

# KENTON MIDDLE SCHOOL

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[www.kentoncityschools.org](http://www.kentoncityschools.org)  
@kcsms

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## Student Handbook 2022-2023

**Education is the apprenticeship of life.**



Adopted by KCS Board of Education  
June 20, 2022

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## **I. ACTIVITIES / ATHLETICS**

### ***CALENDAR OF ACTIVITIES***

The calendar of activities is the official calendar of Kenton Middle School. It is kept in the KMS online calendar. The calendar lists dates and times for all special school functions. Dances, banquets, contests, meetings, assemblies, etc., must be approved by the principal and posted on the calendar. Conflicts are resolved by an administrator.

### ***STUDENT COUNCIL***

Grades 7-8 are represented by elected student representatives. Representatives are expected to poll their fellow classmates to determine concerns and needs before attending Council meetings. They are to express those concerns and needs at meetings and take back reports of the Council's activities. These meetings serve as an important link between students, faculty, and administration. The representatives work to improve school spirit, sponsor social, benevolent, scholastic and athletic activities.

### ***ANNOUNCEMENTS***

All announcements must be approved and entered into the software system by a faculty advisor or administrator.

### ***STUDENT CLUBS AND ORGANIZATIONS***

Enrollment at Kenton Middle School automatically qualifies any student to belong to the programs offered during and outside of the school day. Participation in student activities is an enriching part of school life.

The following organizations are available:

Athletics/Cheerleading	Robotics
Quiz Bowl Team	Student Council
Dimesnions	Upstanders
Band	Choir
Gatekeepers	Student Lighthouse Team
After School Clubs	Student Action Teams

### ***NATIONAL JUNIOR HONOR SOCIETY***

To be selected for membership in the Kenton Middle School Chapter of the National Junior Honor Society, 7<sup>th</sup> and 8<sup>th</sup> grade students will be evaluated in each of the following:

SCHOLARSHIP - all candidates must have a 3.7 grade point average

during the prior school year.

LEADERSHIP - candidates must have served or be serving in at least two different, unpaid positions of leadership elected or appointed during their Middle school years. School or non-school activities may be used.

SERVICE - During Middle school, candidates must have participated in a minimum of three different, unpaid extracurricular organizations, two of which must have been school related. These are to be organizational memberships, not community service or volunteer projects.

CHARACTER - candidates must have no convictions under the criminal code of the State of Ohio, no record of continued violations of school rules or regulations, and no out - of - school suspensions. In addition, the signatures of two teachers are required to verify each candidate's exemplary good character.

CITIZENSHIP - The candidate who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; respects the U.S. form of government; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs.

At the beginning of each year, grade point averages are calculated on prior years grades and a list will be posted of those students who have a grade point average of at least a 3.7 or higher. Students whose names do not appear on the list may request a review of their records to determine their scholarship eligibility status.

Eligible students complete an application form and return it to the National Junior Honor Society Advisor by the date stipulated on the form. Faculty and administrators will review the applications to verify that candidate requirements have been met.

Should the candidate be selected for membership, he/she is expected to maintain **all** standards. Any member who does not maintain at least a 3.7 cumulative GPA; or who has a criminal conviction, an out-of-school suspension, or continued violations of school rules or regulations; or who fails to complete expectations will forfeit membership.

### ***SOCIAL FUNCTIONS***

Social functions are sponsored by the school throughout the year.

Usually a small admission is charged to pay for expenses. At most functions, if a student leaves, he/she will not be permitted to return to the event. The KMS dress code applies for all dances. **It is not a right to attend dances, extra-curricular activities, etc. Students may be removed at any time for code of conduct violations.**

#### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is to be completed on Final Forms during the time of enrollment and at the beginning of each school year.

#### **YEARBOOK**

The school yearbook is designed to give a picture summary of the year's activities including pictures of all the students. Any student may purchase the yearbook during the school year.

#### **POSTERS AND SIGNS**

All signs, posters, banners, etc. must be approved by administration. They must be neat, colorful, and in good taste. They are to be fastened only to the tile part of the walls with tape above drinking fountains and in the cafeteria.

#### **INTERSCHOLASTIC SPORTS**

KMS offers the following sports and is a member of the WBL.

Fall: Cross Country, Football, Volleyball

Winter: Basketball, Wrestling

Spring: Track and Field

All Kenton athletes are subject to the Kenton City Schools Athletic Handbook. All athletes are also subject to the training rules of each team. All sports are open to all students in grades 7-8. Athletic physicals are required to be on file with the Kenton Middle School Athletic Director before students participate in athletic team practices.

#### **CHEERLEADERS**

Cheerleaders are selected to represent the school and promote school spirit at football games and at boys' basketball games. Cheerleaders

are also expected to exemplify good school spirit and citizenship throughout the school day and year. Cheerleading tryouts are held in the spring for the next year.

#### ***ATHLETIC ELIGIBILITY***

All athletes and cheerleaders are subject to the eligibility rules as established by the Ohio High School Athletic Association and the Kenton City Schools Board of Education. For 7th and 8th grade students this standard is to receive passing grades in a minimum of 4 core courses (Math, Science, Social Studies, Language Arts, Global Seminar/Career Tech) plus 1 additional course taken the 9 week grading period previous to the sport season being participated in. Playing on independent teams may affect athletic eligibility--check with the Athletic Director.

#### ***ACTIVITY CONFLICTS - RESOLUTION***

When a student's dual participation in athletics and other school activities results in a conflict, the following policy will apply.

1. A "performance", athletic contest, or musical concert will have priority over normal practices or rehearsals.  
In the event a practice or rehearsal is scheduled at the same time as an athletic contest in which the student is scheduled to participate, the athletic contest has priority and the student is to be excused without penalty from the practice or rehearsal.  
Conversely, in the event a music or other activity performance conflicts with an athletes practice, the performance has priority and the athlete is excused from the athletic practice without penalty.
2. Practices and rehearsals should be scheduled so as to avoid conflict with the "standard practice" times of other ongoing activities. Knowing that this is not always possible, there will inevitably be conflicts. When conflicts do occur, the supervising adults are to be the first line of resolve.  
If compromise or agreement cannot be reached with these two parties, then the Principal will arbitrate the conflict. Normally, the principal will suggest that the student choose the activity in which he/she will participate. When such a decision is reached, the student shall participate in the chosen activity and be excused from the other without penalty.
3. In the event a music or other activity performance conflicts with an athletic contest scheduled at the same time, the student is again permitted a choice without penalty. In conflicts of this nature, the

Principal may act as an arbitrator, taking into consideration the impact of the student's participation or non-participation in the two conflicting events.

When considering the impact of participation, such factors as the level of competition, make-up of the squad or activity, travel arrangements and other factors will be considered. Participation typically ranges from normal practices/rehearsals to state-level competition, and will be prioritized accordingly.

\* If a student, or his/her parents, choose to attend a practice or performance contrary to these guidelines, the offended activity advisor/coach may apply an appropriate consequence to the student.

\* Exceptions to the norm may be made by the school's administration.

## **II. CURRICULUM/INSTRUCTION**

### ***SCHEDULE CHANGE POLICY***

No changes will be made to student schedules after the second week in June. Changes during the first 2 weeks of school will only be made if there is a/an:

- Administrative error
- Course failure
- Class addition (i.e. to meet pre-requisites, graduation requirements, honors diploma, or to upgrade a schedule)
- A teacher recommendation.

Any schedule adjustments will only be made after a team conference with the teacher, counselor, administrator, and parent.

### ***INCOMPLETES***

An "I" grade (incomplete) will be given for incomplete work of a cognitive nature. THE RESPONSIBILITY FOR MAKING UP THE INCOMPLETE WORK BECOMES THAT OF THE STUDENT. The period of time for make-up will follow school policy, but should not exceed four weeks from the close of the grading period. Should the work not be made up within the aforementioned time the grade will automatically revert to the earned grade. The responsibility for changing the "I" grade belongs to the teacher who must inform administration of the change. Consideration will be given to students having extenuating circumstances (example: a student who may be hospitalized for five weeks)



### **GRADING SCALE**

To unify the methods used for the value of each letter grade, the following scale is adopted by Kenton Middle School:

Gr.	Value	Point Value	Percentage
A+	4.0	4.00001	99-100
A	4.0	3.80-4.00	93-98
A-	3.7	3.50-3.79	90-92
B+	3.3	3.20-3.49	88-89
B	3.0	2.80-3.19	83-87
B-	2.7	2.50-2.79	80-82
C+	2.3	2.20-2.49	78-79
C	2.0	1.80-2.19	73-77
C-	1.7	1.50-1.79	70-72
D+	1.3	1.20-1.49	68-69
D	1.0	0.80-1.19	63-67
D-	.7	0.50-.79	60-62
F	.0	0.00-.49	00-59

Examples:

1 <sup>st</sup> 9 weeks	A	1 <sup>st</sup> 9 weeks	C+
2 <sup>nd</sup> 9 weeks	C	2 <sup>nd</sup> 9 weeks	D
Sem. Avg.	B	Sem. Avg.	C-

To compute, first take the point value of each letter grade and add them together. Next, take the sum of the point values and divide by 2. The total point value is equivalent to a letter grade.

$$4.0(A) + 2.0(C) = 6.0 \quad 6.0 / 2 = 3.0 \quad 3.0 \text{ point value} = B$$

$$2.3(C+) + 1.0(D) = 3.3 \quad 3.3 / 2 = 1.65 \quad 1.65 \text{ point value} = C-$$

### **CHEATING AND PLAGIARISM**

A student shall not obtain by fraudulent, dishonest or deceptive means and use as his or her own (or provide another student, teacher or parent) the work, work product, questions on or answers to examinations, or any like matters or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of

other course assignments. A student shall not use the written work of any other person or parts or passages of such other person's writings, or the ideas of such other person and hold them out as or represent them to be the product of his or her own mind.

Under the Ohio Administrative Code, most of the materials used to administer state tests are considered "secure test materials". Secure test materials include test booklets, English and foreign language CD's, completed answer documents and other materials that contain student information or responses. Students involved in cheating on their own tests in any manner, releasing any test question or other content of a test to any student or students, or assisting students to cheat in any way may be punishable by failing the test, suspension, expulsion, and/or prosecution.

### **REPORT CARDS**

**Parents and students are encouraged to access the online gradebook (Progress Book) to monitor weekly academic progress. This may be accessed through the KCS website.**

A parent who desires further explanation should contact the teacher of the class(es) your student is having difficulty in. The most convenient way for a parent to contact a teacher is to send an email or direct message through ParentSquare. A call can be made to the main office as well. Please remember to give a detailed message, including name, callback number, and the name of the teacher that is needed. All staff are also available by e-mail at: [kentoncitieschools.org](mailto:kentoncitieschools.org). Except in cases of extreme emergency teachers will not be called from class to take a telephone call or to meet personally with parents.

### **HONOR ROLL**

#### **PRINCIPAL'S ROLL**

Special recognition will be given to those students earning all A's (A+, A, and/or A-) for a grading period. Students may not receive a grade lower than A- in any subject to qualify for the Principal's Roll.

#### **MERIT ROLL**

Special recognition will be given to those students who make the Merit Roll. To qualify for the Merit Roll, a student must have a 3.5 GPA or above.

#### **HONOR ROLL**

Special recognition will be given to those students who maintain a grade point average of 3.0-3.49.

### **TEXTBOOK, COMPUTERS, WORKBOOKS AND FEES**

All basic textbooks and computers are loaned to the students for their use during the school year. Workbooks and other supplies are paid

for by the student. Students should mark their workbooks and supplies so that they can be easily identified. Fees are charged in various classes for material(s) used by students. Students may contact the office if they need assistance in paying for workbooks or fees.

Students have the option of purchasing \$25.00 insurance on their Chromebooks. This insurance will cover all incidences of accidental damage during the school year. The insurance fund does not cover lost items or malicious damage. The insurance will only cover the replacement of a lost Chromebook in the presence of a police report noting that the item was stolen. If a student elects not to purchase insurance, they will be responsible for the full cost of any loss or damage to the Chromebook.

All Students will pay a \$5.00 technology fee.

### **III. STUDENT SERVICES**

#### ***MEDIA CENTER***

The purpose of the Kenton M.S. Library Media Center is to support student learning, the curriculum, and instruction. The LMC provides print resources (books and magazines), and access to excellent INFOhio electronic resources. **Students are expected to use the LMC and its resources for academic activities. Students are to have work to do when they go to the LMC and to behave in a manner that supports a quiet study atmosphere.**

The students may request an LMC pass from the library staff to use during their regularly scheduled Study Hall period. Students should request passes in a timely manner as the library staff will not write late passes if students are late to class. Students may request a research pass from their classroom teacher to use during their class time. Study Hall monitors may write LMC passes to use during Study Hall time ONLY for a brief errand (return materials, print a report, make a copy, etc.).

Print resources may be checked out for a 2-week period and there are special check out periods for reserve items. Students are responsible for replacement costs for any checked out item that is damaged or lost.

#### ***GUIDANCE DEPARTMENT***

The purpose of the school counseling department is to advocate for all students in their academic, career, and personal/social development, as well as teaching them the skills and resilience they need to be successful in their present and future endeavors.

### ***ELEVATOR***

Elevator use is for students who have indicated a need and have obtained a pass from the office. Students who choose to ride the elevator without a pass are subject to disciplinary consequences.

### ***HEALTH SERVICES***

Students that are too ill to remain in class, will be sent to the attendance office. Medication cannot be given by anyone at school unless the medicine and doctor's statement is on file in the main office. Your parents or legal guardians will be called **for you** if it is necessary for you to leave school due to illness or injury; you are not to leave school without the permission of the Principal or designee. You must sign-out in the Attendance Office.

### ***STUDENT VALUABLES***

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### ***CAFETERIA***

Efforts have been made to make the cafeteria a nice setting in which to eat your lunch. Students are expected to clean up after themselves and place trash in designated area. No food is to be taken out of the cafeteria without permission of a staff member. Students must stay in the cafeteria or be in the designated area for the lunch period. No food, beverages, or candy are permitted in classrooms or the hallways, except for commercially bottled water.

### ***CLOSED LUNCH POLICY***

It is the policy of Kenton Middle School that students are not to be excused to eat lunch at home or in commercial establishments. In addition, food may not be ordered from other eating establishments and delivered to the school.

### ***FREE AND/OR REDUCED PRICED LUNCHES***

Applications for students meeting the eligibility guidelines for free or reduced priced lunches are available in the school office and on the Kenton City School District website. This program is administered by the cafeteria manager.

### **FIRE DRILLS**

Fire drills are required by the State of Ohio. At regular intervals, we will conduct a drill. When the fire bell rings, everyone should obey orders promptly and evacuate the building by the designated route. (Routes are posted in each room). All doors and windows should be closed and the lights turned off.

### **SEVERE WEATHER**

In the case of a Tornado Warning, all outdoor activities will cease and the students will return to the building. The Tornado Warning will be an announcement over the PA system. The teacher will close draperies, take students to an interior wall (instructions are posted in each room), avoid large open areas, take class roster to check attendance, and remain in the shelter area until an all-clear is given.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, equipment, windows, doors, lockers, walls, and will be required to pay for any damages that they cause.

### **CHANGE OF ADDRESS**

Students are to notify the school office of any changes in their address, telephone number, or with whom they are living. Failure to do so may result in charges for returned mail being placed on student accounts.

### **LOST AND FOUND**

All items found should be brought to the office.

### **STUDENT INSURANCE**

Student insurance is available for those parents wanting to purchase additional insurance coverage. The school acts as a source for supplying the insurance forms and a place to answer questions. The school assumes no liability either for the injury or the subsequent negotiations with the company. Claim forms will be available in the main office.

### **TELEPHONES**

Students may use the office phone for emergencies with permission from the office, however, calls made during the school day may be monitored. Students are required to sign the Phone Log in the office when using the phone. Students should have a pass to the office to use the phone.

## **PHONE MESSAGES**

Kenton Middle School has a message center that will accept your call when the office is closed. This service can be used for calling in sick or leaving an important message for a return call. Please give your name, reason for calling, and phone number if you wish to have your call returned. Please dial 419-673-1237.

## *Transportation*

### **BICYCLES**

When riding a bicycle to school, you are urged to follow all the rules of safety and obey vehicle traffic laws. Owners are to keep the bicycles locked in the stands at the north side of the building. There is no riding of bikes except to and from school. The bike parking area is "off-limits" during school hours.

Students shall not ride skateboards, roller blades or/shoes or motorized vehicles to Kenton Middle School or on school property.

### **BUS RULES**

Bus transportation is provided as an assistance to and privilege for you. For safety's sake, when you travel by bus, you are expected to adhere to the following guidelines:

1. Be on time at the bus stop and ready to board the bus when it arrives.
2. Line up before entering the bus.
3. Select a seat on the bus and remain seated there.
4. Ride only on assigned bus.
5. Do not put your hands or head out of the window of the bus.
6. Refrain from throwing objects in or from the bus.
7. Speak in moderate tones: do not distract the driver.
8. Keep the bus clean: each person is responsible for his/her things.
9. Watch and listen to the driver for instructions during emergencies.
10. Board the bus at the Middle School only, not at the High School.
11. No transportation of animals, firearms or weapons and no use of alcohol or tobacco is permitted on the bus.

### **Bus Authority**

1. Bus drivers are in complete charge and may assign seats when necessary.
2. Refusal to cooperate with the driver will result in a referral to the school administration.
3. School authorities may refuse bus transportation to students who will not cooperate.

KNOW YOUR BUS NUMBER, ROUTE NUMBER, DEPARTURE TIMES AND LOADING AREAS.

#### ***VISITORS***

It is Kenton Middle School's policy to be friendly and courteous to adult school visitors and to encourage school visitations by parents. However, as a security measure, all school visitors are required to check in at the school office before proceeding on into the building. Because of the importance of each student's education, student visitors are not permitted.

#### ***WORK PERMITS***

Applications for work permits, which are required by law for those under 18 years of age, are available at the Board of Education office, located at 222 W Carrol Street. A new permit is required every time there is a job change. Specific information about work permits can be answered by the office.

### **IV. STUDENT ATTENDANCE/CONDUCT**

#### ***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 the absence is for an extended period of time (3 days or more), homework may be requested by calling the main office.

Any work that is missed during an excused absence may be made-up. In general, a student is allowed the number of days absent plus one additional day, to make up the missed work. This does not include assignments due the first day of the excused absence. These are due upon the student's return. All make up assignments must be completed by the end of each grading period unless absences occur at the end of the grading period.

#### ***SCHOOL HOURS***

Students may enter the cafeteria at 7:30 and be seated until 7:50 when the dismissal bell rings. Classes begin at 8:00 A.M. and continue until 3:10 P.M. There are three minutes between classes. All lunch periods are over 30 minutes in length. Students are expected to leave the building at the end of the school day. Students who are involved in after school activities must be under the supervision of a faculty representative.

### ***EARLY SIGN OUT PROCEDURE***

As the agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by the student's parent or legal guardian, which shall state the reason for the tardiness or early dismissal. A parent, legal guardian or person listed as an early release contact on the emergency medical form must be present in the attendance office to sign a student out. Justifiable reasons for tardiness, early dismissal or person picking the student up shall be determined by the Principal. Students are expected to be in their classes or assigned areas at all times.

### ***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 Middle School policy shall be:

Whenever an absence occurs parents are to contact the Kenton Middle School Office (419-673-1237) prior to 9:00 AM 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, ParentSquare notification, or letter may be sent notifying the parents/guardians of the absence(s). 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 by the attendance office within twenty-four hours of the student's return to school, the absence will be considered unexcused.**

Absences are normally marked as excused if they fall into one of the following categories:

1. Personal illness (a doctor's slip may be requested)
2. Illness in the family (doctor's slip may be needed)



3. Quarantine of the home
4. Death of a member of the immediate family
5. Required work in the home due to the absence of the parent/guardian
6. Observance of a religious holiday
7. Farm work on a family farm
8. Emergency set of circumstances which may constitute a good and sufficient cause for absence from school

**Students who are habitually truant or tardy to school are subject to disciplinary consequences. "Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for 30+ consecutive hours, 42+ hours in a school month or 72+ hours in a year.**

#### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county, if she/he is under the age of 18. Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

#### **EXTENDED ABSENCE/VACATION**

In addition to the above guidelines, Kenton Middle School has a procedure for prearranged absences with the permission of the principal for reasons not listed above. An extended absence form is available in the main office explaining your absence request. Extended absence forms must be turned in to the attendance secretary three (3) days in advance of the planned absence.

#### **STUDENT ABSENCES AND EXCUSES**

Any student absent for ten (10) days or more in any class in a semester (excluding medical excuses) or more than 46 unexcused hours overall may be subject to make-up missed time. Students will be assigned make-up time when one of the above thresholds is met and will continue through the remainder of the school year.

#### **TARDY POLICY (TO SCHOOL, CLASS, OR STUDY HALL)**

It is important that students be to school and classes on time as tardiness is disruptive to the educational process. School starts promptly

at 8:00 a.m. Students arriving to class after 8:00 must sign in to the office.

The consequences for unexcused tardies (**per nine weeks**) will be:

Three (3) unexcused tardies- Teacher Consequence

Four (4) unexcused tardies- Detention

Five (5) unexcused tardies- Wednesday Discipline School

Six (6) unexcused tardies- Detention + Wednesday School

Seven (7) unexcused tardies- Two Wednesday Discipline School's

Eight (8) unexcused tardies- Alternative Learning Center

**Any student who accumulates nine (9) or more tardies in a grading period will be issued a combination of after school consequences consisting of a Saturday school, detentions, and Wednesday school detentions. Furthermore, any student who accumulates nine (9) or more tardies in a grading period will be considered insubordinate and may result in further disciplinary action. Students habitually late to school will be identified as being truant and may have charges filed with the Juvenile Court. Driving privileges to school may also be revoked.**

#### **REQUIRED ATTENDANCE FOR EXTRACURRICULAR PARTICIPATION**

Students who wish to participate in any extracurricular practices or contests must be in attendance from **11:30 a.m. until the end of the student's schedule day**. Exceptions may be made for good and just reasons as determined by the Principal.

#### **UNEXCUSED ABSENCES FROM A CLASS**

In cases where students are absent from a class and this is due to truancy, skipping, or fits the criteria for "unexcused", students may be required to make up the time they have missed through detentions or Wednesday Discipline School.

#### ***STUDENT BEHAVIOR / DISCIPLINE***

One of the primary responsibilities of Kenton Middle School 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. So that students will know what is not proper conduct, the following code of conduct has been developed. 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 noise, disruptive behavior, coercion, passive resistance, threat, force, violence, any form of intimidation, or any other conduct, cause the disruption of any lawful mission, process, or function of the school. While this list is not intended to be exclusive, the following acts, when done for the purpose of causing a disruption of school functions illustrate the kinds of offenses encompassed here:
  - A. Continuously making noise or acting in any manner so as to interfere seriously with a staff member's ability to conduct class or carry out their job duties;
  - B. Creating a panic among other students and staff with talk about guns, bombs, or other threatening behaviors;
  - C. Occupying the school grounds, or part thereof with the intent of depriving others of its use;
  - D. Setting fire to or damaging any part of the school building or property;
  - E. Firing, displaying, or threatening use of any explosives, including fireworks;
  - F. Displaying unusual appearance and/or dress so as to interfere with the normal operation of the school.
2. A student shall not cause or attempt to cause damage or theft of 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. No student shall knowingly cause another person to believe he will cause physical harm to the person or person's property at school or at a school function. No student shall cause a staff member to believe that he

- will cause physical harm to the staff member, staff member's family, property at school or at the staff member's home.
4. A student shall not possess, handle, transmit or conceal any object that could reasonably be considered a weapon(knives, guns, look-a-like guns, chains, etc...)
  5. A student shall not possess, use, transmit, conceal, show evidence of consumption, or be under the influence of any alcoholic beverage, dangerous drugs, narcotics, look-alike drug, 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, on school grounds, or at school functions. Students shall not have smoking paraphernalia or any form of tobacco in their possession.
  7. Students shall not use, or have in their possession, electronic cigarettes/vaporizers in the school building, on school grounds, or at school functions. This restriction also applies to any newly marketed product designed for the same purpose as electronic cigarettes and vape pens.
  8. Students shall not gamble in any form on school grounds or at school events.
  9. 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.
  10. A student shall not fail to comply with the directions given by teachers or any other school personnel when the student is properly under the authority of the school personnel.
  11. Students shall not be absent from school for any part of the school day or tardy to school or class without school authorization and parental consent.
  12. Students shall comply with established conduct and safety regulations as posted in each school bus.
  13. Students shall abide by all school, city, county, and state, motor vehicle regulations.
  14. 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.
  15. Students shall not use other people's work without giving proper credit. Students shall not copy or attempt to copy daily work, hand-in work, or work on tests and quizzes.
  16. Students shall abide by the electronic device policy
  17. Excessive display of affection between couples that attracts undue

attention to them shall be considered in poor taste and is prohibited. Examples of this would include: kissing and hugging.

18. Loitering is prohibited on or around school property. Students are to be moving toward school in the morning and away from school at dismissal time. Students are also to be moving to and from class during the school day. Loitering and/or congregating in the restroom or hallway is prohibited.
19. No more than one student should be in the same restroom stall at a time.
20. Students shall not contribute to a disruption by encouraging other students to fight, by stopping to observe, or otherwise impeding the ability of staff to intervene.
21. Students shall not lie about, fabricate, distort or misrepresent in verbal or written form, information given to school employees.
22. Students shall not encourage, instigate, or conspire with others to violate any school rules.

#### **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.

#### **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.

#### **REFUSAL to IDENTIFY**

All persons must, upon request, identify themselves to proper school authorities in the school building or on grounds or at a school sponsored function.

#### **BOOK BAGS**

Although book bags can be used by many students to manage a

busy schedule without traveling back to a locker, they also present several problems in the classroom. They take up additional space on a desktop or can be a safety concern in a narrow aisle. Additionally, students often carry extra, inappropriate items such as snacks and drinks. In order to avoid such disruptions, all bags used to carry books must be kept in the lockers during the school day.

#### **PURSES**

Students who bring purses to school are to secure them in their locker. They are not to be taken into class during the day. Purses may be taken to lunch or restrooms as needed and then returned to lockers.

#### ***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.

#### **DETENTION**

Detention, when assigned by the Assistant Principal or teacher, typically will be held after school for no more than 60 minutes. Failure to report for detention on time will result in the student receiving additional consequences. Consideration will be given to emergency situations.

#### **REMOVAL FROM CLASS**

Students are expected to cooperate with reasonable instructions and directions of 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 may be sent to the office and reasons for the removal will be submitted to the Middle school administration.

#### **ALTERNATIVE LEARNING CENTER (ALC)**

Student discipline should be designed, as much as possible, to create a positive change in the student's behavior. The ALC room provides social separation and an intensified academic need for a positive approach. Additionally, ALC can be used as an alternative to out-of-school suspension.

#### **SATURDAY DISCIPLINE SCHOOL (SDS)**

Saturday (Discipline) school is used as an alternative to out-of-

school suspension. This program is held at the school on Saturday from 9:00-11:00 AM. Failure to report on an assigned date will result in additional disciplinary consequences. Transportation home from Saturday School is a parent/legal guardian responsibility.

### **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 24 to 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 has the responsibility of contacting their teachers for work missed. The amount of credit awarded may be reduced.

#### 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 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 or school year.

### ***SURVEILLANCE CAMERAS & STUDENT PRIVACY***

The use of surveillance cameras is intended to increase our

students' safety and welfare. surveillance cameras are placed throughout the common areas of the buildings, school grounds, and on buses. Actions recorded on these cameras may be used as evidence in a disciplinary action. Any attempt to damage or interfere (includes unpermitted viewing of live/recorded images) with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

When a recording becomes evidence of a student violating the Student Code of Conduct, in a disciplinary action, this recording is and will remain confidential, and may be viewed by designated school officials, or law enforcement agencies as deemed necessary. If the recording shows any students other than the student involved, the other students privacy must be protected. Therefore, the recording will be treated as any other student record, and the school has the obligation to protect the other students identities. However, in the event of criminal prosecution, the recording may become evidence at a criminal hearing, and will probably become a public record. Under such circumstances, the recording is under the control of the courts (not the school).

### ***LOCKERS***

Lockers are the property of the Kenton City School District. The lockers are loaned to students for the school year. Each student is responsible for the care and maintenance of their locker. **ONLY ONE PERSON TO A LOCKER** is permitted and only locks rented and issued by KMS are permitted on lockers. Students should keep their locker locked and should not give their combination to others.

### ***SEARCH AND SEIZURE***

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)) Drug-sniffing dogs may be brought into the school to check lockers and help maintain a drug-free environment.

Searches of a person or their personal effects, including vehicles, 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. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to search such automobile at anytime.

Any dangerous, illegal, or disruptive items that are found in an investigation will be confiscated and will normally be turned over to the



parents and/or police.

#### ***MISCONDUCT OFF SCHOOL PREMISE***

Students may be subject to disciplinary action for misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on school property owned or controlled by the Board. Additionally, disciplinary action may be taken against a student for misconduct directed at school officials or employees, or their property, regardless of where the conduct occurs.

#### ***FRIGHTENING, THREATENING, DEGRADING, DISRESPECTFUL ACTS***

No student while going to, present at, or returning from school or any school function, whether or not on school premises, shall alone or in concert with others, engage in any act or course of action, the purpose of which is to frighten, threaten, or disgrace another person.

#### ***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 student will be offered a clean T-shirt, sweatshirt, sweatpants OR if a parent can be contacted, the student will be sent home to change. If a student cannot or refuses to change, he/she will spend the rest of the day in ALC. All school time missed will be considered as unexcused.

The following items are considered inappropriate for school wear:

1. Any shirt or top that does not fully cover a student's midriff and underarm area including see-through blouses, sleeveless shirts, bare midriffs, shoulders, and back. (All shirts must have sleeves).
2. Excessively torn clothing is inappropriate .

3. HATS, COATS, AND OTHER OUTDOOR CLOTHING must be in lockers during school day.
4. Clothing that depicts sexually oriented illustrations, slogans and/or profanity.
5. Clothing that advertises tobacco products, illegal drugs or alcoholic beverages.
6. Clothing that is a source of disrespect toward others.
7. Excessively tight or loose clothes without additional covering are inappropriate. If undergarments are visible or the outline is visible through clothes, the clothes are too tight and violate the dress code. Pajamas and pajama pants are unacceptable school attire.
8. Shorts, skirts, skorts, and dresses or slits must be at least fingertip length.
9. Pants, shorts, etc. worn in a manner that undergarments are not fully covered.
10. Contacts which alter the student's eyes from a natural color or make the student's eyes appear unnatural are inappropriate.
11. Chains worn with wallets or as jewelry that could be used as a weapon.
12. No hats, scarves, bandanas (no headgear including hoodies) to be worn in the buildings.
13. In questionable situations the administration will determine the appropriateness of student dress.

#### ***COMPUTER TECHNOLOGY GUIDELINES***

Computer use at Kenton Middle School is encouraged and made available to students for educational purposes. The use of school equipment and access to the Internet (or e-mail) is a privilege, not a right. The school retains the ownership of all hardware and software. Users have no expectation to privacy regarding the use of any school district equipment at any time. Use of the Internet will be controlled based upon content. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Students need to understand that "delete" does not equate to "destroyed". At the beginning of the year, each parent and student is required to sign a Use and Safety Policy. These rules are to be adhered to for Kenton Middle School students for computer use.

#### **PENALTIES: PENALTY FOR MINOR INFRACTIONS MAY BE APPLIED AS DETERMINED BY THE TEACHER AND/OR NETWORK ADMINISTRATOR.**

Notification to parents may be made at any penalty level. Building administrators will enforce the Student Discipline Code when

applicable. Penalties for Discipline Code infractions may include suspension and expulsion if warranted.

#### ***ELECTRONIC DEVICE POLICY***

- In order to avoid disruption of the educational process and protect students' right of privacy; student possession of cellular phones or PEDs (Personal Electronic Device) on their person during the school day, including camera phones or electronic communication devices (e.g., laser pointers and attachments, paging devices/beepers, MP3 players, iPods, smart watches, and other devices designed to receive and send an electronic signal) is prohibited. Students are prohibited from using a PED to capture and/or transmit information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from receiving such information. Students are strictly prohibited from using PEDs to capture and/or transmit audio, video, or pictures without prior administrative approval.

Violations will be met with strict consequences including but not limited to:

- Search/monitoring of device
- confiscation
- removal of privilege to have device or access network up to one year
- Parent conferences and copying parents with inappropriate confiscated materials
- Paying restitution for damages
- suspension from school, law enforcement involvement, and expulsion from the Kenton City Schools.
- KCS is not responsible for preventing theft, loss, tornado, or vandalism to PEDs brought on or to its property.

#### ***HAZING***

No student may plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that creates a risk of causing mental, emotional or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing activities are prohibited any time in school buildings and facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. Students who engage in hazing will be subject to disciplinary action and may be reported to police.

## ***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 relationships between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. Students may be given school consequences if bullying, harassment, or intimidation takes place outside of school and materially or substantially disrupts the educational environment and discipline of the school. The board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.

Any student who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building Principal or Assistant Principal, or to the Superintendent. The student may also report concerns to a teacher or counselor 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.

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 to 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. Examples of prohibited behaviors are listed below.

**1. Bullying** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Bullying will be evaluated in an ABC manner. This is defined as whether or not bullying is **Aggressive** in nature, whether there is an **imbalance** of power and whether or not this is **Continuous** (ongoing with no end).

A. Examples include, but are not limited to: hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact, taunting, malicious teasing, name calling, threatening, spreading rumors, manipulating social relationships, engaging in social exclusion, and intimidation.

**2. Cyber bullying** is the use of information and communication technologies such as e-mail, cell phone, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. The district may intervene when cyber bullying is within the scope of its authority.

A. Examples include, but are not limited to: posting slurs or rumors on a web site or weblog; sending e-mail or instant messages that are mean, threatening or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; and posting misleading or fake photographs of students on web sites.

**3. Harassment** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, nation origin, marital status or disability, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location.

**4. Intimidation** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**5. Menacing** includes but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**6. Violence within a dating relationship**-This is any act of violence or harassment taking place in a dating relationship. If you are a victim or believe a friend is a victim, talk to your school guidance counselor or administrator.

For further information on bullying please see Board Policy 5517 and 5517.01

## IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Please call the high school office with any questions about

immunizations or exemptions.

#### ***SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS***

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

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

#### **EQUAL EDUCATION OPPORTUNITY**

This district provides an equal educational opportunity for all students.

Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Kenton City Schools Central Office. Complaints will be investigated in accordance with the Kenton City School Board's procedures. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

#### **NONDISCRIMINATION / STUDENT RIGHTS**

The Kenton City School District does not discriminate on the basis of sex, color, religion, national origin, handicap, or age in its education, activities, admissions, or employment policies as required by Title IX of Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973 and Executive Order 11244 and all its amendments. Any violations of this policy or sexual harassment should be referred to the Affirmative Action Officer of the Kenton City Schools District or to the Superintendent for the Kenton City School District at (419) 673-0775.

## **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.

## **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities. A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is Important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Please contact the Kenton City School Psychologist at (419) 673-0775 to inquire about evaluation procedures, programs, and services.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Kenton City School District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

## **STATE TESTING SECURITY POLICY**

It is the School District's intent to comply with the State Department of Education's guidelines for test security. No person shall reveal, cause to be revealed, release, cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral. Accessing an electronic device during testing can be grounds for invalidation of test scores. If it is discovered that test questions, passages or prompts have been posted on any social medium, the violating student may be subject to suspension or expulsion from school and the results of his/her tests nullified. No student shall be in possession of any electronic devices, except for those devices specifically used for testing (such as laptops, calculators, or iPads) while in the assessment room. Students who finish the test early may not access any non-assessment electronic device. Laptops/iPads must be closed/powered off after testing is completed. The examiner will instruct students about acceptable silent work they may engage in once a test is complete and all materials have been returned.

## **INTERROGATION OF STUDENTS**

Kenton Middle School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property. Before students are questioned as witnesses or suspects in an alleged criminal violation, a building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.



## **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; school issued email accounts; 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.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The school district maintains many student records including both

directory information and confidential information.

Directory information includes: a student's name; address; telephone number; date and place of birth; 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; or awards received.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all "directory information" upon written notification to the board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the board's annual Family Education Rights and Privacy Act (FERPA) notice.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Kenton City Schools Central Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the

record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The superintendent will notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are

scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and  
PPRA@ED.Gov.

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*Every attempt has been made to insure the thoroughness and complete accuracy in publishing this handbook. In any case, newly approved policies and procedures adopted by the Kenton City Schools Board of Education will take precedence.*

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