

Kenton City Elementary Schools'



Parent-Student Handbook

2013-2014

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INTRODUCTION

WELCOME

It is a pleasure to welcome students and parents to the Kenton Elementary Schools. Our schools encourage parents to become well acquainted with the total school program. We know that the more parents and staff work together, the better the educational program for each student.

The desire of parents and staff to cooperate is strong. Cooperation tends to be greater when people understand one another. This handbook has been developed with that thought in mind. Some of the things we expect of students and services we offer are briefly described. Please take time to read and discuss this handbook with your child.

We hope you will call or visit us if any questions arise in regard to your child's welfare or school progress.

PRINCIPALS

| | |
|---------------------------------|--------------|
| Ann Quinn – Espy | 419-673-1162 |
| Julie Simmons – Hardin Central | 419-673-7248 |
| Angela Butterman – Westview Kdg | 419-673-4294 |
| Angela Murphy, - Northwood | 419-673-9291 |

SCHOOL HOURS

| | |
|----------------|----------------------|
| Westview | 8:05 a.m.- 2:35 p.m. |
| Hardin Central | 8:05 a.m.- 2:50 p.m. |
| Espy | 8:05 a.m.- 2:50 p.m. |
| Northwood | 8:05 a.m.- 2:50 p.m. |

Revised August, 2011

OPERATING PROCEDURES

ENTRANCE REQUIREMENTS

To enter Kindergarten, a child must:

1. Be five years of age on or before August 1 and attend kindergarten registration and screening.
2. Attend Kindergarten before entering first grade.

For early entrance to Kindergarten, the standards of the Kenton City Schools Early Entrance Policy must be met. The principal's office should be contacted for information regarding early entrance to school.

MISSING AND ABSENT CHILDREN

At the time of entry to school, or in a reasonable time, a copy of the birth certificate, social security number, custody papers, and copies of previous school records must be presented. If this is not done, the authorities will be notified that the student may be a missing child. This is in accordance with the Missing Child Act.

STUDENT INFORMATION CARD

During the first week of school, the teacher will send home an information card for parent/guardian to complete. Having this information returned completely and promptly is very important. The card is kept in the office in the event that parents need to be contacted. Please make sure that all information is accurate. **It is extremely important that our student records are up-to-date. It becomes very difficult to contact parents during emergencies with numbers no longer in service. Please notify the school immediately if you have a change in address or telephone number at any time during the school year.**

Parents or guardians of students moving out of the Kenton City School District need to come to school to sign a record release and withdrawal form. School records may not be released to another school district without written permission.

CUSTODY OR NAME CHANGES

It is the responsibility of the custodial parent or legal guardian to notify the school of a change in custody or a child's name change. Copies of legal papers attesting to the change must be presented to the school.

Student records are kept under a student's legal name, and this name cannot be changed until legal documents are presented to the school. Release of a child to his or her natural parent cannot be denied unless one of the following documents is on file with the school office:

- A restraining order issued by a court against that parent
- The portion of a legal custody agreement that indicates the rights and privileges of each parent with regard to child care and visitation.

LUNCH

Student lunches and milk are available in the cafeteria. Lunch and milk costs will be sent home at the beginning of school. Students may buy the cafeteria lunch or bring a packed lunch. Packers may buy milk at school.

To eat lunch any place other than at school, students must have parent/guardian written permission.

The cafeteria is a place where good social relations can develop. Students are expected to follow lunchroom rules and use good manners. Those who consistently disrupt the lunchroom will not be allowed lunchroom privileges.

Parents are welcome to eat lunch with their children anytime. Please notify the school ahead of time so enough lunches can be ordered.

ATTENDANCE REGULATIONS

Regular attendance is required of all students. The Ohio Compulsory Attendance Law states, "Every parent, guardian, or other person having charge of any child between the ages of six and eighteen years, must send each child to a public, private, or parochial school for the full time that school is in session. Such attendance must begin with the first week of the school term unless the child is excused upon satisfactory evidence showing either that physical or emotional condition of the child does not permit his/her attendance at school." Furthermore, Amended Substitute Bill 321 "The Missing Child Act" says: "The Board of Education of each school district shall adopt a written policy with respect to notification of a student's parents, custodial parent, guardian, legal custodian or other person responsible for him when the student is absent from school." Accordingly, Kenton City School policy shall be:

Whenever an absence occurs parents are to contact the office prior to 9:00 a.m. on the day of the absence. When the parent /guardian fails to notify the school of an absence, the school will attempt to contact the home of the student, either by phone, or email. On their return to school, pupils are to bring a note from home explaining the reason for the absence, the date of the absence, and the note is to be signed by the parent/guardian. **If a note or phone call is not received within twenty-four hours of the student's return to school, the absence will be considered unexcused (Please send in all medical notes in a timely fashion).**

Once a student is absent for more than five (5) days in a semester that are not medically excused, then all additional absences may be considered as unexcused (except for additional days which are medically excused). Students who are habitually truant are subject to disciplinary consequences. "Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in

one school month, or twelve or more school days in a school year. The parent(s) or guardian(s) will be sent a warning letter after five (5) days absent.

EXTENDED ABSENCE

In addition to the above guidelines, Kenton City Schools has a procedure for prearranged absences with the permission of the principal. An extended absence form is available in the office explaining your absence request. Extended absence forms must be turned in to the office five (5) days in advance of the planned absence.

TARDY POLICY

It is important that students be to school and classes on time as tardiness is disruptive to the educational process. School starts promptly at 8:05 a.m. Students arriving to school after 8:05 a.m. must report to the office. All tardies are considered unexcused unless a medical note is presented. Students arriving after 10:05 a.m. will be considered absent ½ day as will students leaving before 12:35 p.m.

Any student who accumulates five (5) or more unexcused tardies in a grading period will be considered insubordinate and may result in further disciplinary action and referral to the truancy officer.

EARLY SIGN OUT/ RELEASE PROCEDURES

Occasionally a student may need to leave school before 2:50 p.m. due to certain situations, medical appointments or family emergencies.

The procedure is as follows:

- A note or call from home **MUST** be brought/made to the office the day the student is to leave early.
- Please note that students will not be released to anyone not designated on the “Release Form” completed at the beginning of the year.

MAKE-UP ASSIGNMENTS

Making up assignments is the student's responsibility.

Arrangements should be made with each individual teacher as to what is to be done and when it will be due. If an absence is for an extended period of time (3 days or more), homework may be requested by calling the office. Homework requests must be made by 11:00 a.m. and picked up at the conclusion of the school day.

Any work that is missed during an excused absence may be made-up.

All make up assignments must be completed by the end of each grading period unless absences occur at the end of the grading period.

STUDENT USE OF OFFICE PHONE

Students are not permitted to make phone calls without permission from the teacher, principal, or the secretary. Only important and necessary calls will be permitted. Students should not expect to call parents to bring forgotten homework, projects, instruments, etc. to school.

Students will not be allowed to call after school to make “social” arrangements. Plans to go home with a friend need to be made beforehand.

PARENTS ARE PARTNERS IN EDUCATION

PARENT RESPONSIBILITY

We believe the support and cooperation of our students’ parents are essential for all aspects of our school program to be highly successful.

The area of student discipline is no exception. It is to be hoped that, by working together the school and home can assist the student in developing the self-discipline he/she will need to function successfully in our society. Again, the parent is extremely important in the educational process. We strongly encourage the parents of Kenton students to:

- Display an interest in your child’s educational setting
- See that your child comes to school regularly
- Work closely with the teacher and principal regarding the program at Kenton School and your student’s success in it.
- Keep in mind we care about your child and desire a high-quality program that will meet your child’s individual needs.
- Give your child support regarding homework and special school activities

NEWSLETTERS AND OTHER COMMUNICATION

We strongly believe the home-school communication is very important to your child’s school experience and success. Ordinarily parents will be informed of special events, schedule changes, and other school-related news items by means of the school website, newsletters, *School Messenger system and/or notes sent home with students. Please discuss with your children the importance of taking home these communications and of giving them to parents. All of the classroom teachers have some regular form of home – school communication (ie. homework folders, journals, daily/weekly communication logs etc.) Teachers will be explaining their communication system to students/parents.

***The district’s “School Messenger” system is an automated calling system that will enable the school or district to contact parents and relay school information regarding special events, school reminders and emergencies. To be included in this service a form must be completed at the beginning of the school year. Please contact the school office to update any information that changes throughout the school year.**

DELAY OR CANCELLATION OF SCHOOL

If weather conditions are such that the delay or closing of school seems a possibility, school delays and cancellations will be announced on WKTN 95.3 FM, WLIO Lima, Columbus Channels 4, 6, and 10. Online delay/cancellation information may be obtained at www.kentoncityschools.org and will be sent through “School Messenger” to all of those who are registered.

PARENT INVOLVEMENT AND PARENT-TEACHER ORGANIZATION (PTO)

Parents, grandparents, and community members are encouraged to participate in our school programs and activities. We appreciate and rely on the additional support provided for our school. Parents may volunteer time at school in a wide variety of activities. Interested parents should contact the school or a PTO officer for further information. We are fortunate in Kenton to have very active parent groups that help us in many ways. The organization sponsors many school and educational activities. The PTO meets to plan how to best support our educational programs and address student needs. We encourage all parents to join and attend the meetings.

VISITORS

Parents, grandparents and other guardians are always welcome to visit the schools, whether you visit in the classroom or wish to discuss an issue with someone in the office. Please do not restrict your visits to the parent/student/teacher conferences week. We find that students often take an increased interest in their schoolwork when the parents/guardians know more about the school program. By visiting, you can share information that is important to your child's education. Face to face meetings also answer many of the questions that arise from children's interpretation of school events. Please schedule appointments with your child's teacher. **Visitors are required to sign in and out at the office.**

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled for all grades K-5 during the first semester. Parents will receive information on how to schedule a conference closer to the date.

Teachers are also available for conferences anytime there is a cause for concern. These conferences can be scheduled directly with the teacher or by contacting the principal.



ACADEMICS

CURRICULUM AND ASSESSMENT

Kenton City Schools' curriculum is aligned to state and national standards through our districts K-12 Curriculum Maps. Teachers utilize the curriculum maps to plan and pace instruction for grade levels and content areas. Kenton teachers utilize weekly and quarterly data based on Ohio Content Standards to develop their weekly lesson plans. Students' reading fluency will be assessed and monitored with AIMSweb (at beginning, middle and end of year benchmarks); and teachers will monitor student progress through AIMSweb reports, Reading Counts/SRI reports, and standards based assessments. In addition, Kenton City students participate in Common Assessments twice a year. These assessments provide teachers with information on each student's level of mastery of specified standards that are taught each quarter. We strongly believe that data gives us a more complete picture, a "body of evidence," of a student's progress and achievement. Our goal is to diagnose, understand and focus on students' learning needs to deliver a comprehensive and challenging instructional program for all our learners.

EDUCATION RIGHTS AND PRIVACY ACT

A permanent record is started for each student when they enroll in Kenton City Schools. This record follows the student through school and is kept on file after graduation. It contains data such as grades, various types of test scores, attendance records, and so on.

Parents have the right to request and review their child's permanent record by giving notice to the principal so an appointment can be set up to go over the record.

STUDENT RECORDS POLICY

In compliance with Federal regulations, the Kenton City School District has established the following guidelines concerning student records:

A. Kenton City Schools Superintendent is the Records Control Officer for the District and is responsible for the processing and maintenance of all student records. The office is located at 222 West Carrol Street or he/she can be reached by calling 419-673-0775.

B. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those designated by Federal law or District regulations.

C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.

D. The District 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 Records Control Officer in writing within 10 days from the date of this notification that she/he will not permit distribution of any or all of such information:

Name, address, and telephone number; date and place of birth; Photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

E. A copy of the policy and the accompanying guidelines are available at the Board Office. There will also be a person available to answer any questions concerning the policy or guidelines.

GRADING POLICY

A standardized grading plan for the Kenton City Schools will provide students a uniform evaluation of their progress. Teachers in grades K-5 where letter grades are issued will use the following scale:

| | |
|----------|---|
| 100-92 | A |
| 91-83 | B |
| 82-74 | C |
| 73-65 | D |
| Below 65 | F |

Letter grades are not simply a numerical average of written work and tests. Consideration is also given to such things as homework, preparation for class, participation and discussions, quality of projects and assignments, and effort.

REPORT CARDS/INTERIM REPORTS

Report cards are issued four times per school year in grades K-5. Each report card has a place for parent's signature. Parents should review the report card

then sign and return the signature portion to the school. Report cards are given out for the first quarter at parent-teacher conferences. Report cards for the second, third and fourth quarters are sent home with the students the Friday following the end of the quarter.

Interim reports will be sent home with students at the middle of each grading period.

FIELD TRIPS

Field trips related to some phase of the instructional program may be taken during the school year. Information concerning such trips will be sent home before each trip is taken. If you do not want your child to participate in a trip, the teacher should be notified.

PARENTS RIGHT TO KNOW

In the federal No Child Left Behind Law, parents are guaranteed certain rights. One of these is the right to request information regarding the professional qualifications of your child's classroom teachers. This must be provided in a timely manner to you, and in a language the parent can understand. Specific information that parents may request about their child's teachers are listed below:

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

In addition, parents must receive:

- Information on the level of achievement of the parent's child in each of the State academic assessments.
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

At this time 100% of the Kenton City School Staff are "highly-qualified" and licensed to instruct in their specified grade level, content or specialty area (based on the guidelines and requirements for the No Child Left Behind Law).

SPECIAL SERVICES

SPEECH SCREENING

Each year, students in Kindergarten, first, second, and third grades are screened by the speech therapist. Other students who have been referred by either teachers or parents are also screened. Parents are contacted and due process procedures are followed for students who need speech therapy.

VISION-HEARING SERVICES

Students in Kindergarten, first, third, and fifth grades are screened for vision and hearing by the school nurse and/or speech therapist. Any students referred by either teachers or parents are also screened. Parents are notified if the screening indicates that further evaluation is needed.

PSYCHOLOGIST

Referrals for the services of the psychologist are usually made through the teacher or parents. Parental permission is required before any specialized testing is done. Programs involving the psychologist follow due process procedures in order to protect the rights of students and parents. A building Intervention Assistance Team will meet to discuss student intervention before testing is determined to be needed.

SCHOOL NURSE

The services of the school nurse are always available upon request or in emergency situations. The school nurse in collaboration with the school staff and parents will create and monitor health care plans for students with medical needs.

Dental health and maturation programs are presented at appropriate grade levels. By teacher request, specific health lessons are also presented to students.

HEALTH AND SAFETY

EMERGENCY MEDICAL AUTHORIZATION

A medical emergency authorization form is required to be on file for every student. This form requests information that is necessary in case of an emergency or an accident. This form gives the school permission to take the child to the hospital if the parents cannot be reached or if time is of concern. Whenever possible, parents will be contacted before treatment or transportation to the hospital.

IMMUNIZATIONS

The State of Ohio requires that each student must have the following immunizations at the time of entrance to school.

5 DPT, 4 Polio, 3 Hepatitis B, 2 MMR and 2 Varicella (chickenpox vaccine).

The school nurse will address any further concerns about immunizations. Without the required immunizations, students can be excluded from school.

MEDICATION AT SCHOOL

Administering medication will be done only in exceptional situations when it cannot be handled otherwise. Please read the board policy in the appendix for procedures that must be followed when medication is administered at school.

Non-prescription medicine will not be administered at any time. Children are not allowed to carry medication at any time. These medications can be confused with illegal drugs.

HEALTH AND SAFETY

First aid and emergency care are only provided for students during the school day. The school nurse does not dispense over-the-counter medication. The school does not assume responsibility for treatment beyond first aid and encourages parents to contact a family physician in all questionable cases. Injuries received at home should be treated before the student comes to school.

ILLNESS AT SCHOOL

Children who become ill at school can be better cared for at home. The care of sick children is not the responsibility of the school. Parents are responsible for providing the school with phone numbers or information about where the parents can be reached during the day. If the parents are not available, it is their

responsibility to provide information about someone who can care for the sick child.

BEE STINGS AND OTHER ALLERGIES

Parents are responsible for informing the school of a child's allergies, especially bee stings. In the case of sting allergies, the parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered.

NIT/LICE/PARASITE POLICY

1. Students shall come to school without nits, lice or other parasites.
2. When the school nurse or other school official discovers the existence of nits, lice or communicable parasites, the student shall be sent home.
3. The student shall receive written instructions on how to remove the nits, lice or parasites. The student shall deliver the written instructions to the parents.
4. The student and parents shall follow all such instructions to remove the nits, lice or parasites.
5. Upon returning to school the child must provide the office with a written release from the school nurse, health department or family physician stating they are nit, lice, and parasite free.
6. The student shall be allowed up to and no more than three (3) days of absences to remove the nits, lice, or parasite after the removal instructions have been served upon the student and parent. All days missed beyond the initial three (3) day period due to lice or parasites after the instructions are served upon the parents shall be treated as unexcused absences.
7. Parents are charged with the duty to see that any nits, lice or parasites are removed from the student and that the student remains nit, lice and parasite free once they are removed.

EMERGENCY PROCEDURES AND POLICIES

Kenton City School staff has been trained in all emergency procedures including fire drills, tornado drills, and evacuation drills. Students are instructed in the procedures and practice drills are conducted periodically throughout the school year and kept on file in the office.

DISCIPLINE PHILOSOPHY, PRACTICES AND POLICIES

STUDENT BEHAVIOR / DISCIPLINE

One of the primary responsibilities of Kenton City Schools and its professional staff is to develop an understanding of and appreciation for the rights and responsibilities of the individual. Effective discipline, observance of good order, and respect for the rights of others are necessary so that all pupils may obtain the highest degree of quality education. The following Code of Conduct has been developed to provide guidelines for expected behavior. This code and its provisions shall be applicable both during regularly scheduled school hours as well as such other times and places, including but not necessarily limited to school sponsored events, field trips, athletic functions, and the like, where school personnel have jurisdiction over students.

STUDENT CODE OF CONDUCT

A violation of any of the following rules may result in disciplinary action, including detention, suspension, expulsion, or removal from class or extracurricular activities on the premises.

1. Disruption of school: A student shall not by the use of violence, force, noise, threat, or any form of intimidation cause the disruption of any function of the school.
2. A student shall not cause or attempt to cause damage or theft of school property including building, grounds, equipment, materials, or private property on school grounds, or at any school activity on or off school grounds.
3. A student shall not act or behave in such a way as could cause physical injury to another person or persons.
4. A student shall not possess, handle, transmit or conceal any object that could reasonably be considered a weapon (knives, guns, look- alike weapons, chains, etc...)
5. A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drugs, narcotics, or mind-altering substances. Students shall not have drug paraphernalia in their possession.
6. Students shall not smoke or use any form of tobacco in the school building or on the school grounds during school hours or at school functions. Students shall not have smoking paraphernalia or any form of tobacco in their possession.

7. Students shall not violate any law or ordinance of the City of Kenton when the student is properly under the authority of any school personnel.
8. A student shall comply with the directions given by teachers or any other school personnel when the student is properly under the authority of the school personnel.
9. Students shall comply with established conduct and safety regulations as posted in each school bus.
10. A student shall not use profanity or obscene language, either verbal or written, in communication with any school personnel, visitor, or student. This includes the use of obscene gestures, signs, pictures, or publications.
11. Students shall not copy or attempt to copy daily work, hand-in work, or work on tests and quizzes.
12. Students should not bring into the building or on school grounds mp3 players, iPods, CD players, laser pointers, or other similar electronic equipment. If students have any of these electronic devices out during school hours they will be confiscated.
13. If a student brings a cell phone to school, it must remain in their book bag and be turned off.

INSUBORDINATION

The failure of a student to comply with any school rule at any school sponsored activity or who fails to obey a school employee (including substitute teachers) exercising his/her assigned duties shall be considered insubordinate.

Faculty and staff will be respected at all times. A substitute teacher is to be treated with the same respect as a regular teacher. Insubordination and/or disrespect will subject the student to disciplinary consequences.

“LOOK-ALIKE” DRUGS

It is a criminal offense to possess, sell, distribute, advertise, or offer to sell any counterfeit controlled substance. This means that such things as selling a homemade tobacco cigarette as a marijuana cigarette would be illegal.

The Kenton City Schools Student Code of Student Conduct has been changed to include suspension and/or expulsion for possession, selling, advertising or offering to sell “look-alike” drugs which are defined as follows:.

1. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
4. Any substance other than a controlled substance that a reasonable 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.

DISCIPLINARY ACTION

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

PHYSICAL RESTRAINT

Section 3319.41 of the Ohio Revised Code specifies that: A person employed or engaged as a staff member, teacher, principal or administrator in a school, whether public or private, may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense, or for the protection of persons or property.

DETENTION

Detention, when assigned by the principal or a teacher, typically will be held after school for no more than 30 minutes. Failure to report for detention on time will result in the student receiving additional consequences. Consideration will be given to emergency situations. It is the parents' responsibility to provide transportation home upon completion of the detention.

REMOVAL FROM CLASS

Students are expected to cooperate with reasonable instructions and directions from staff members. Failure to do so will be considered an act of insubordination and may result in suspension or expulsion. If the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, the teacher may remove the student from curricular or extra-curricular activities under his/her supervision. If a teacher makes an emergency removal from class, the student will be sent to the office and reasons for the removal will be submitted to the school administrator.

OUT OF SCHOOL SUSPENSIONS (OSS)

A student may be suspended from one to ten days by an administrator because of a serious offense or repeated misbehavior. The home is to be notified of a student's suspension by telephone immediately if possible and by mail within 48 hours. OSS results in the loss of the privilege to participate in school, extracurricular and co-curricular activities during the time of the suspension. While on suspension the student's daily work cannot be made up for credit. Any

suspension days are counted as unexcused absences. Make-up of major tests and projects will be determined by the administration.

In Summary:

1. The principal/assistant principal may suspend. Each suspension will not exceed ten days.
2. Due process shall consist of:
 - a.) The administrator will give written notice of the intention to suspend the student. The notice will have the reason for the action. Parents will be contacted by phone whenever possible.
 - b.) The student will have an opportunity to appear at an informal hearing before the principal/assistant principal to explain the situation. The hearing will take place immediately in most cases. Due process is guaranteed to the student.
 - c.) The student and/or his parents may appeal a suspension to the hearing officer of the Kenton City Schools. Appeals may be made for failure to comply with due process.

EXPULSIONS

- A. The Superintendent of Schools may expel a student for a maximum of 80 days. This may extend into another semester or school year.
- B. The Superintendent may expel a student for a period of one (1) year for bringing or possessing a firearm or knife to a school building or on to any other property owned, controlled or operated by the Board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the board. This may extend into another semester of school year.

SEARCH AND SEIZURE

Lockers are the property of the Kenton City School District. Ohio law gives school authorities the power to conduct locker searches. Lockers can be searched (a) whenever there is cause to believe that the locker contains evidence of a crime or a violation of school rules, or (b) randomly without cause. (Ohio Revised Code 3313.20 (b)) Searches of a person or their personal effects may be conducted by an administrator when reasonably necessary. It is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a school rule.

ASSEMBLY BEHAVIOR

Students are asked to respect assembly speakers and performers and be attentive during the assembly. These people are our invited guests and should be treated with respect. Disruptive behavior will result in the removal of the student and loss of attendance privileges at future assemblies.

DRESS CODE

To facilitate a proper, safe school atmosphere and learning environment which is void of disruption of any nature, all students shall dress and groom in a manner that displays neatness, cleanliness, decency, modesty, and respect for others. In the best interest of the educational program, extreme or unusual styles are

not acceptable. Student clothing, or the lack of clothing, should not distract from the educational process. Very often, clothes that may be acceptable for wear away from school are not appropriate for wear at school. If the student's clothing is considered distracting, the teacher shall remove the student from the class and send the student to the office.

The following items are considered inappropriate for school wear:

- Any shirt or top that does not fully cover a student's midriff and underarm area including see-through blouses, and bare midriffs.
- Excessively torn clothing which reveals undergarments are inappropriate.
- Clothing that depicts sexually oriented illustrations, slogans and/or profanity.
- Clothing that advertises tobacco products, illegal drugs or alcoholic beverages.
- Clothing that is a source of disrespect toward others.
- Excessively tight or loose clothes without appropriate covering. Pajamas and pajama pants are unacceptable for school wear (unless part of a school-wide activity).
- Pants, shorts, etc. worn in a manner that undergarments are not fully covered.
- Hair coloring that is not natural; blue, pink, green, etc., and hair styles that are extreme and/or distracting.
- Hats, bandanas and hoods are not to be worn in the building.
- In questionable situations the administration will determine the appropriateness of student dress.

CARE OF SCHOOL AND PERSONAL PROPERTY

Kenton City Schools take pride in the appearance of their schools. Students must not mark on furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instruments. Students must not tamper with fire alarms, fire extinguishers or electrical systems at the school. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. Students are responsible for lost or damaged books or school property and an appropriate fine will be assessed. Included are textbooks, resource books, and library books.

Students should not bring large amounts of money, electronic devices, toys, or other valuable items to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of these items. Do not leave money or other valuables in the desk.

BUS CONDUCT

The following guidelines are intended to assure a safe and orderly environment for bus passengers. The privilege of riding a bus depends upon following these basic rules. Any student who misbehaves shall be denied the privilege of riding the bus by the proper authority upon notification of the parents.

1. Load and unload from the bus at its designated stop in an orderly manner.

2. Ride only the regularly assigned bus and unload at the regular stop.
3. Eating and littering or drinking any beverage are NOT permitted on a bus without special permission.
4. There will be absolute quiet at railroad crossings and other places of danger as specified by the driver.
5. Noise on the bus should be kept to a minimum. Similar behavior is expected on the school bus and in the classroom.
6. Pupils must not throw anything while on the bus.
7. Pupils must not hang any object or part of their body outside the bus window.
8. Cross the street at least ten feet in front of the bus and upon the signal of the driver.
9. Pupils are not permitted to transport animals on the school bus.
10. Pupils should go promptly to the bus when dismissed from school. When discharged from the bus they should go directly to their homes.
11. Positively no smoking allowed on the bus.
12. Pupils must sit only in their assigned seats.
13. Obscene or profane language and fighting are prohibited.
14. No aerosol cans or flammable liquids (hair spray, cologne, etc.).
15. No glass containers permitted on the bus.

BULLYING AT SCHOOL

Bullying Defined:

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students. Such negative actions include intentionally inflicting, or attempting to inflict, injury or discomfort upon another. These behaviors can be carried out physically (e.g., hitting, kicking, pushing, choking), verbally (e.g., by calling names, threatening, taunting, malicious teasing, spreading nasty rumors), or in other ways, such as making faces or obscene gestures, or intentional exclusion from a group. The latter (usually more subtle) forms are usually termed "indirect bullying," whereas "direct bullying" comprises behaviors that represent relatively open (usually verbal or physical) attack on the victim.

In order to be considered bullying, there should also be an imbalance in power or strength (an asymmetric power relationship). In other words, students who are exposed to the negative actions generally have difficulty in defending themselves and are somewhat helpless against the student or students who harass. It is not considered bullying when two students of approximately the same physical or psychological power are in conflict, nor is friendly or playful teasing considered bullying. However, repeated degrading and malicious teasing which is continued despite clear signs of distress and opposition on the part of the target does qualify as bullying.

Three Components That Define Bullying Situations Are:

- Involves an aggressive behavior
- Involves a pattern of behavior repeated over time

- Imbalance of power or strength

The Kenton City School staff will teach and reinforce with every student School Rules about BULLYING. Students will.....

- Not bully others.
- Help students who are bullied.
- Include students who are left out.
- Tell an adult at school and at home if he/she knows somebody is being bullied.

KENTON CITY SCHOOL DISTRICT BYLAWS & POLICIES

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent (see [Form 5330 F1](#)). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. (see Form 5330 F1a and [Form 5330 F1b](#)). These documents shall be kept in the office of the principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations

of Policy [5530](#) - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator not commonly used by students. Parents, or students authorized in writing by physician and parents, may administer medication or treatment.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted [Form 5330 F3](#), Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto-injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval ([Form 5330 F4](#), Authorization for the Possession and Use of Epinephrine Auto-injector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

The following staff are designated as being authorized to administer medication and treatment to students:

- A. Principal
- B. Teacher
- C. School Nurse
- D. Building Secretary
- E. Aide
- F. Others as designated by student's IEP and /or 504 plan

Additionally the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) and physician or, such medication, upon being identified as afore noted, may be stored in the principal's office and administered in accord with this policy.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of

local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

R.C. 3313.712, 3313.713, 3313.716, 4729.01

Revised 10/15/01

Revised 12/15/03

Revised 12/19/05

Revised 11/20/06

Revised 6/26/07

