Persistent Absence or Tardiness</b>
See Flow Chart in Attendance Section Page (13)
<b>12. Possession of Cell Phones or Electronic Equipment</b>
1 <sup>st</sup> Offense: Confiscated Device with After School Detention 2 <sup>nd</sup> Offense: Confiscated Device and Returned to Parent with Saturday Detention 3 <sup>rd</sup> Offense: Confiscated Device Held (5) School Days and Returned to Parent with 1-3 Days KISR
<b>13. Refusing to Accept Discipline</b>
1 <sup>st</sup> Offense: 1-3 Days Kenston In-School Restriction 2 <sup>nd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
<b>14. Trespassing</b>
1 <sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
<b>15. Truant from School / Skipping</b>
1 <sup>st</sup> Offense: 1-3 Days Kenston In-School Restriction 2 <sup>nd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
<b>16. Unauthorized Use of School or Private Property</b>
1 <sup>st</sup> Offense: 1-3 Days Kenston In-School Restriction 2 <sup>nd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion
<b>17. Violation of Individual School/Classroom Rules</b>
1 <sup>st</sup> Offense: After School Detention or Saturday Detention 2 <sup>nd</sup> Offense: 1-3 Days Kenston In-School Restriction 3 <sup>rd</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion

## **Section II**

The described behaviors in this section are cumulative for any offense. Discipline consequences may result up to a 10-day suspension along with a possible recommendation for expulsion and/or referral to law enforcement due to the more serious nature of these offenses. A list of suggested actions follows this section.

1. **Bullying / Harassment / Hazing / Aggressive Behavior** – The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The aggressive behaviors toward other students or members of the staff, or any other individual are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. (See policy pages 27-30).
  2. **Criminal Acts** – Any criminal acts occurring 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.
  3. **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.
  4. **Fighting / Physical Confrontation** – Students who choose to defend themselves by fighting are choosing to accept the appropriate consequences. Students involved in fighting or any other physical confrontations might also face assault charges. In most cases, all parties involved in a fight will be suspended.
  5. **Explosives** – Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden in school.
  6. **Extortion** – Extortion is the use of threat, intimidation, or force to take or receive something from someone else. Students may be referred to law enforcement.
  7. **Gambling** – Gambling includes casual betting, betting pools, or any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.
  8. **Knowledge of Dangerous Weapons or Threats of Violence** - The Kenston Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the Administration. Failure to report such knowledge may subject the students to disciplinary action.
  9. **Misconduct against a school official or employee, or the property of such a person** - The Kenston Board of Education prohibits misconduct committed by a student against a school staff member, or the property of the staff member, including, but not limited to, harassment (of any type), vandalizing, assault (verbal and/or physical), destruction of property and use of profanity directed towards a staff member.
  10. **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 or may not cause injury, or injury to a staff member may result in charges being filed and subject the student to expulsion.
  11. **Possession of a Weapon** – A weapon includes conventional objects like guns, pellet guns, knives, or club-type instruments. It also includes any object that is used to threaten or harm another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, etc. This violation may subject a student to expulsion and possible permanent exclusion. 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 he/she brings into, or has in his/her possession, on school property or at a school-related activity, any of the following:
- Explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item.
  - Cutting instrument consisting of a sharp blade fastened to a handle.
  - Objects that are intended to invoke bodily harm or fear of bodily harm.
12. **Purposely Setting a Fire** – Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and/or cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.
  13. **Theft / Vandalism / Destruction of Property** – When a student is caught stealing school or personal property, he/she 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. Students who may damage, delete, or tamper

with school or personal property including school files as well as any information listed on the Website are subject to appropriate discipline and consequences.

**14. 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/or consequences for the behavior based on the information and / or situation. All threat assessments will be documented on district level forms through the IAT process.

**15. Use of Alcohol** – The sale, distribution, possession, or use of alcohol, or look-alike alcohol products is prohibited. If there is reasonable suspicion to believe that a student has consumed alcohol, the Administration may arrange for a breath test for blood-alcohol to be conducted on a student. 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 any alcohol. 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, he/she will be advised that such denial leaves the observed evidence of alcohol not refutable, thus leading to disciplinary action. The student will then be given a second opportunity to take the test. (See policy pgs. 12-13, 20-21, 40-41).

**16. Use of Drugs** – If there is reasonable suspicion to believe that a student is under the influence of drugs, the administration may refer the student to local law enforcement. The sale, distribution, possession, or use of drugs, narcotics, alcohol, mood-altering drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers, wines, over-the-counter stimulants, and antidepressants. This prohibition also applies to any type of drug-related paraphernalia. (See policy pgs. 12-13, 20-21, 40-41)

**17. Use of Tobacco/Nicotine** – Smoking, vaping, and other tobacco/nicotine uses are a danger to a student’s health and to the health of others. The school prohibits the sale, distribution, use, and/or possession of tobacco or tobacco/nicotine paraphernalia, in any form (cigarettes, cigars, snuff, dip, chewing tobacco, clove cigarettes, electronic cigarettes, any style of vaping devices, vaping cartridges, lighters, or matches, etc.), including look-alike products, during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. (See policy pgs. 20-21, 41)

## SUGGESTED ACTIONS

### Section II

#### 1. Bullying / Harassment / Hazing / Aggressive Behavior

1<sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.

#### 2. Criminal Acts

1<sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.

#### 3. False Alarms and False Reports

1<sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.

#### 4. Fighting / Physical Confrontation

1<sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.

#### 5. Explosives

1<sup>st</sup> Offense: 10-day OSS with Recommendation for Expulsion and Referral to Law Enforcement.

#### 6. Extortion

1<sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.

#### 7. Gambling

1<sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.

#### 8. Failure to Report Knowledge of Dangerous Weapons / Threats of Violence

1<sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.

<b>9. Misconduct</b>
1 <sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.
<b>10. Assault</b>
1 <sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.
<b>11. Possession of a Weapon</b>
1 <sup>st</sup> Offense: 10-day OSS with Recommendation for Expulsion and Referral to Law Enforcement.
<b>12. Purposely Setting a Fire</b>
1 <sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement
<b>13. Theft / Vandalism / Destruction of Property</b>
1 <sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement
<b>14. Threatening a Staff Member / Student / Person Associated with the District</b>
1 <sup>st</sup> Offense: 10-day OSS with possible recommendation for expulsion and possible referral to law enforcement. A threat assessment will take place to determine if the threat was a high, medium or low level threat. Depending on the level of the threat, the suspension may be reduced with mandatory counseling from an outside agency and/or other requirements determined by the assessment teams.
<b>15. Use of Alcohol</b>
1 <sup>st</sup> Offense: 10-day OSS with possible recommendation for expulsion and possible referral to law enforcement. 10-day OSS may be reduced to a 5-day OSS with mandatory attendance at an insight group program organized by a certified agency and assessment for chemical dependence by a certified agency.
<b>16. Use of Drugs</b>
1 <sup>st</sup> Offense: 10-day OSS with possible recommendation for expulsion and possible referral to law enforcement. 10-day OSS may be reduced to a 5-day OSS with mandatory attendance at an insight group program organized by a certified agency and assessment for chemical dependence by a certified agency.
<b>17. Use of Tobacco/Nicotine</b>
1 <sup>st</sup> Offense: 3-Days ISR, may be reduced to 2-Days ISR with successful completion of online course designed to educate student on dangers/risks of smoking/vaping. 2 <sup>nd</sup> Offense: 5-Day OSS may be reduced to 3-Days OSS with proof of mandatory attendance at a tobacco/nicotine cessation program. Proof must be provided within two (2) calendar days. 3 <sup>rd</sup> Offense: 1-10 Days OSS with possible recommendation for expulsion.

## 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.

1. "A child between 6 and 18 years of age is of compulsory age..."
2. "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.”

## **PHYSICAL RESTRAINT**

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:

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 deports himself as to injure or endanger the morals of 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:**

1. 1<sup>st</sup> 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.
  - (a) mandatory attendance at an alternative chemical insight group program organized by a certified agency\*;
  - (b) 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”);
  - (c) the mandatory attendance at an alternative group must be accomplished.
2. 2<sup>nd</sup> 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 re-admitted to school upon recommendation of the treatment facility.

#### **Selling or “Pushing,” Making, Manufacturing:**

1. 1<sup>st</sup> 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:

- Purchasing tobacco products
- Possessing tobacco products
- Using tobacco products
- Purchasing, processing, or using rolling papers

Anyone is prohibited from:

- Selling tobacco products to persons under age 18
- Giving tobacco products to persons under age 18
- Providing tobacco products to persons under age 18

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

- Personal appearance in Juvenile Court
- Possible fine per ORC
- Possibility of driver’s license suspension (even if the offense was not committed in a motor vehicle)
- Community service work
- Attend diversion program
- 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](mailto: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 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 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.

## **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 Road, Chagrin Falls, OH 44023  
(p) 440-543-9677  
(f) 440-543-8634