

# KENSTON

## *Intermediate School*

### **Student Handbook 2020-2021**

#### **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. Adam Fender, Principal

Mrs. Nancy R. Santilli, Superintendent

Mr. Jeremy P. McDevitt, Assistant Superintendent for Business Operations & Strategic Initiatives

Dr. Kathleen M. Poe, Assistant Superintendent for Curriculum

Mr. Paul J. Pestello, Treasurer

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

Dr. Beth Krause, President

Mrs. Neysa Gaskins, J.D., Vice President

Mr. Thomas Manning

Mr. William Timmons

Mrs. Beth Ward

#### **School Hours**

8:35 AM – 3:10 PM

Doors Open at 8:25 AM

#### **KENSTON INTERMEDIATE SCHOOL**

17419 Snyder Road ★ Chagrin Falls, OH 44023

(440) 543-9722

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

## **WELCOME**

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

**Kenston Intermediate School is a school which is academically focused and provides a wealth of co-curricular activities and programs. A full continuum of rich and engaging experiences is offered to students in an effort to develop the learning potential and the talents of each child. Through the use of problem solving, exploration and collaboration, students will be challenged to make the curriculum “come to life”. The expertise and dedication of Kenston Intermediate School teachers will foster results that allow for outstanding levels of student achievement and independent growth.**

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

Sincerely,

*Adam Fender*

**Adam Fender  
Principal**

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## **ACADEMIC INTEGRITY**

Integrity in completion of academic assignments and tasks is expected of all students. Academic integrity requires that students give credit and acknowledge the works, writings, or thoughts of others when incorporating such information in the completion of their assignments. Failure to give such academic credit may be considered plagiarism and is prohibited. Included in this would be copying of Internet content. Acts of plagiarism, grade alterations or cheating by students will result in appropriate academic consequences as well as disciplinary action.

## **ADMITTANCE**

The following policies and procedures are in effect for the Kenston School District:

### **Information Required for all Students...**

- Online registration, providing demographic and residency/custody information  
(Photo ID is required for the person registering the student)
- The child's original, certified birth certificate (office staff will make a copy of the original)
- Residency Form
- Proofs of residency from list provided with enrollment information (office will copy originals)
- Home Language Survey
- Medical and Immunization Form
- Parent permission for release of school records from previous school
- Custody/divorce or guardianship papers, if applicable
- IEP/504, if applicable

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

### **Immunizations...**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of diseases, the Board of Education requires all students to be immunized as mandated by the Ohio Department of Health for school children.

## **ADVERTISING OUTSIDE ACTIVITIES**

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

## AFTER-SCHOOL ACTIVITIES

At times after-school activities sponsored by Kenston Community Education are held at Kenston Intermediate School after the regular school hours. Kenston Intermediate School dismissal procedures (i.e. pick up notes, bus passes) apply when a student stays for a program. Please direct any questions relating to these programs to Kenston Community Education (KCE) at (440)543-2552.

## ATTENDANCE

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

According to the Ohio Revised Code, Ohio schools must report student absences and other time out of school. **All time** out of school, including coming in late and early dismissals, is 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.

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

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

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

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

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 the 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.

### **Absence Notification...**

Parents must phone the school (440-543-9722) before 9:00 AM if a child is going to be absent. If the child has an extended illness, parents only need to call on the first day of absence and give an estimation of the duration of the illness. If the school is not contacted, state law and school board policy require the school to call the parent or guardian to confirm the child's absence within 120 minutes of the start of the school day. If the child has had a doctor appointment, please furnish the office with a doctor's note if available.

If a child is absent beyond one day, make-up work is provided for excused absences upon request. The office should be contacted the day before the work is to be picked up or before 9:00 AM the same day. Assigned work can be picked up in the office between 3:30 and 4:00 PM.

Assignments missed during the absence are the student's responsibility. Students will be given the opportunity to make up missed work due to approved absences. The length of time for completion of make-up work or tests/quizzes shall be commensurate with the length of the absence.

### **Arrival...**

Doors are open to students upon arrival of the first buses at 8:25 AM. Students are not permitted to enter the school before 8:25 AM. Supervision cannot be provided for early-arriving students. Teacher supervision begins at 8:25 AM as students are dismissed from the buses.

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

Dental and medical appointments should be scheduled after regular school hours. When it is necessary for a child to be dismissed early, the parent is asked to send a note to the teacher explaining the reason and the time the child will be picked up. Parents must sign a child out in the office. **PLEASE DO NOT GO TO THE CLASSROOM.**

### **Dismissal...**

If a child is to be picked up by someone other than one of the parents, the teacher/office must receive a **written** request from the parent to that effect. Other than an emergency or extenuating circumstance, a child will not be released to a non-parent on the basis of a phone call. Sadly, this is no longer considered safe practice for your children. It is also necessary for the school to have written permission to release a child to a non-custodial parent. Bus pass requests must be written as well.

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

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

Excused absences come under the following categories:

Personal Illness

Illness in Family

Death of a Relative

Observance of Religious Holidays

Such good cause as may be acceptable to the principal or superintendent

### **Tardiness/"Morning Absence"**

The Ohio Revised Code 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 student must first report to the office. Arrival after 8:35 AM is defined as a "morning absence". Parents must sign in a child who is late, and the child must receive a "morning absence" slip before proceeding to class.

Whenever a child enters the classroom after the day has begun, it is not only disruptive to the class routine, but places the late child at a disadvantage. Lunch count may have already been

taken, school announcements made, and instructions already given. Please make every effort to have your child to school on time.

**Vacation Notification...**

Students vacationing during the school year is discouraged. If parents are planning an extended vacation, the teacher should be notified and a Vacation Form (available in the school office) should be completed and returned to the principal several days in advance of the vacation. Students will be required to make up assignments as directed by the teacher upon the student's return to school. The time missed will be counted as an authorized, excused absence, but shall not be a factor in determining grades unless make-up work is not completed. Absences due to vacation are subject to the parameters of the ORC attendance law.

**CAFETERIA**

The school cafeteria will operate each day that school is in session. Lunch menus are available online. Hot lunches or sandwiches are available daily. Soft drinks and gum should not be sent to school.

**Free or Reduced Lunches...**

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

**Lunch Money**

Student lunches may be purchased in advance and students will be given an electronic pin number to access his/her account. Checks should be made payable to the Kenston Board of Education.

If necessary, students without a packed lunch or lunch money will be provided a full lunch from the cafeteria. Prompt repayment is necessary since the amount of money available for lending is limited. Notes about lunch charges are sent home with students, with periodic letters mailed home as well.

**Cafeteria Rules...**

- \*Walk to and from your table
- \*Once seated, remain in your place
- \*Show respect and use an indoor voice
- \*Use good manners at the table
- \*Remain seated until dismissed
- \*Clean up table/area

**Lunch Times by Grade**

<b>Lunch A – Grade 5</b>	<b>11:10 AM</b>
<b>Lunch B – Grade 5</b>	<b>11:39 AM</b>
<b>Lunch C – Grade 4</b>	<b>12:10 PM</b>
<b>Lunch D – Grade 4</b>	<b>12:39 PM</b>

**CHALLENGE PROGRAM**

A Challenge Program, which begins in the third grade, is offered for students identified as gifted. A Challenge Placement Committee consisting of Challenge teachers and chaired by the District Gifted Coordinator evaluates students according to the following criteria:

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

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

### **CO-CURRICULAR PROGRAMS**

Kenston Intermediate School offers many programs as adjuncts to the prescribed curriculum. The purpose of these programs is to promote learning, teach and reinforce positive behavior, and develop individual potential. Some of these include:

Student of the Month Breakfast	Math 24 Club
Book Clubs	Music Programs
PEAK Programming	Spelling Bees
Art Show	Student Council
Recess Walking Program	Chorus
PEAK Breakfast Videos	

### **COMMUNICATION**

#### **Parent-Teacher Communication...**

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

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

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

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



**District / Building Communication...**

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

**CUMULATIVE RECORDS**

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

Federal law provides that a parent/guardian has the right to review, upon request, the contents of the cumulative record. The cumulative record is confidential. It is very important that this information be kept current. If there is a change of address, phone number, doctor, or persons to be notified in case of emergency, please notify the office. For divorce/change in guardianship, custody papers must be on file.

**FEES**

The Kenston Board of Education furnishes all textbooks; workbooks and other consumable items must be purchased by students. Information regarding school fees will be distributed at the beginning of the school year. Report cards and access to the online Parent Portal are withheld after the first grading period for the non-payment of fees.

**FIELD TRIPS**

Children at every grade level participate in school-sponsored field trips which are planned as an enhancement to the curriculum. Parents will be notified concerning the location, date, time and purpose of the trip planned. Written parental permission is required for field trips, and students must leave and return by means of school-approved transportation. No child may go on a field trip without a signed emergency form on file. On-campus trips may be scheduled during the course of the school year. Parents will be notified of the location, date, and time of the on campus trip. Discipline referrals may result in lack of participation in field trips (or loss of field trips).

**HANDICAPPED ACCESSIBILITY**

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

**HEALTH****Clinic...**

The school is equipped with a health clinic to take care of first aid situations. A health aide is on duty daily. Children who are ill or injured will be sent to the clinic by the teacher or supervisor in charge.

### **Use of Medications...**

Board Policy 5330 requires that before any medication or treatment may be administered to any student during school hours, a written prescription from the child's physician accompanied by the written authorization of the parent shall be provided to the student's school. No student is allowed to provide or sell any type of over-the-counter medication to another student.

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

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

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

A student in Grades 4-5 may be allowed to receive over-the-counter medication upon the written authorization of the parent. The parent must submit a completed non-prescription medication form to the school clinic before medicine can be dispensed. Please **do not** send medicine to school with your child. The medication must be delivered to the school by the parent, in the original container with a current expiration date. The medication forms can be obtained from the school or online at the Kenston Intermediate School website. **Under no conditions will non-prescribed medications be given without proper written permission.**

If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for disciplinary action. The principal may use one or more of the following procedures, depending on the particular situation:

1. Contact the parent and arrange for the parent to submit a written request as soon as possible.
2. Take the medication from the student and keep it in the school office until the completed form has been submitted.
3. Place the student in in-school restriction and/or suspend for no more than one (1) day for failure to abide by school rules.

The purpose of any disciplinary action on this matter should be to make it clear to all students and parents that, because of its policy on drug use, the school cannot allow possession or use of any form of unauthorized drug or medication at any time.

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

If a child becomes ill at school, the nurse/health aide will determine if the child's complaint or appearance warrants a call home. Generally, a temperature of 100° or above will require a child to be sent home. Isolation of an ill child will be implemented if medically indicated. Parent contact will be made according to the information on the Student Information Verification Form. Parents must supply emergency phone numbers.

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

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

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

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

### **Guidelines for Returning to School...**

A child should be free of diarrhea, vomiting and fever (less than 100° degrees, without the aid of medication) for 24 hours before returning to school.

A child diagnosed with strep throat must be on medication 24 hours before returning to school.

A child recuperating from chicken pox should remain out of school until all blisters are dry (approximately 7 days from onset).

**All cases of communicable diseases, including head lice, must be reported to the school office. Please notify the school nurse if a child develops a chronic illness.**

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

Whether a case of head lice is identified at school or at home, the same procedures are followed. The head lice treatment information and forms can be obtained from the school nurse or accessed online from the district or school webpage. After the student is treated, they may return to school. The nurse will check the student's head and send home a Notice of Exposure to the student's classroom and "switch class". The second treatment is required 7-10 days after the initial treatment with the same product. The student will be checked by the nurse over several weeks to verify that lice are no longer present.

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

Each child has a permanent health record on which pertinent health information is recorded. Please keep the school notified of any health problems. All the information is held confidential. Contact the nurse to discuss any health concerns. State mandated hearing and vision screening will be administered to 5th grade students in September. New students entering during the school year will also receive state mandated vision and hearing screenings.

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

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. Be sure to keep the school notified of changes in telephone numbers, addresses, work places, and emergency contacts.

## **HOMEWORK**

Homework is an important element of the learning process and provides the opportunity for students to practice, review, and reinforce the skills taught in the classroom. The general guidelines for daily homework are as follows: Grade 4 – 40 minutes; Grade 5 – 50 minutes. School assignment notebooks are issued to each student at the beginning of each school year to assist them in the recording of assignments and the completion of homework. Homework is a shared responsibility. It is the responsibility of the teacher to regularly assign homework, check the homework and inform the parent when there is a pattern of incomplete homework assignments. It is the responsibility of the parent to require the child to complete the homework and to assist by setting aside a time and location for this purpose. It is the responsibility of the student to do the homework. Effort/achievement grades at the end of each quarter will reflect the completion rate/quality/timeliness of the student's assigned homework.

## **LIBRARY**

Books and other library materials may be borrowed for a limited period and must be returned at the designated time due to the limited number of books and great circulation. It is the responsibility of the student to return any borrowed items on time and in the same condition when borrowed. Fees will be assessed for lost or damaged materials.

## **LOST AND FOUND**

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

## **NUT-FREE PROCEDURES**

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

## **PARTIES**

The District Wellness Plan states: "Healthy choices (in addition to alternative snack choices with minimal nutritional value) will be served during elementary school (holiday) parties. For individual birthday celebrations, non-food items are permissible. Otherwise, only foods which meet the federal requirements as healthy options can be distributed during the school day."

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

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

**Birthday Treats**...In accordance with the District Wellness Plan and to respect students with food allergies, non-food items (i.e. pencils for distribution, a donated book or game to the classroom, etc..) should be brought to school if a student opts to celebrate his/her birthday with his/her classmates.

## **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)**

The Kenston Local School District implements Positive Behavioral Interventions and Supports (PBIS), a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem solving model. The components of PBIS are community connection, clear expectations, comprehensive instruction, a consistent system of acknowledging and correcting behaviors, and a supportive structure. Each are defined as follows:

**Community Connection:** School teams focus on building positive relationships among all stakeholder groups, in order to ensure consistent implementation of culturally responsive practices.

**Clear Expectations:** School communities identify 3 to 5 school-wide overarching behavioral expectations.

**Comprehensive Instruction:** Systematic, explicit instruction, practice and feedback on the expected behaviors are provided for each school setting.

**Consistent System:** of Acknowledging and Correcting Behaviors: Consistency in acknowledging expected behaviors and correcting behavior errors is provided through active supervision, proactive scheduling, incentives and reinforcement, logical consequences and clear office referral procedures

**Supportive Structure:** Teams focus on developing an infrastructure in school that provides effective academic and behavioral multi-tiered systems of support for all students

## **PHONE USE**

In circumstances which pertain to your child's well-being, your child will be permitted to call home using the office phone. In an effort to teach students responsibility, we refrain from permitting them to call home for forgotten assignments, lunches, and other articles such as shoes, backpacks, instruments, etc.

For information regarding cell phone use, refer to the "TECHNOLOGY" section of this handbook.

## **PHYSICAL EDUCATION/HEALTH/WELLNESS**

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

## **PICTURES**

Individual student pictures are taken annually. Information is sent home in advance regarding date, cost, and payment. Parents may choose to have pictures retaken if not satisfied with the original purchase. Participation in purchasing school pictures is voluntary, but all children will have their pictures taken on this day for their permanent school records and yearbook. A make-up day is scheduled for retakes and for students who were absent.

## **PTO**

The members of the Kenston Intermediate School PTO are dedicated to helping the school provide the richest possible learning environment. This help is provided in two major ways-through fund-raising and volunteer programs.

The most significant contribution made by PTO members is their organization of and participation in the many volunteer programs at every school. Volunteer hours spent by PTO members make a significant difference in the school life of students. Funds raised by the PTO are used to purchase worthwhile items for the school and the teachers.

Parents who participate in the many PTO activities demonstrate support of the students, teachers, and school. Your participation in the PTO is encouraged.

## **RECESS**

**Indoors...**

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

**Outdoors...**

Generally, a child who is well enough to attend school is also well enough to participate in outdoor recess. Please be certain that your child is dressed according to the weather.

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

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

**Playground Rules...**

Students must:

- Obey the proctors.
- Keep hands and feet to themselves.
- Stay in boundaries.

Students may not:

- Play tackle football.
- Stand on picnic tables.
- Use offensive language.
- Enter the building without permission of a proctor.

**Sequence of Consequences:**

- The proctor will give the student a verbal warning for inappropriate behavior.
- If a student has been verbally warned about his/her behavior on a given day and the behavior continues, the student will be required to sit out the recess.
- More serious behaviors will be given written warnings.
- The administrator will be informed of any students who have had three or more such recess detentions and a discipline referral form shall be issued.
- Any fighting will be reported to the administrator.

## **REPORTING PROCEDURES**

**Parent Portal...**

Access to an online Parent Portal through Infinite Campus is available for parents to review student progress daily. Additionally, parents can update demographic information within the system.

**Parent Conferences...**

A vital part of any school is the communication between parents and teachers. For this reason, specific dates are set aside for conferences.

1. The school district schedules a fall conference. Teachers will

notify parents/guardians of the date and conference time. To make the most of the meeting, both parents should attend if possible. A spring conference may be scheduled for some students.

2. A conference may be held with a teacher or the principal at any time by calling the office for an appointment. If you want to give your input into the child's program or you have some other concern, please do not hesitate to call.

### **Report Cards...**

Students in Grades 4 and 5 receive report cards at the end of each nine week period or quarterly, which can be accessed online via the parent portal through Infinite Campus. Parents are asked to review these reports carefully with their children.

## **SAFETY DRILLS AND BUILDING SECURITY**

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

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

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

### **Safe Hotline...**

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

**Fire, Tornado, and Security Drills...**Throughout the school year, children are given safety instructions that include fire, tornado, and security drills. All drills are held according to state guidelines. Procedures are posted in each classroom and children are expected to remain quiet and orderly during drills.

All doors are locked during the day; please ring the bell to enter the building. **ALL VISITORS AND VOLUNTEERS MUST COME DIRECTLY TO OFFICE, SIGN IN AND WEAR A VISITOR BADGE.**

**In the event of an emergency, the building Emergency Management Plan will be followed as described in BOE Policy 8400.**

## **SCHOOL CLOSING/DELAYED START**



In case of severe weather or calamity requiring school to be closed, the official announcement will be made via an AlertNow phone call to your home and any additional contact numbers provided. If you would prefer not to receive an AlertNow call, contact your school office and request to opt-out. Local television stations will also carry the announcement. If you are uncertain about school closings you can call (440)564-2134 for up-to-date information. The message is updated by 6:30 AM when conditions warrant.

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

## **SCHOOL DRESS**

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

Outdoor jackets are not worn in the classroom. Hats, head scarves, hoods, and caps are not to be worn in the building (with the exception made for religious purposes). Shirts with reference to drugs or alcohol, displaying crude language or violence, are suggestive, or are inappropriate to the learning environment are not permitted. Bare midriffs are not permitted. Shorts of a reasonable length may be worn to school when the temperature is predicted to reach 70 degrees or above. Shoes with attached wheels are not permitted. Footwear worn to school should be appropriate for all school activities. Other than for special events, flip flops and high-heeled shoes may pose a safety problem and should not be considered school attire.

Children should be appropriately dressed for school; the principal shall have final authority in determining what is appropriate/reasonable.

## **SPECIAL SERVICES**

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

**Intervention Assistance Teams:** (consisting of various school personnel) meet regularly to discuss students referred for academic, attendance, behavioral, social, or emotional concerns.

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

- 1) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

- 3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- 4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

- a. substantially limits one or more major life activities, or
- b. has a record of such an impairment, or
- c. is regarded as having an impairment.

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

## **STANDARDIZED TESTING**

State mandated tests are administered to fourth and fifth grade students. Please refer to the School District calendar for specific dates. Please do not schedule vacations during these dates. The State Assessments are administered with specific security provisions including testing dates, length of administration, make-up testing, and student integrity during testing exercise. All testing results are sent home to parents as soon as they are received by the school.

The Cognitive Abilities Test will be administered to fourth grade students. Tests are administered during morning and/or afternoon sessions over a multiple-day period. They are designed to measure verbal, quantitative, and non-verbal cognitive skills.

## **STUDENT ACCELERATION**

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

## **STUDENT BEHAVIOR**

### **Peaceful Environment at Kenston (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 Intermediate School students, staff, and members of the community are expected to behave in a manner that shows respect for themselves and others during the school day and at all school related events.

**Character Traits** - Kenston Intermediate School regularly emphasizes key qualities that encourage positive and respectful actions towards themselves and others, and also promote the development of the necessary life skills to live and prosper in a peaceful environment.

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

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

PEAK (Peaceful Environment at Kenston) is the Kenston School District initiative that promotes mutual respect and harmonious existence. The behavior characteristics under PEAK state that students will behave in a manner that shows respect for themselves and others throughout the school day and at school related events. To promote this behavior, we teach, reinforce, and recognize the PEAK characteristic traits through a variety of activities on a monthly basis.

Harassment, intimidation, degradation, or bullying/cyber 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, electronic and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Complaints or reports of bullying or aggressive behavior will be investigated with findings communicated to the appropriate individuals.

Cases in which harassment, intimidation and/or bullying have been determined will result in remedial or disciplinary actions which may include administrative conferencing, parent communication, conflict mediation, intervention by the guidance counselor, increased student monitoring, in-school restriction, and out-of-school suspension.

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

The primary goal in discipline is that each child will recognize the ability to control his/her own behavior and assume the positive and negative consequences of that behavior. Each teacher employs rules and consequences.

- First Referral - A conference will be held with student and the parent will be contacted by phone. A warning and/or after school detention will be assigned (with parent consent). The administrator will mail a copy of the discipline notice to the parents.
- Second Referral - A conference will be held with the student, and the parent will be contacted by phone. Consequences may include recess detention, or after school detention (with parental agreement), missing school programs, and an appropriate consequence to be determined by the administrator such as a half-day in school restriction.
- Third Referral - The student will be assigned a half-day in school restriction. The parent will be contacted by phone.
- Fourth Referral - The student will be assigned a full day in-school restriction. Parent notification will be mailed. Parent meeting may be required.
- Fifth Referral - The student will receive an out-of-school suspension. The administrator will contact parent and mail notification.

At the discretion of the administrator, depending on the severity of the situation, the above sequence may be altered.

## **KENSTON LOCAL SCHOOLS STUDENT CONDUCT**

### **PART I. RIGHTS AND RESPONSIBILITIES:**

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

### **PART II. CONDUCT CODE:**

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

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

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

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

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

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

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

**Rule 6. DANGEROUS WEAPONS AND INSTRUMENTS:** A student shall not possess, handle, transmit, conceal, or threaten to use any weapon, “look alike” or instrument capable of harming another person, such as guns, rifles, knives, ice picks, switchblades, and brass knuckles. Included in this prohibition would be the use of chemicals and gas, including mace, pepper gas and fire crackers (M80’s and others).

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

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

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

**Rule 10. TRUANCY AND/OR TARDINESS:** Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. Excuses from school must meet the State Board of Education conditions. In cases of prolonged

absence, a doctor's certificate may be required to verify the absence in question. Repeated violations of tardiness shall be a violation of Rule 8.

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

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

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

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

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

## TECHNOLOGY

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

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

### **Computer and Network Services Use by Students...**

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

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

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum.

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

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

## **TEXTBOOKS**

Textbooks are property of the Kenston Local School District. Textbooks are distributed to students at the start of each school and are expected to be returned in the condition they were received. Damaged textbooks will need to be replaced at the student's expense. Students will be given information to use online textbooks when access is available.

## **TOYS/STUDENT VALUABLES**

Please permit children to enjoy their toys at home. Trading cards, stuffed animals, games and toys provide unnecessary distractions and should not be brought to school without special permission. School personnel will not assume responsibility for loss or damage of such items.

## **TRANSPORTATION**

Procedures have been formulated with the intention of providing maximum security for our students.

**Questions about bus routes, schedules, rules and infractions should be directed to the Transportation Department at (440)543-9567.**

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

Due to the fact that bus routes and seating capacities are carefully calculated, bus pass requests should be limited to unusual and important circumstances. Parents are **strongly discouraged** from requesting bus passes for the purpose of children going to a friend's house to play after school. These arrangements should be handled outside of the school or school bus setting. When capacity is reached on a particular bus, passes will no longer be issued. Bus passes may be issued for day care providers. A student cannot be allowed to take a bus other than the normally scheduled one unless written parental permission has been received. Bus passes are issued to only the following: existing stops (ie another students home), KCE after school activities, shared parenting within the district and daycare providers. A permanent bus pass can be issued for a particular day each week if written parent notification is received by the school. Additionally, the bus driver will refuse to release a student at another stop without a bus pass. Bus pass forms can be printed from the district website under Parents & Students/District Forms/KIS listing of forms. If there is an emergency and your child needs to ride a bus other than the regular bus, or is going to get off at a different stop, a written note must be sent to school specifying:

Child's Name  
Child's Homeroom Number  
Regular Bus Number  
Bus Number for Bus Pass  
Destination  
Date of Bus Pass  
Parent Signature

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

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

Every student is expected to maintain good conduct on the bus. The driver needs to direct all attention to the bus and traffic. Any violation of good behavior on the bus, or at bus stops, may result in revoking the privilege of riding the bus for a period of time. A warning will be issued before a suspension occurs. **STUDENTS DENIED BUS PRIVILEGES FOR DISCIPLINARY REASONS ARE EXPECTED TO BE IN SCHOOL AS USUAL.** The parent must arrange transportation to and from school. The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

### **Student Responsibilities:**

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

### **Early Drop-Off:**

Student supervision begins at 8:25 AM with the arrival of the first bus. Students who are driven to school use the regular student entrance. Doors do not open until 8:25 AM.

### **Picking up students:**

When picking up your child at the end of the day, it is necessary to sign out the child in the cafeteria. Parents should enter the school building using the doors closest to the gym. Advance notice/phone call to the office is required as it is necessary to add the child's name to the call list. Your child will be dismissed at 3:10 PM and will meet you in the cafeteria. **PLEASE DO NOT GO TO THE CLASSROOM TO MEET YOUR CHILD. This poses a security issue as well as a disturbance to the class.**

If your child is being picked up by someone other than yourself, **WRITTEN PERMISSION MUST BE PROVIDED TO THE SCHOOL OFFICE.** Non-custodial parents are required to have written permission from custodial parents before the child can be released to them.

## **VISITORS**

Parents and visitors are always welcome at Kenston Intermediate School. All visitors, parents, and volunteers are required to check in at the school office, sign the Visitors' Log upon arrival and departure from the building, and receive a badge from the school office. **State law requires that all parents, visitors, and volunteers report to the office.**



**Parents are not to go to the classrooms without the permission of the office staff, even for a scheduled appointment with the teacher.**

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

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

## **VOLUNTEERS**

Each year hundreds of volunteer hours are served by Kenston Intermediate School parents.

Volunteers share their time, talent, skills, and work under the direction of the teachers or the principal. Any parent interested in doing volunteer work should contact an officer of the Kenston Intermediate School PTO.

Volunteers are required to sign in upon their arrival and receive a volunteer badge from the school office.

## **WITHDRAWALS**

The parent of any student leaving the Kenston Schools should notify the office a week in advance so that the necessary transfer and release forms may be completed. It is important to know the date of withdrawal, the new address, and the name of the new school the student will be attending. Necessary documents will be mailed to the new school. Please return any school owned books to the school.

## **ANNUAL NOTICES**

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

**Board Policy 2260 declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through curriculum.**

### **BLOOD-BORNE PATHOGENS**

**Parents of a student who caused a blood exposure to school personnel will be contacted to obtain permission for the testing of the student's blood for Hepatitis B and HIV viruses either in cooperation with their physician or by the designated District Health Professional. Reference AG 8453.01**

### **DANGEROUS WEAPONS**

**Board Policy 5772 prohibits the possession of weapons or other devices 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.

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

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

The District has designated the Assistant Superintendent, as its Civil Rights Coordinator to monitor and evaluate district compliance with Title VI, Title IX-Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If any person believes that the Kenston Local School District or any of the District’s staff has inadequately applied the principles and/or regulations of these laws, she/he may bring forward a complaint, which shall be referred to the District Civil Rights Coordinator. District Administrative Guideline 2260B specifies the procedure for investigation of any grievances. All inquiries regarding the non-discrimination policy can be directed to the Assistant Superintendent at (440) 543-9677 or for further information, you may contact:

U.S. Department of Education, Office of Civil Rights  
Cleveland Office  
600 Superior Avenue East  
Suite 750  
Cleveland, OH 44114  
Main Number: (216) 522-4970

Fax: (216) 522-2573  
TDD: (877) 521-2172  
Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

References: Board Policies 5722, 5610

#### **PESTICIDES, APPLICATION OF**

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

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

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

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

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. Reference Board Policies 1662, 3362, 4362, and 5517

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 7440.01 directs the Superintendent to annually notify parents and students that video surveillance/electronic monitoring systems are being used in certain areas of the schools and on buses. Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes.

### **OHIO LAW**

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

#### **COMPULSORY ATTENDANCE**

Chapter 3321 of the O.R.C. states that prompt and regular attendance is mandatory. 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."

### **RESTRAINT and SECLUSION**

Both certificated and non-certificated employees, including bus drivers, may, within the scope of their employment, physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school. All restraint and seclusion shall only be done in accordance with Board Policy (5630.01), which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

### **UNRULY CHILD**

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

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

### **OHIO'S TOBACCO LAW**

Persons under the age of 21 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 21
- Giving tobacco products to persons under age 21
- Providing tobacco products to persons under age 21

## Copyright

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

District Technology Coordinator

17419 Snyder Rd., Chagrin Falls, OH 44023

(p)440-543-9677

(f)440-543-8634