

**KENSTON**  **N**

MIDDLE  
SCHOOL

**Student  
Handbook**

**2020-2021**

# KENSTON N

## MIDDLE 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  
Mr. Larry J. Klimkowski, Assistant 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**

7:40 AM-2:25 PM  
Doors open at 7:30 AM

### **KENSTON MIDDLE SCHOOL**

17425 Snyder Road ★ Chagrin Falls, OH 44023  
(440) 543-8241  
[www.kenstonlocal.org](http://www.kenstonlocal.org)





August 31, 2020

Dear Students and Parents,

Welcome to Kenston Middle School! The Kenston Middle 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 Middle 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 Middle School teachers will foster results that allow for outstanding levels of student achievement and independent growth.

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

A handwritten signature in blue ink that reads "Adam Fender". The signature is written in a cursive style.

Adam Fender  
Principal

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## **PHILOSOPHY**

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

Our goals are as follows:

1. To have you accept yourself and have the opportunity to progress and succeed at a rate and depth in line with your readiness, abilities, needs and interests.
2. To foster a flexible learning environment related to your learning styles and needs and develop within you the responsibility for learning.
3. To provide the means by which you can exercise your intelligence, initiative, and growing maturity in solving problems of real concern to you and to others.
4. To provide you the opportunity through flexible scheduling, small and large group experiences, and social activities to interact with a large portion of the student body so that meaningful relationships may be developed.
- 5.

## **KENSTON MIDDLE SCHOOL MISSION STATEMENT**

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

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

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

# **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 Technology Education classes. 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 middle school building and on the website. For any scheduled meetings or activities, announcements should be received no more than two days in advance.

## **ASSEMBLIES**

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

- Do not take books or coats to the assembly unless otherwise instructed.
- Proceed to the assembly quietly and promptly when called. Fill in empty spaces. Find your seat quickly so that others may also be seated.
- When the chairperson of the assembly asks for your attention, please respond immediately.
- Be courteous to the performers and your neighbors.
- Applause should be generous and courteous.
- Do not leave the assembly until you are dismissed.

## **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**

Enter Hallways	7:30 A.M.	10 minutes
Warning Bell	7:38 A.M.	2 minutes
Period 1	7:40 - 8:28 A.M.	48 minutes
Period 2	8:31 - 9:19 A.M.	48 minutes
Period 3	9:22 - 10:10 A.M.	48 minutes
Period 4	10:13 - 11:01 A.M.	48 minutes
Period 5	11:04 - 11:52 A.M.	48 minutes
Period 6	11:55 - 12:43 P.M.	48 minutes
Period 7	12:46 - 1:34 P.M.	48 minutes
Period 8	1:37 - 2:25 P.M.	48 minutes

## **BICYCLES AND SKATEBOARDS**

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

## **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. 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. 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.

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/**nicotine** 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 Office upon arrival. Questions regarding transportation may be answered by the Transportation Office at 440-543-9567.**

## **Bus Passes**

- 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 the requested route. A parent may request for their son/daughter to ride a bus other than his/her regularly assigned one for occasional special circumstances. The student shall bring a note signed by a parent to school stating the reason for the request and the duration of the requested change. All passes will be issued at lunchtime in the cafeteria. Requests are granted on space availability on the requested bus and may be denied due to overcrowding. Bus pass forms are available to print from the district forms web page.

## **CAFETERIA**

Kenston Middle 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. Students are expected to eat in the cafeteria, unless designated otherwise by a staff member. For safety purposes, seating at each table is limited to 16 students. No food is to be taken from the cafeteria into the halls or classrooms. "Red Bull" and other energy drinks are prohibited. 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 vestibule. **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 Middle 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 with a pass from their teacher. Students should use the school's clinic facility to be evaluated. In the event that the nurse is not available, students must report to the assistant principal's office. Students are not permitted to use the clinic without permission of the school nurse or an administrator. **No student should leave the building because of an accident or illness without first receiving permission from the nurse or 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 <https://kenstonlocal.org/district-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, parents/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.

## **EXTENDED FIELD TRIPS**

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

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

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

## **The Flight Deck / Collaborative Media Center**

The Flight Deck is a shared learning environment that connects students, teachers, and others with a focus on collaborative learning and innovative problem solving. In addition to a full innovation lab and media production tools, users have access to a full range of traditional information resources. The eclectic range of tools, materials, and resources available in The Flight Deck provide users with an immense list of options for open ended problem solving, research, creation and collaborative group work of all sizes. The Flight Deck's resources and services are accessible to any individual student, teacher, class or student organization. This flexible space can accommodate multiple classes simultaneously along with the ability to facilitate individual and collaborative projects and research.

## **FREE AND REDUCED LUNCH**

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 District's program of free and reduced-price meals.

## **FOOD AND CANDY**

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

**Gum is prohibited.**

## **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**

## **HALLWAY Expectations**

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

## **IMMUNIZATION**

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

## **INFINITE CAMPUS PARENT PORTAL**

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

## **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.

**\*Decorating of the outside of lockers must be approved by the administration. Decorations that are in good taste and do not pose a disturbance may be allowed. Birthdays, co-curricular recognition, and personal achievements are some examples.**

## **LOST & FOUND / CARE OF PROPERTY**

The Lost & Found is located in Room 222 with some items stored in the office. Lost textbooks are located in the Flight Deck. Any articles found should be turned into the office immediately. Any article not claimed by the end of each quarter may be given to a charitable organization.

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.

## **Medical Appointments / Notes**

We understand that it is not always possible to schedule medical appointments outside of regular school hours. When a scheduled appointment causes a late arrival to school, it is necessary to provide a note from the professional's office stating that the student was seen on that date. If a note is not provided the absent time will be considered unexcused.

## **MEDICATION**

If circumstances require that a student needs medication to attend school, the following guidelines must be observed. For prescription medication to be given at school, an **Authorization For Prescribed Medication or Treatment** 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 double locked cabinet and recorded when it is administered. Only the school nurse, health aide, or an administrator may administer medication to a student.

Non-prescription medication can be brought to school and taken by students on an as needed basis ( i.e., headaches or menstrual cramps). In order for a student to take and carry the medication, an **Authorization For Non-Prescribed Medication or Treatment** form must be completed, signed by a parent/guardian, and kept on file in the clinic. The medication must be in the original container. If a parent/guardian wishes, non-prescription medication can be kept in the clinic and dispensed by the nurse 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).**

## **OPEN HOUSE**

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

## **PARENT CONFERENCES**

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

## **PARENT NOTIFICATION**

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

## **REPORT CARDS**

At the end of each nine-week grading period grades will be posted to Infinite Campus. Students' quarterly and interim grades can be viewed via the Parental Portal. If a student owes school fines or fees of any kind, the Parent Portal will be closed down after the first quarter.

## **SAFETY DRILLS / SURVEILLANCE CAMERAS**

Simulated safety drills including fire, tornado, lockdown and evacuation drills will occur periodically throughout the year in order to 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 bottles are permitted in all classrooms. 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. When deemed necessary by the administration, grade-level snack periods may be assigned.

## **SPECIAL SERVICES**

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

## **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 held until the property is paid for or returned.**

## **SELLING ITEMS IN SCHOOL**

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

## **STUDENTS IN THE BUILDING**

**When school is not in session**, only students who are authorized for an activity should be in the building. Permission for an activity to be held is granted to faculty activity sponsors through the principal. Students not participating in an authorized activity, are to be out of the building by 2:30 P.M. Student spectators may return to the building for athletic events starting at 4:00 P.M.

## **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 **two students** from each grade level are recognized as the **Student of the Month**.

## **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 the student's name and grade and leave them on a countertop, 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.

# 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 directs how Ohio schools must report student absences and other time out of school. **All time** out of school, including coming in late and early dismissals, is included in student attendance totals. Every minute of missed instruction is classified as an absence and the term “tardy” is not used. Limiting scheduled appointments to before or after school and weekend hours will help students avoid reaching 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 440-543-8241 when their child is absent. The information to be given is: parent name, student name, reason for absence, and date of absence. 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. **In the event the parent/guardian cannot be reached,** 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. Unless given an excused absence, 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 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**

Vacations are strongly discouraged during the school year. In the unforeseen circumstance that a family trip **MUST** be taken during the school year, you are responsible for the work missed. Students who will miss school, for vacation or other anticipated reasons, **MUST** complete a **Planned Absence Notification form** (available in the KMS Office and on the KMS website) and turn it in, at least one week prior to the absence. **Absences due to vacation are subject to the parameters of Ohio Revised Code.**

Upon your return, the teachers will provide the missing assignments, and you will be given the number of days, equal to the absence, to make up the work; however, it is your responsibility to follow through on this. Teachers should not be expected to provide make-up tutoring or special assignments for students who miss valuable instructional time. **A maximum of five (5) days will be permitted for vacations.**

## **STUDENT PICK UP/DROP OFF PROCEDURES**

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

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

Ohio law 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 quarter.

**Students are expected to be seated in their classrooms no later than 7:40 A.M. each day.  
Students arriving after 7:40 A.M. must report to the 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
12	Saturday Detention	12	In-School Restriction
13	Saturday Detention	13	In-School Restriction
14	In-School Restriction	14	In-School Restriction
15	In-School Restriction	15	In-School Restriction
16	In-School Restriction		
17	In-School Restriction		
18	In-School Restriction		

**TARDIES TO CLASS**

Tardies to class are considered unexcused unless the student has a pass from the office or from another teacher excusing them. 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.

## **GUIDANCE AND COUNSELING SERVICES**

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

Various guidance services are designed to assist the individual student to make the most of his / her own abilities and opportunities while at Kenston Middle 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 counselor, 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, AIR, and Placement exams
- D. Set-up and management of special events: 5th Grade Visitation Day, High School Visitation, Career Day PEAK program, etc.
- E. Counseling individual students regarding personal issues
- F. 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 543-8241**). Guidance counselors are assigned to students based on grades and last 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.

### **PROCEDURE TO SEE COUNSELOR**

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

### **SCHEDULE CHANGE PROCEDURES**

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

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

## **PEAK (Peaceful Environment At Kenston)**

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

### **The Six Tiers include:**

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

## **TRANSFER OR WITHDRAWAL FROM SCHOOL**

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

# ACADEMICS

## GRADE COMPUTATION

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

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

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

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

## ACADEMIC RECOGNITION (Quarterly GPA)

Honor Roll: 3.50 – 3.99

Scholar Roll: 4.00

The Honor Roll students will be recognized each quarter, throughout the school year. The Scholar Roll students will be recognized at an awards assembly, at the end of the school year.

## GRADING SCALE

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

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

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

## 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**.

## 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

### 7th and 8th GRADE KMS SPORTS' PROGRAM

Girls - Fall	Cheerleading, Cross Country, Volleyball, Soccer
Boys - Fall	Cross Country, Football
Girls - Winter	Basketball, Cheerleading
Boys - Winter	Basketball, Wrestling
Girls - Spring	Track
Boys - Spring	Track

### ATHLETIC DEPARTMENT AND GENERAL SPORTS INFORMATION

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

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

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

## **EXPECTATIONS OF A KMS ATHLETE**

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

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

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

## **ACADEMIC ELIGIBILITY**

The academic eligibility requirement is currently a **1.50 with no more than one failing grade**. This is based on the previous quarter's grades. **Progress reports have no bearing on eligibility**. Per the Ohio High School Athletic Association, seventh graders are automatically academically eligible for FALL sports only. However, eighth graders must meet this eligibility requirement based on their fourth quarter grades during the seventh grade and all students must meet this eligibility for every other season. If a student does not meet the aforementioned criteria, he/she will be ineligible to participate in sports until the end of that academic grading period.

## **REQUIRED ONLINE REGISTRATION, PHYSICAL, AND OHSAA AUTHORIZATION FORM**

Students must register using Final Forms in order to tryout, practice, or participate with a KMS athletic team. The registration link can be found listed under Athletics on the KMS webpage.

Per the Ohio High School Athletic Association, all student athletes **MUST** have a valid physical AND a completed and signed OHSAA Authorization form on file with the school **BEFORE** participating in interscholastic sports. This also includes tryouts.

Physicals must be on the approved OHSAA form (which can be picked up outside the KMS Athletic office, picked up in the KMS main office, or downloaded from the KMS website). Physicals are valid for 13 months. If a physical expires mid-season or mid-year, students will not be permitted to continue participation until a new physical is obtained.

## **AWAY CONTESTS**

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

## **GAME SCHEDULES AND AWAY LOCATIONS**

Current game schedules are available on our website. Please be aware that with middle school sports, changes can always occur to the schedule. When changes occur, we will try to notify students and parents as soon as possible. Game locations for away contests are provided on the KMS website. This information is provided by our opponents. If you have questions regarding specific directions, please call that school.

### **AFTER EVENT PICK-UP**

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

### **CONTACT INFORMATION**

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

### **INTERSCHOLASTIC VS NON-INTERSCHOOLASIC PARTICIPATION DURING SEASON**

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

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

### **SCHOOL ATTENDANCE**

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



# **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/**nicotine**, 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/**nicotine**, 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 (areca nuts)
- 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/nicotine, 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 middle 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 PRODUCTS/PARAPHERNALIA**

In accordance with the Kenston Local School District's tobacco/**nicotine**, alcohol, and drug policy for extracurricular activities and interscholastic athletics, use of and/or possession of tobacco/**nicotine** 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.) 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 day 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/**nicotine** 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/**nicotine** problem by self-referral to his/her coach, Athletic Director, or school administrator and agrees to participate in a tobacco/**nicotine** 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/**nicotine**-, 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 – a 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 computer devices to its students in all grades.

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

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

Use of the Internet and any information procured from the Internet or use of the network is at the student's risk. The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the network will be error-free or without defect. The Board is not responsible for any damages 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 are in accord with their personal and family values, in addition to the Board's standards.

## **ACTIVITIES / CLUBS / EVENTS**

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

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

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

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

**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.

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

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

**SPEECH AND DEBATE** team competes against other middle schools in Northeast Ohio in academic competitions on Saturdays from late October through mid-March in events that focus on debating, public speaking or acting. Middle school events include Public Forum Debate (2 vs. 2), Policy Debate (2 vs. 2), Congressional Debate, Big Questions Debate, Declamation, Oratory, and Interpretation (either Humorous or Dramatic)

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

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

**Dances are for the enjoyment of KMS students ONLY!**

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

# CONDUCT

## CLASSROOM

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

## 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.**

## 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, cellphone, 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 a 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, acts 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 website (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.

## **RESPONSES TO BULLYING OR AGGRESSIVE BEHAVIOR**

### **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.

### **Criminal Acts**

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

## **DETENTIONS**

Detentions will be assigned to students who elect to present unfavorable behavior in school. Detentions are held every day from 2:30 P.M. to 3:15 P.M., and are assigned by an administrator.

### **Saturday School Detention**

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

## **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. NOTE: if a suspension is appealed, the suspension will still be served during the appeal process.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (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.

## **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. Additionally, no costume-like accessories may be worn.

**ADVERTISE:** Students may not wear clothing that advertises or promotes the use of alcohol, tobacco/nicotine, 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 any time.

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

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

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

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

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

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

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

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

## **DRESS CODE DISCIPLINE PLAN**

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

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

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

## **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.

## **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 a need to organize some form of demonstration, they are encouraged to contact the principal to discuss the proper way to plan such an activity.

## **SUBSTITUTE TEACHERS**

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

## **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 KMS 1:1 initiative, all students will be issued a chromebooks 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.

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 sight. The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:



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

### **Prohibited Behaviors**

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, chromebooks, 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

<b>1. Aiding or Abetting</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>2. Bus Misconduct</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: 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** – 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 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.

**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.

**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/nicotine 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.) during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

# SUGGESTED ACTIONS

## Section II

<b>1. Bullying / Harassment / Hazing / Aggressive Behavior</b>
1 <sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.
<b>2. Criminal Acts</b>
1 <sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.
<b>3. False Alarms and False Reports</b>
1 <sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.
<b>4. Fighting / Physical Confrontation</b>
1 <sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.
<b>5. Explosives</b>
1 <sup>st</sup> Offense: 10-day OSS with Recommendation for Expulsion and Referral to Law Enforcement.
<b>6. Extortion</b>
1 <sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.
<b>7. Gambling</b>
1 <sup>st</sup> Offense: 1-10 Days OSS with Possible Recommendation for Expulsion / Possible Referral to Law Enforcement.
<b>8. Failure to Report Knowledge of Dangerous Weapons / Threats of Violence</b>
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-day ISR with completion of online course designed to educate student on dangers/risks of smoking/vaping. 2 <sup>nd</sup> Offense: 5-Day OSS and citation by Bainbridge PD, may be reduced to 3-Days OSS and waive of citation with participation of student and parent in a diversion program through Bainbridge PD. Proof of participation must be provided by PD. 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 ensuring 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 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

### **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 principles 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 7440.01 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.

### **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

## **Handbook Update 8/24/20**

### **Remote Learning**

#### **Attendance**

Attendance during periods of remote learning shall be tracked in the same manner as in-person instruction through the student learning platform. Teachers may determine attendance by evidence of daily logins, daily interaction with teachers (may include messages, emails, telephone calls, video chats, etc.), assignment completion.

#### **Instruction**

Remote student instruction will consist of four digital components: Google Classroom, Google Drive, Google Meet and a variety of district-approved technology tools and digital curriculum. To identify student academic needs and any potential gaps in learning, Kenston personnel will use the following resources to ensure the appropriate supports are available:

- Individualized Education Plans (IEPs) for students with disabilities
- Written Education Plans (WEPs) for students who are receiving gifted services
- Gap Analysis for English Language Arts, Math, Science, Social Studies
- Kenston Course of Study
- Ohio Learning Standards
- Diagnostic vendor assessments

Content and format of instruction may be altered to accommodate the natural barriers of remote learning. Students are expected to actively engage in the remote learning experiences and progress in their learning.

#### **Grading**

Teachers may use vendor assessments, design products, problem-based learning and rubrics, student choice in products, anchor papers, quiz scores, video recorded student responses, and collaborative projects with an emphasis on the most essential learning standards to evaluate student learning. Grading practices for remote learning will mirror the practices for in-person learning and utilize the existing grading scales. However, considering the barriers associated with remote learning, grading is intended to be compassionate, equitable and responsive to the unique situations that each child and family face. Student feedback in the learning process takes priority over grading.

#### **Code of Conduct**

The student code of conduct, as well as our PEAK tenets, will guide student behavioral expectations for remote learning. Students will be expected to abide by etiquette and group norms established by the teacher for remote learning. Interactions based upon respect and kindness will be expected. Referrals to the school office will be made for violations of the established expectations.

#### **Parent and School Partnership for Virtual Learning**

Kenston appreciates and values our parents as partners in the learning process for student success. The shared commitment in supporting the virtual learning environment will provide a rich experience for our students.

#### **Student Commitment**

- Log in to Google Classroom every morning. Be prepared for school each day and follow the set schedule.
- Adhere to all of Kenston School policies and protocols including discipline, attendance, and grading.
- Be respectful to teachers and peers during scheduled synchronous sessions through active learning and remaining on video through the end of the session.
- Use the teacher's Google Classroom to receive and post assignments in a timely manner.
- Be a self-directed and engaged learner with academic integrity.
- Communicate with each teacher on a regular basis. Ask questions and seek help when needed

#### **Parent Commitment**

- Work with your student to establish a schedule and create a designated workspace in the home. A blank wall behind the student and headphones (over-the-ear version) when interacting with the class are most conducive to learning.
- Provide the appropriate level of support and encourage independence.
- Monitor your student's engagement in online and offline learning.
- Communicate on a regular basis with the teacher(s).
- Support your student in social-emotional wellness through healthy habits such as physical activity, conversation, sleep and nutritious choices.