



# **Kettering City Schools**

**2016-2017**

## *Middle School Handbook*

**Kettering  
Middle School**  
3000 Glengarry Drive  
Kettering, Ohio 45420  
(937) 499-1550

**Van Buren  
Middle School**  
3775 Shroyer Road  
Kettering, Ohio 45429  
(937) 499-1800



## Kettering City School District Information

### Board of Education

Mrs. Lori Simms-Parks, President  
Mrs. Jennifer Kane, Vice President  
Mr. Jim Ambrose  
Mr. George Bayless  
Ms. Julie Gilmore

Your Board of Education is comprised of five members, elected to a term of four (4) years by the residents of the school district. Dates, times and locations of regular meetings of the Board of Education are set at the organizational meeting in January. See the District's website: [www.ketteringschools.org](http://www.ketteringschools.org) for dates, times and locations of board meetings. All community members are invited to attend. Board of Education meetings are broadcast on cable channel 21.

### **KETTERING CITY SCHOOLS ADMINISTRATIVE OFFICES**

D. L. Barnes Building  
3750 Far Hills Ave.  
Kettering, OH 45429  
(937) 499-1400

Mr. L. Scott Inskeep, Superintendent  
Mr. Dan Schall, Treasurer

|  |   |
|--|---|
| <b>Business Services</b><br>(937) 499-1418         | <b>Special Education Services</b><br>(937) 499-1435 |
| <b>Community Relations</b><br>(937) 499-1458       | <b>Student Services</b><br>(937) 499-1433           |
| <b>Enrollment and Attendance</b><br>(937) 499-1700 | <b>Superintendent</b><br>(937) 499-1430             |
| <b>Food &amp; Nutrition</b><br>(937) 499-1446      | <b>Technology Services</b><br>(937) 499-1408        |
| <b>Human Resource Services</b><br>(937) 499-1426   | <b>Transportation</b><br>(937) 499-1770             |
| <b>Instructional Services</b><br>(937) 499-1422    | <b>Treasurer's Office</b><br>(937) 499-1409         |

# **Kettering City School District** **2016-2017 School Calendar**

## **First Semester**

|                                    |   |
|------------------------------------|---|
| August 15 (Mon.)                   | <b>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT</b>                      |
| August 16 (Tues.)                  | <b>Schools Closed - TEACHER PROFESSIONAL DEVELOPMENT/WORK DAY</b>             |
| August 17 (Wed.)                   | <b>SCHOOLS OPEN – First Day for Students &amp; Full Day of Instruction</b>    |
| September 5 (Mon.)                 | <b>Schools Closed –LABOR DAY</b>  |
| September 13 (Tues.)               | <b>Early Dismissal – 60 minutes</b>   |
| September 22 (Thurs.)              | <b>INSERVICE, 3:30–7:00pm (ELEM/HIGH SCHOOL); 4:00-7:30pm (MIDDLE SCHOOL)</b> |
| October 12 (Wed.)                  | <b>Early Dismissal – 60 minutes</b>   |
| October 14 (Fri.)                  | End of First Nine Weeks - (42 days)   |
| October 17 (Mon.)                  | First Day of Second Nine Weeks  |
| October 20 (Thurs.)                | <b>PARENT-TEACHER CONFERENCES, 4:30-8:00 pm (K-12)</b>                        |
| October 21 (Fri.)                  | <b>Schools Closed</b>   |
| November 3 (Thurs.)                | <b>PARENT-TEACHER CONFERENCES, 4:30-8:00pm (K-12)</b>                         |
| November 7 (Mon.)                  | <b>Early Dismissal – 60 minutes</b>   |
| November 8 (Tues.)                 | <b>Schools Closed – INSERVICE, 8:00 - 11:30am (K-12)</b>                      |
|                                    | <b>PARENT-TEACHER CONFERENCES, 12:00 - 3:30pm (K-12)</b>                      |
| November 21-22 (Mon.-Tues.)        | <b>Schools Closed - TRADE DAYS (2 days)</b>                                   |
| November 23 - 25 (Wed.-Fri.)       | <b>Schools Closed - THANKSGIVING VACATION (3 days)</b>                        |
| December 22 (Thurs.)               | End of Second Nine Weeks - (42 days) & End of First Semester (84 days)        |
| December 23 (Fri.) – Jan. 6 (Fri.) | <b>Schools Closed – WINTER BREAK (11 days)</b>                                |

## **Second Semester**

|                                 |   |
|---------------------------------|---|
| January 9 (Mon.)                | First Day of School following Winter Break                              |
|                                 | First Day of Third Nine Weeks & First Day of Second Semester            |
| January 16 (Mon.)               | <b>Schools Closed – MARTIN LUTHER KING DAY</b>                          |
| January 24 (Tues.)              | <b>PARENT-TEACHER COLLEGE/CAREER READINESS NIGHT 4:30-8:00pm (H.S.)</b> |
| January 26 (Thurs.)             | <b>Early Dismissal – 60 minutes</b>                                     |
| February 15 (Wed.)              | <b>Early Dismissal – 60 minutes</b>                                     |
| February 16 (Thurs.)            | <b>PARENT-TEACHER CONFERENCES, 4:30-8:00pm (ELEM/MIDDLE SCHOOLS)</b>    |
| February 20 (Mon.)              | <b>Schools Closed - PRESIDENTS' DAY</b>                                 |
| March 7 (Tues.)                 | <b>Early Dismissal – 60 minutes</b>                                     |
| March 17 (Fri.)                 | End of Third Nine Weeks (48 days)                                       |
| March 20 – March 24 (Mon.-Fri.) | <b>Schools Closed - SPRING BREAK (5 days)</b>                           |
| March 27 (Mon.)                 | First Day of Fourth Nine Weeks & First Day of School after Spring Break |
| April 5 (Wed.)                  | <b>Early Dismissal – 60 minutes</b>                                     |
| May 4 (Thurs.)                  | <b>Early Dismissal – 60 minutes</b>                                     |
| May 26 (Fri.)                   | <b>LAST DAY FOR STUDENTS</b>  |
|                                 | End of Fourth Nine Weeks (45 days) & End of Second Semester (93 days)   |
| May 30 (Tues.)                  | <b>LAST DAY FOR TEACHERS (Records and Reports), 8:30 am-12:00pm</b>     |

***\*If required, the following days will be used as Make-Up Days for Calamity beyond the five days permitted by statute: May 30, 31, 2017 and June 1, 2, 5, 2017 - plus June 6, 2017 8:30 am -12:00 pm for Teachers.***

# **The School Day**

## **DAILY SCHOOL SCHEDULE**

- 7:00 a.m.** – Before School Supervision Program Begins
- 8:15 a.m.** – Students eating breakfast may enter the building
- 8:30 a.m.** – Students may enter building
- 8:40 a.m.** – School Begins; Tardy Bell
- 3:40 p.m.** – Dismissal

## **2-HOUR DELAY SCHEDULE**

- \* **No Before-School Supervision Program on school delays**
- 10:30 a.m.** – Students may enter building
- 10:40 a.m.** – School Begins; Tardy Bell
- 3:40 p.m.** – Dismissal

## **EARLY DISMISSAL SCHEDULE**

- 7:00 a.m.** – Before School Supervision Program Begins
- 8:15 a.m.** – Students eating breakfast may enter the building
- 8:30 a.m.** – Students may enter building
- 8:40 a.m.** – School Begins; Tardy Bell
- 2:40 p.m.** – Dismissal

See individual school offices for more specific schedules.

## **ARRIVING AT SCHOOL**

**Walking, Biking, or Arriving by Parent Drop-off** -- There are certain expectations for students who choose to walk, ride bikes, or be dropped off by a parent or guardian.

1. In the morning, students should not arrive before 8:15 a.m. unless attending the Before School Supervision Program. Otherwise, students will not be permitted to enter the building until 8:30 a.m.
2. Parents should take the time to review basic safety rules with their children, including crosswalk and traffic safety, on their way to and from school.
3. While on campus, students are to walk bicycles, skateboards, or scooters on the sidewalks before or after school. During the school day, bicycles are to be locked to the bicycle rack. Skateboards, roller blades, scooters, etc., must be carried while on school property and must be stored in the locker during the day.
4. Parents who bring their children to school should follow the drop-off procedures of the individual school.

## **DISMISSAL FROM SCHOOL**

Students are dismissed at 3:40pm (2:40pm for early dismissal). By 3:50, all students must either be supervised by an adult for an activity or exit the building.

## **BUS INFORMATION**

Bus transportation will be provided for those students living more than one mile from school. If a student is eligible for busing, the bus number, pickup/drop-off times, and the location of the bus stop will be listed on the district website under Transportation, through the following link: [Bus Route Information](#), or by calling the Transportation Department at 499-1770. Students should sit in assigned seats while riding the bus and obey rules of conduct established by the Transportation Department while being transported. Parents

are required to fill out a special transportation request form if they wish their child to use a bus stop other than the one designated by their residence address. Request forms are available in the school office. Students are not permitted to ride any bus other than their assigned one.

Exceptions are made in emergency situations; however the Transportation Department, not the school, must approve these in advance. Please do not send a note to school asking permission for your child to ride another child's bus. Please be aware that a bus may be late due to weather, breakdown, or a different driver and that, on occasion, another bus may be substituted. Please have your student(s) always get on and off at the same stop.

Bus drop off and pick up procedures are posted in each school office and on the Kettering City School District website.

**State Laws** – State laws prohibit transportation of:

1. animals.
2. large instruments or other large items.
3. students who are not normally bus riders.

**Bus Riders** -- All students living in areas where school bus transportation is provided are encouraged at all times use such transportation to and from school. The only exception would be private transportation by car. Walking and biking to and from areas served by bus is too hazardous. Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

**District Bus Discipline Plan:**

|                                  |   |
|----------------------------------|---|
| 1 <sup>st</sup> written offense: | Written warning   |
| 2 <sup>nd</sup> written offense: | 3- day removal from transportation                            |
| 3 <sup>rd</sup> written offense: | 5- day removal from transportation                            |
| 4 <sup>th</sup> written offense: | Removal from transportation for the remainder of the semester |

Any serious violations will result in immediate removal from transportation for a period of not less than 10 days. All bus situations/disciplines are handled through our Transportation Department. The Transportation Department can be contacted at 499-1770.

## **Attendance**

The Kettering City Schools have a commitment to provide a high quality education to its students. To achieve this goal, students must attend school regularly. Chronic absences, tardiness, or early release disrupts the learning process. Make up work is not a sufficient substitute for physical attendance in school. It is critical that the school and home come together to assure students achieve high attendance.

### **COMPULSORY ATTENDANCE**

Section 3321.04 of the Ohio Revised Code provides that every parent or guardian must enroll a child in their care full-time in a school that conforms to the minimum standards prescribed by the State Board of Education. Such attendance must begin within the first week of the school term or within one week of the date on which the child begins to reside in the district. Any absence that has not been accounted for by a note or phone call will be considered an unexcused absence. Students have 3 days to bring a note to change an unexcused absence to an excused absence.

The Ohio Revised Code classifies absences from school as excused or unexcused. The statutes governing school attendance leave limited options for school authorities to excuse children from school. The following conditions constitute reasons for excused absences from school:

1. Personal illness (a written physician's statement verifying the illness may be required)
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death of a relative
5. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
6. Observation of a bona fide religious holiday
7. Out-of-state travel (up to a maximum of five (5) days per school year) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. Parents should complete [Classroom Absence for Vacation Form](#) and submit the form at least 3 days prior to the vacation.
8. Such good cause as may be acceptable to the Superintendent

All other conditions for absence are considered unexcused, including, but not limited to, car trouble, waking up late, etc. Any absence that has not been accounted for by a note or phone call will be considered an unexcused absence. **Students have 3 days to bring a note to change an unexcused absence to an excused absence.**

It is the school, not the parent or guardian that determines whether an absence is excused or unexcused.

**Tardies and Early Releases** -- Students arriving late will be considered tardy. Students who have a reason to leave school during the day will be considered early released. Tardiness and early releases follow excused/unexcused absence guidelines. For attendance purposes, 3 tardies = 1 absence.

## **PARENT/GUARDIAN RESPONSIBILITIES**

Parents/guardians must:

- A. ensure children are in school, on time, on a regular basis.
- B. develop good student attitudes toward attendance which will transfer to the world of work.
- C. cooperate with the schools and communicate problems and concerns relative to student attendance.
- D. schedule family trips or vacations during school vacations or during the summer months.
- E. schedule medical appointments after school hours or on weekends. If medical appointments must be scheduled during the school day, students are expected to return for the remainder of the day unless advised otherwise by their physician.
- F. contact the school on the morning of the student's absence **by 8:30 am**.
- G. provide the school with a note or call from home explaining the reason(s) for the absence upon the student's return to school.
- H. in the case of early dismissal, ensure that the person picking up your child is at least 18 years of age, has an ID and is listed on the student's yellow card.

## **STUDENT RESPONSIBILITIES**

Students must:

- A. be in school, on time, on a regular basis.
- B. understand the relationship between good school attendance and success in academics.
- C. follow the specific procedures for school attendance and tardiness as established by the school.

## ABSENCE REMEDIATION PROCESS

**Excused Absences** -- All excused absences must be accompanied by documentation of contact with a parent or guardian. (Examples: daily phone log with guardian conversation documented or note from parent in file) Parents may write notes or call in to excuse an absence for a student up to 10 days per school year. After a student has missed 10 days, a medical note is required to excuse any further absence. Absences accompanied by a doctor's note do not count in this calculation.

### **Step 1: 5 Days of Personal Illness (Parent Contact)**

The principal will:

- contact the parent/guardian to express concern and discuss ways to improve.
- discuss that continuing this attendance pattern will lead to requiring a doctor's note for each absence.

### **Step 2: 10 Days of Personal Illness (Medical Letter)**

The school office will:

- contact the parent/guardian to explain the process of excusing future absence with a doctor's note.
- send a "medical letter" via mail and to Student Services explaining the need for a doctor's note with each additional absence. Personal illness absences with no doctor's note will be logged in the school office as unexcused.

**Unexcused Absences** -- Unexcused absences generally occur when a parent does not call or write a note to the school within 3 days of an absence. It is the parent's responsibility in the State of Ohio to contact the school to excuse an absence.

### **# of Unexcused Absences**

### **Action**

|                     |  |
|---------------------|--|
| 3                   | School mails Unexcused Absence Postcard to parent/guardian.  |
| 5                   | School notifies Attendance Officer when a student's unexcused absences have reached this level. The Attendance Office mails a letter requiring parent/guardian to attend truancy prevention class.<br><br>If Student is <b>Age 18 or older</b> , the student is required to attend the truancy prevention class.   |
| 7 consecutive or 10 | School notifies Attendance Officer when a student's unexcused absences have reached this level. Student Services mails Legal Notice to parent/guardian. (The Legal Notice is a notification to parent/guardian that student's truancy is in violation of state law and requires them to cause student to maintain regular attendance. State of Ohio school attendance laws are also provided.) |
| 15                  | The Attendance Officer will file truancy charges against the parent and/or student at Montgomery County Juvenile Court. Attendance Officer processes request to State of Ohio Bureau of Motor Vehicles and Juvenile Court. Student driver's license is then revoked or student is denied driver's license.   |

## **LEAVING DURING THE SCHOOL DAY**

When it is necessary to take your child out of school during the day for any reason, please do the following:

- A. Have your child bring a note to the office by 8:40 stating the reason and the time to leave.
- B. When you arrive to pick up your child, please come in to the office and sign your child out.

A child will be released only to the guardians unless the school has been notified by the guardians that they have granted permission for someone else to pick up the child.

## **GENERAL INFORMATION**

### **ACADEMIC HONESTY**

Academic honesty is the practice of completing and submitting work that derives solely from the efforts of a single student (or a number of students in group work) and attributing any sources used in the creation of classwork.

Instances of academic dishonesty include:

- **using verbal, written or electronic communication** (ie. cell phone) concerning the content of homework, a test or quiz, or using resources (notes, calculators, copies of quizzes/tests) that are not teacher approved on projects, tests, or homework.
- **plagiarism**-the act or instance of stealing and passing off as one's own the ideas or words of another without documenting the source.
- **collusion**-allowing classmates to copy work you completed and in turn submitting it as their own.

Any student with knowledge of the behaviors listed above or involved directly or indirectly in those behaviors is equally responsible and may receive a zero for the assignment. In addition, the student's parents, counselor, and unit supervisor will be notified of the incident and its consequences. Other disciplinary measures may be determined by the teacher or by the administration.

### **ACTIVITIES AND CLUBS**

Various activities are provided at the middle school level to help students develop physically, socially, and emotionally. Our goal is to encourage participation by as many students as possible. See individual school website for more specific information.

### **AGENDA PLANNER**

Agenda planners are included in student fees and help teach organizational skills. Students are encouraged to use the agenda daily 1) to record daily assignments, homework, long-term projects, etc., and 2) to relay messages between parents and teachers. Should a student lose the agenda planner, a new one can be purchased for \$6.00 in the office.

### **ATHLETICS**

**Middle School Athletics Statement of Purpose** -- Middle School athletics provide opportunities for those interested and able to participate in physical activities that require competitive spirit, development of teamwork, good sportsmanship, and all other educational benefits and values of competitive athletics.

**Middle School Athletics Policy**-- The purpose of the athletic policy is to give student athletes, cheerleaders, support personnel and other interested persons a guide to the operation of the interscholastic athletic program of the Kettering City School District. The student athletes, cheerleaders, and support personnel are obligated to conform to the Student Code of Conduct as established by the Board of Education, training rules and policies established by the Athletic Department and the rules and regulations established by the coaches of each specific sport.



The policy will inform you and your parent/guardians of the rules that are appropriate while you represent the Kettering City School District. It is your responsibility as a student to read the rules and abide by them. It must be understood that participants who violate the rules, regulations, policies, or procedures shall face disciplinary action.

Students may try out for sports if they meet the following:

1. Currently in 7th or 8th grade
2. Registered in Final Forms and have a physical on file with the Athletic Department. Instructions and registration are available on our website at [www.firebirdathletics.com](http://www.firebirdathletics.com)
3. Academically eligible based on:
  - a. Unconditional eligibility: 2.0 GPA or higher  
NO F's
  - b. Conditional eligibility: 1.5 GPA or higher,  
No more than one F

### **Middle School Sports Programs**

|               |   |
|---------------|---|
| Fall Sports   | <i>Boys</i> - Football, Cross Country<br><i>Girls</i> - Field Hockey, Volleyball, Cross Country |
| Winter Sports | <i>Boys</i> - Basketball, Wrestling<br><i>Girls</i> - Basketball, Competition Cheer             |
| Spring Sports | <i>Boys</i> - Baseball, Track<br><i>Girls</i> - Softball, Track                                 |
| Cheerleading  | For Football and Basketball teams   |

**Contact Information** -- Athletic Office: 499-1577

### **CAFETERIA**

**Breakfast/Lunch** -- Breakfast is available for \$1.90 each morning at 8:15 a.m. Hot lunches are available for \$2.65, and special combo meals are sometimes served for \$3.15. Children can also bring their lunch and/or purchase milk for \$.50. Children are discouraged from bringing pop to school for lunch. Middle school students may charge two times in a row and still receive a complete meal. When a student exceeds the charge limit, they will receive a complimentary peanut butter or cheese sandwich & milk. No charging is permitted for breakfast or for a la carte snacks, nor during the last week of school.

**Breakfast/Lunch Debit System** -- Students are encouraged to use our computerized debit system via their student ID number to purchase breakfast, lunch, milk, juice, or ala carte items. Special restrictions for making purchases may be requested by the parent to the school cafeteria manager. Students not using the debit card system will need to bring breakfast/lunch money on a daily basis.

Parents/guardians deposit money into a student's account in 1 of 2 ways:

1. Cash or checks made payable to Kettering City Schools. The cash or checks can either be given directly to the cafeteria or given to the school secretary. Please include the student's name, teacher's name and the amount of money enclosed in an envelope marked "LUNCH MONEY".
2. Make a payment via the website, [www.spsezpaykettering.com](http://www.spsezpaykettering.com) . Simply register online using a credit card for payment and your child's student ID# (you can contact your school office for the student number). Please be aware that it can take 24 – 48 hours for this electronic payment to be posted onto your child's meal account. Also, you can use this ezipay website for checking on your child's meal balance, even if you don't use the website to make meal payments.

**Safety Rules** -- All students will eat lunch in the cafeteria and are expected to conduct themselves in a quiet and orderly fashion. Students will learn and practice proper table manners as a part of his/her education. The following rules will help provide a clean, quiet, atmosphere for students to eat lunch.

1. Enter and leave the cafeteria in a quiet orderly manner.
2. Use proper table manners at all times.
3. Keep hands, feet, and objects to yourself.
4. Sit in designated area and remain seated until dismissed.
5. Students will raise their hand if they have forgotten something or need help.
6. Use inside voices to talk quietly to your neighbor.
7. Clean your area before leaving.
8. Follow directions of aides and teachers at all times.

Fast food is discouraged. Soft drinks (pop) are not a part of a healthy lunch and should not be sent to school.

### **CELL PHONES/PERSONAL COMMUNICATION DEVICES**

All personal devices **MUST** be turned off and put away during the regularly scheduled school day (8:40-3:40) unless permission is given by a teacher. A student who is found to be using his/her electronic device (including phones), without permission, may be referred to office for an electronic device violation.

The school is not responsible for lost, stolen or damaged personal communication devices. Cell phones and other electronic devices may be searched if there exists a reasonable suspicion that that the search will uncover evidence that the student violated or is violating a school rule or law, or that the student is in imminent danger of harm on school premises.

### **CHILD ABUSE / NEGLECT**

Ohio State Law and Board Policy 8462 mandate that that every District employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

### **CRISIS HELP & PHONE NUMBERS**

There are many ways for you to get help at school and in the community. If you are experiencing personal problems such as depression, family difficulties, substance abuse, grief issues, or concern about a troubled friend, you should tell an adult who can help. Your anonymity will be respected. Your assigned counselor is available to help you with any concern, especially those related to your academic success. The school nurse will assist you with your health concerns.

|   |          |
|---|----------|
| AA (Alcohol/Drug Abuse)                         | 222-2211 |
| Alanon and Alateen (Alcohol/Drug)               | 640-2008 |
| Children's Services Board (Child Abuse/Neglect) | 224-5437 |
| Daybreak Shelter                                | 395-4600 |
| Kettering Police 911                            | 296-2555 |
| Moraine Police 911                              | 535-1166 |
| South Community Behavioral Healthcare           | 293-8300 |
| Suicide Prevention Hotline                      | 229-7777 |
| Goodwill/Easter Seals of MV                     | 461-4800 |

## DESKS AND LOCKERS

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search at any time. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places, and as the need arises.

Lockers must be kept locked at all times. Students are to assume the full responsibility for security of lockers and combinations should not be shared with other students. Do not keep valuables in lockers. The school is not responsible for items taken from lockers. All items left in lockers on the last day of school will be sent to charity after 24 hours.

## DRESS FOR SUCCESS

Students are expected to come to school clean and well groomed. Clothing should be appropriate for the weather. Please keep in mind our school is air-conditioned and dress accordingly. **Proper attire** to ensure a safe and productive learning environment includes:

- A. shirts and tops that cover the stomach, chest, back and shoulders.
- B. slacks and shorts that fit to the waist.
- C. skirts, dresses and shorts of fingertip length.
- D. student undergarments should not be visible.
- E. only religious or medically necessitated head coverings inside the school building.
- F. shoes worn at all times.

Clothing containing vulgar, suggestive, or offensive language, or pictures or representations of alcohol, weapons, tobacco or drugs is not permitted. **If a student's attire or appearance is distracting or disruptive to the school environment, or interferes with the rights of others, students may be required to change clothes or the parent may be contacted to remedy the situation. The final decision regarding the appropriateness of clothing and accessories will be made by the building administrators.** Consequences may be given as deemed appropriate.

In addition, it is very important that students are dressed appropriately for the weather. During the winter months, students will be required to be outside so it is important that students come with the appropriate hats, coats, and gloves.

## FAILURE TO INFORM

No student shall fail to inform their administrator, counselor or teacher of any dangerous or potentially dangerous situation which may involve students, teachers or staff. Students must identify themselves when requested by a teacher or staff member. Students may report dangerous situations by calling the **Safety/Bully Tip-line at 937-643-4444, option 7**, and select your building.

## FIELD TRIPS

Students may have field trips as a part of their educational experience off school property. Each student must have a permission slip completed for each field trip. Students who do not have written permission will stay at the school and work in another classroom.

Volunteer chaperones are welcome to attend on an as needed basis. Volunteer chaperones must have a [volunteer form](#) on file with the building office prior to attending the field trip. Volunteer chaperones are required to assist with student safety and behavior while away from the classroom and may not bring other children. Chaperones are required to follow these guidelines while on the trip:

- School appropriate language
- No smoking
- Do not take pictures of students (other than your own) and post on social media
- May not bring other children on the trip

## GIFTED IDENTIFICATION

The state of Ohio defines children who are “gifted” as students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Ohio law requires school districts to annually identify students under Ohio Revised Code 3324.03, enacted in 2000. In accordance with this law, the Kettering City School District identifies students as gifted in the following areas:

- Superior Cognitive Ability (IQ)
- Specific Academic Ability in Math
- Science, Reading, and/or Social Studies
- Creative Thinking
- Visual or Performing Arts

Parents or teachers may refer students for a gifted screening by picking up a referral form from any school office. A parent/teacher conference should be held before filling out a gifted referral. All students will be screened for gifted identification using the Iowa Test of Basic Skills and the CogAT.

## GIFTED EDUCATION PROGRAM

Students who have qualified as gifted in grades 6-8 may receive services in Honors ELA and/or Honors Math, depending on their area of strength.

## GRADING POLICY

Letter grades are assigned using the following criteria:

|                            |   |
|----------------------------|---|
| <b>Grade A</b> (90-100%)   | A student performs at a level of excellence on daily work and assessments/tests.  |
| <b>Grade B</b> (80-89%)    | A student performs at an above average level on daily work and assessments/tests. |
| <b>Grade C</b> (70-79%)    | A student performs at an average level on daily work and assessments/tests.       |
| <b>Grade D</b> (60-69%)    | A student performs at a below average level on daily work and assessments/tests.  |
| <b>Grade F</b> (Below 60%) | A student performs at a failing level on daily work and assessments/tests.        |

All 6th, 7th and 8th graders are eligible for Honor Roll each nine weeks. Honor Roll requirements are a) no grades below a C and b) 3.25 (or higher) Grade Point Average.

## HOMEWORK

**The Purpose of Homework** -- The assignment of meaningful homework is an integral component of the instruction program. Work done outside of the classroom should provide the student with opportunities to practice through drills; reinforce instruction received during the regular school day; expand upon topics introduced during classroom instruction; and enable each student to pursue individual projects which involve lifetime skills of self-directed work, organization and interpretation of knowledge. If homework is to have value, its purpose and relation to what has been taught in the classroom must be clearly understood by the student. Teachers are encouraged to provide only meaningful homework assignments related to the instructional programs’ goals and objectives.

**Definition** -- Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. This assignment is of such a nature that the student must complete all or part of the assignment during non-class time. Each assignment may be further defined as one or more of the following four types:

1. Practice: Most common, given to help students to master specific skills and limited to material presented in class.
2. Preparation: Given to students to gain maximum benefit from subsequent lessons.
3. Extension: Given to determine if students can transfer a skill or concept to another situation.
4. Creative: Require a student to integrate skills and concepts in the process of producing a response or product.

**Objectives** -- The objectives of homework are to:

1. supplement and support classroom experiences.
2. reinforce learning through practice, integration, and application.
3. develop student initiative, responsibility, and self-direction through independent effort.
4. foster parent awareness of their child's learning activities.
5. make up work missed due to illness or other absence.

**Student Responsibilities** -- It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized.

**Parent/Home Responsibilities** -- Parents should recognize the important role of homework to the total instructional program of their child. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher. A suitable place and environment in the home for the completion of homework assignments should be provided. Parents should help their child plan and budget the appropriate amount of study time for the completion of the homework assignment. Parents should feel free to consult with the teacher about any questions relating to the homework assignment.

## **INCLEMENT WEATHER**

On days when the schools are closed or delayed due to ice, snow or other emergencies, please follow these guidelines:

1. Listen to the local television stations -- WHIO Channel 7, WDTN Channel 2 and ABC22/Fox 45 for announcements.
2. Check the homepage of the district's website at [www.ketteringschools.org](http://www.ketteringschools.org).
3. Sign up for text messages and/or email notifications from the "Sign up for Notifications" section of the website (located in left-hand column of the home page at [www.ketteringschools.org](http://www.ketteringschools.org).)
4. Sign up for phone calls and/or text messages at <https://tec.kettering.k12.oh.us/tec/cpcl/community>
5. Check the district Facebook page: [Kettering City Schools](https://www.facebook.com/KetteringCitySchools).
6. Follow the Kettering City Schools' Twitter feed: [KetteringSchools](https://twitter.com/KetteringSchools)
7. Call the Education Connection at [643-4444](tel:643-4444). Follow prompts -- "For Kettering School District Information, press 4." Then, "For Delays, Closings and Early Dismissals, press 3."

On days when the schools are closed or delayed, Before School Supervision will also be closed.

## **KETTERING SCHOOL BOARD POLICY NOTICES**

By law, the District is required to publish certain policies which are contained in **Appendix A**.

## **LOST AND FOUND**

The school lost and found should be checked periodically by students for any missing items. Please contact the school office personnel for lost glasses, jewelry, keys or wallets.

## PARENT/TEACHER COMMUNICATION

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note, telephone, or e-mail. Each teacher in the district has an e-mail address in the following format [firstname.lastname@ketteringschools.org](mailto:firstname.lastname@ketteringschools.org). If you call during the school day, the office will notify the teacher to return your call. If you wish to have a conference with your child's teacher, please call ahead to make an appointment. This will allow the teacher to prepare for the conference, will make the conference more productive and does not impact instructional time.

## PERSONAL PROPERTY

Please do not allow students to bring valuables to school unless necessary for classroom work and as requested by the classroom teacher. If it is necessary to bring any personal property, please write your name on the item. Please note that the parent/student, and not the school, are responsible for any personal items that are brought to school.

## PETS ON SCHOOL GROUNDS

Many parents choose to walk their pets to school when picking up their child. In order to ensure the **health and safety of all of our students** please be aware non-service animals are not allowed on school property during school hours without prior administrative approval.

## REQUESTING TEACHERS

The office cannot accept requests from parents for specific teachers. Every attempt is made to balance classrooms by ability, gender, and behavior.

## RETURNING TO SCHOOL AFTER HOURS

Occasionally, students may need to return to school after hours to retrieve needed textbooks and other materials. In these situations, an adult should accompany the student to the office and request assistance. The office is closed at 4 p.m.

## SCHOOL FEES

The Kettering Board of Education sets a school fee for all students to help offset a portion of the costs for consumable items used by the student (workbooks, papers, etc.) as well as for the use of the school Chromebook and network. School fees for this year are \$43.00.

Payment of the school fee is expected within the first two weeks of enrollment. Please make checks payable to KETTERING CITY SCHOOLS. If you qualify for free or reduced priced meals, you may be eligible to apply for a waiver of school fees. You **must** complete a Fee Waiver Application form in the school office to receive the waiver. If you have any questions, please contact the school office. Note: Progress Reports will not be released at the end of the school year to those students with outstanding school fees.

## STUDENT CONDUCT CODE

See **Appendix B** for the comprehensive Kettering Board of Education Student Conduct Code.

**Due Process Rights** -- The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the district's disciplinary procedures. In order to better ensure that appropriate due process is provided a student, the Board establishes the following guidelines, which are more fully addressed in Board Policy 5610-5611:

- a. Students subject to suspension: a student must be given written notice of his/her suspension and the reasons therefore, the opportunity to appear and respond to the charges against him/her prior to the suspension, and the opportunity to appeal the suspension.

- b. Students subject to expulsion: a student and his/her parent or guardian must be given written notice of the intention to expel and the reasons therefore, an opportunity to participate in a hearing regarding the intended expulsion, and to appeal the expulsion.

## STUDENT HEALTH

The purpose of the Kettering City Schools health services is two-fold: first, to assist parents, students and staff with the prevention of illness and injury, second, assist students with health care needs and health emergencies. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Schools do NOT have a nurse in the building full time, but they can always be reached by telephoning the school office. Please do not hesitate to contact your school nurse for assistance.

Because healthy children do learn better, it is best if your student comes to school well rested and having had breakfast. Elementary students participate in outside recess and **all** students should come to school dressed appropriately for the weather. Hats, gloves/mittens, boots and warm coats are essential during the winter months.

**Chronic Health Issues** -- At the start of each school year, please provide the school nurse with updated information and orders for care from a licensed health care provider for any chronic illness or disease diagnosis pertaining to your student. This includes food allergies, asthma, diabetes, seizure disorder and etc. Each school year, the school nurse must receive new signed orders from a licensed health care provider (physician, physician's assistant or nurse practitioner) for any medical procedure, for example tube-feeding, performed by staff for your student.

**Head Lice** -- If your student has head lice he/she will be permitted to return to school following treatment. Parents/guardians must accompany their student to the school office to be checked before the student can return to class. Students will be rechecked for the presence of lice 7 days after the initial treatment or as needed. Head lice removal is a tedious and demanding process, and school nurses and staff will work with you to help take care of this problem.

**Illness** -- To help prevent the spread of contagious illness, please keep an ill student at home until he/she is free of the following symptoms for 24 hours: FEVER ABOVE 100 DEGREES ORALLY, VOMITING, DIARRHEA, UNDIAGNOSED RASH, CONJUNCTIVITIS (PINK EYE). These guidelines are recommended by the American Academy of Pediatrics.

**Immunizations** -- Ohio law requires immunizations to be on file in the school office by the first day of school. See **Appendix C** for the Immunization Summary for School Attendance. (A detailed explanation of *Immunization Requirements* can be found under "Forms/Links" on the district's webpage at [www.ketteringschools.org](http://www.ketteringschools.org).) Contact your school nurse with any questions.

**Injury and Illness Procedures** -- The clinic is always open during the school day and staff is available to care for students who are feeling ill or have an injury that requires attention. If it is not an emergency situation, students should ask their teacher to go to the clinic so the teacher will know where students are located.

Students who become ill or injured at school will need to be seen in the clinic for care. If a student phones or texts a parent/guardian reporting he/she is not feeling well, the parent/guardian should encourage their child to go to the clinic to be evaluated, as the clinic staff needs to directly communicate with the parent/guardian. If the student appears too ill or injured to remain in school, the clinic staff will contact parents/guardians to make the arrangements for their child to go home. If an injury or illness appears life threatening, staff will summon the emergency squad. Every effort will be made to notify parents/guardians of this necessity.

**If a student is ill or injured and must be dismissed early, the student will only be released to those listed on the Emergency Medical Authorization Form.** In order to pick up ill or injured middle school students at schools, Parents/guardians or the designated contact must come into the school office and show photo identification to sign the child out of school, but students can sign themselves into school.

**Medications** -- All medications, whether prescription or over-the-counter, require a medication form signed by a licensed healthcare provider and parent/guardian be on file in the school office before the medication may be administered. All medications must be provided to the school in the original labeled container and the label must match the medication order on file. A copy of the medication form is available online at the Kettering City Schools website ([www.ketteringschools.org](http://www.ketteringschools.org)) under the District Forms/ Links tab.

**Screenings** -- Screenings are performed at regular intervals for the purpose of early identification of health problems. The screenings include vision and hearing, and may include dental, height, weight, body mass index and blood pressure. Your prompt response to any communication regarding these screenings is in your student's best interest. If at any time you think your student is having difficulty in any of these areas, contact the school nurse for assistance.

**Tuberculosis Test** -- All foreign exchange students and resident aliens **must** present proof of a negative Mantoux II tuberculosis skin test or negative chest x-ray **before** entering school.

**Wheelchair/Crutches** -- Students returning to school on crutches or in a wheelchair should be seen in the clinic before going to class to obtain help in the halls and with their books.

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY (AUP)**

Students are required to follow the District's use and safety guidelines which are detailed in Administrative Guideline 7540.03 in **Appendix A**.

## **TELEPHONE & ADDRESS CHANGES**

It is extremely important to inform the office of address and telephone number changes, not only parents' home and work, but also other persons you list to contact in case of an emergency. **When making an address change, parent/guardian will submit proof of the new residence to the Central Enrollment Office at the Barnes Board of Education building (3750 Far Hills Avenue).**

## **USE OF SCHOOL PHONE**

Student use of the school phone will be restricted to school business only and will be teacher directed. Students are not allowed to use the phone to make personal plans for after school. Students should be encouraged to plan and to accept responsibility for their assignments before coming to school. Students are not permitted to use personal cell phones during the school day.

There will be occasions when it will be necessary for a child or school personnel to contact parents during the work day. If this will cause a problem for you at your place of employment, please advise the school as soon as possible and provide alternative arrangements.

## **VACATIONS DURING THE SCHOOL YEAR**

When taking a vacation of one week or longer during the school year, parents/guardians should notify the school office and complete the [Classroom Absence for Vacation](#) form at least three (3) days prior to leaving. Vacations should be taken during the school year only if the trip cannot be scheduled during the summer months, and the student should be accompanied by parent(s) or guardian(s) on such trips. There is a maximum of five (5) days cumulative during a school year for which a student's absence from school due to vacation will be considered an excused absence. Any absences beyond 5 vacation days will be considered unexcused. Please refer to the Compulsory Attendance guidelines in the Attendance section of the Handbook.



## **VIDEO SURVEILLANCE & ELECTRONIC MONITORING**

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct.

For additional information please reference Board of Education Policy 7440.01.

## **VISITORS & CLASSROOM VISITATION**

Visits to school by parents, other adult residents of the community and interested educators are welcomed. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor controls.

Please be reminded that ALL visitors, including parents, entering the school building throughout the course of the school day must, by law (Ohio Revised Code 3313.20 and 2917.211) sign in and be issued a visitor's pass in the main office before proceeding elsewhere in the building. This regulation exists for the protection and safety of each and every child attending school. No unscheduled visitors will be permitted.

Parents wishing to speak to a classroom teacher before, during, or after school are asked to come directly to the office so that arrangements can be made for communication with the teacher. Parents will be permitted to visit classrooms only after a visitor's pass has been issued from the office. Interruption of the instructional program by drop-in visitors will not be allowed.

When bringing items to school for your child, please label items with the child's name and the teacher's name and bring the items to the school office. School personnel will make sure your child receives the item(s).

## **VOLUNTEERS**

Volunteers must have a [volunteer form](#) on file with the building office prior to serving in a classroom or attending a field trip. Volunteers are required to assist with student safety and behavior and may not bring other children.

## **WITHDRAWING STUDENTS/WITHHOLDING GRADES AND CREDITS**

If you are moving and will be withdrawing your child from school, please come to the office a few days prior to the student's last day to complete the withdrawal form. Forms will be sent to Centralized Enrollment office for processing.

Per Ohio Revised Code, schools may withhold grades and credits for non-payment of fines, fees, or tuition but will forward other records to the new school to verify attendance, class placement, medical history, special education records, and other information other than grades and credits.

# APPENDIX A

## KETTERING SCHOOL BOARD POLICY NOTICES

### **Policy 2260: Nondiscrimination and Access to Equal Educational Opportunity**

This ensures that our Board policy on nondiscrimination is implemented properly and is in compliance with federal and state laws. Part of the policy states:

“Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.”

The Board has designated the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"):

**Director of Student Services**  
937 499-1433  
3750 Far Hills Avenue  
Kettering, Ohio 45429

**Supervisor of Special Education**  
937 499-1435  
3750 Far Hills Avenue  
Kettering, Ohio 45429

### **Policy 2413: Career Advising**

This policy has been developed as prescribed in R.C. 3313.6020 and the State Board of Education's Model Policy. This policy shall be updated at least once every two (2) years. The policy shall be made available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District, and shall be posted on the District web site.

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

The District's Career Advising Plan shall include:

- A. Grade-level examples that link students' schoolwork to one (1) or more career field
- B. Career advising to students in grades K-12, which includes age-appropriate activities and also includes creating and maintaining a Student Success Plan beginning in grade 6.
- C. Additional interventions and career advising for students who are identified as at risk of dropping out of school.

These may include:

- 1. Identifying students who are at risk of dropping out of school using a local, research-based method, such as the Early Warning System offered by the Ohio Department of Education, with input from teachers, school counselors and other appropriate school staff.
- 2. Developing a Student Success Plan for each at-risk student that addresses the student's academic and career pathway to a successful graduation and the role of career-technical education, competency-based education, and experiential learning when appropriate.
- 3. Before developing a Student Success Plan, District staff will invite the student's parent/guardian/custodian to assist. If that adult does not participate in the plan development, the District will provide the adult a copy of the plan, a statement of the importance of a high school diploma and a listing of the pathways to graduation available to the student.
- D. Training for employees on how to advise students on career pathways, including training on advising students using the tools available in [OhioMeansJobs](#) K-12. This may also include training on other online tools provided that offer resources for discovering career interests, exploring and researching career and education options and supporting the development of a Student Success Plan.
- E. Multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit.
- F. Information on courses that can award students both traditional academic and career-technical credit.

- G. Documentation on career advising provided for review by the student, student's parent, guardian, or custodian, and schools the student may attend in the future.

This may include activities that support the student's academic, career, and social/emotional development, such as those saved to a student's [OhioMeansJobs K-12 Backpack](#).

- H. The supports necessary for students to have successful transitions from high school to their postsecondary destinations, including interventions and services for students in need of remediation in mathematics and English/language arts.

**Policy 2416: Student Privacy and Parental Access to Information**

The Protection of Pupil Rights Amendment ("PPRA") requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one (1) or more of the following eight (8) areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other with whom respondents have close family relationship;
6. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent, and/or;
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student.

This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Director of Student Services at 937-499-1433 for assistance and information.

**Policy 5516: Student Hazing**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

**Policy 5517: Anti-Harassment**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems.

The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

The Board has designated the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"):

**Director of Student Services**

937 499-1433  
3750 Far Hills Avenue  
Kettering, Ohio 45429

**Supervisor of Special Education**

937 499-1435  
3750 Far Hills Avenue  
Kettering, Ohio 45429

**Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

**Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should

address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy. (See Policy 8310 and Policy 8330.)

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination,

the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

The decision of the Superintendent shall be final.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

**Policy 5517.01: Bullying and Other Forms of Aggressive Behavior:**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of



harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

### **Policy 5610: Removal, Suspension, Expulsion, and Permanent Exclusion of Students**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student, and one that cannot be imposed without due process. At the same time, the Board retains zero tolerance of violent, disruptive, or inappropriate behavior by its students.

No student is to be removed, suspended out of school, expelled, and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

### **Policy 5610.01: Permanent Exclusion of Non-Disabled Students**

In accordance with the law, the Board of Education may seek permanent exclusion for a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

- A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by the Board of Education or at an activity held under the auspices of this Board

- B. possessing, selling, or offering to sell controlled substances on property owned or controlled by the Board of Education or at an activity under the auspices of this Board
- C. complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

- A. rape, gross sexual imposition or felonious sexual penetration
- B. murder, manslaughter, felonious or aggravated assault
- C. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request.

**Policy 5610.04: Suspension of Bus/Transportation Privileges**

Students on a bus or other authorized Board of Education vehicle are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code. Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated personnel will provide the student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed, as determined by the Superintendent or other designated personnel.

**Policy 5610.05: Prohibition from Extracurricular Activities**

Students may be suspended or prohibited from participating in extra-curricular activities for failure of good behavior. At the middle school, the middle school principal, or assistant principal, or Athletic Director is authorized to suspend or prohibit a student from participating in any particular or all extra-curricular activities of the Kettering City Schools, or of the middle school in question. Such a suspension or prohibition may, in the sound discretion of the Administrator involved, last for the balance of the season or activity, for the remainder of the school year, or for the duration of the student's attendance in the Kettering City Schools or a particular school of the Kettering City Schools.

The following procedures will apply to all suspensions or prohibitions under this policy:

- A. The Administrator, Athletic Director, or District Music Coordinator will inform the student in writing of the reason for the suspension or prohibition and the duration of the suspension or prohibition.
- B. The student will be provided an opportunity for an informal hearing before the Administrator, Athletic Director, or District Music Coordinator taking the action, to explain the conduct at issue or otherwise to challenge the reason for the intended suspension or prohibition.
- C. Within one (1) school day of the suspension or prohibition action, the Administrator, Athletic Director, or District Music Coordinator will send a letter to the parent or guardian of the student, and to a student age eighteen (18) or older, stating the reason for the suspension or prohibition and the length of the suspension or prohibition.
- D. The decision of the Administrator, Athletic Director, or District Music Coordinator making the suspension or prohibition decision shall be final.

**Policy 5771: Search and Seizure**

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

#### **Policy 7434: Use of Tobacco on School Premises**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

#### **Administrative Guideline 7540.03: Student Network and Internet Acceptable Use and Safety Policy (AUP)**

Students are authorized to use the Board's computers, laptops, tablets, personal communication devices, (as defined by Policy 5136), Network, Internet connection and online educational services ("Education Technology" or "Ed-Tech") for educational purposes. Use of the Education Technology is a privilege, not a right. When using the Ed-Tech, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Ed-Tech, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Education Technology, students and parents of minor students must sign the Student Education Technology Acceptable Use and Safety Agreement. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Ed-Tech that is in accord with their personal and family values, in addition to the Board's standards. Students must complete a mandatory training session/program before being permitted to access the Education Technology and/or being assigned a school email address.

Smooth operation of the Board's Education Technology relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive, but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network. All use must be consistent with the educational mission and goals of the District.
- B. Students may only access the Network by using their assigned Network account and may only send school-related electronic communications using their District-assigned email addresses. Use of another person's account/email address/password is prohibited. Students may not allow other users to utilize their account/email

address/password. Students may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.

- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes, advertising, or political lobbying is prohibited. This provision shall not limit the use of the Ed-Tech by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited.
- H. Students are expected to abide by the following generally-accepted rules of Network etiquette:
  - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications (including, but not limited to, public messages, private messages, and material posted on web pages).
  - 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  - 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
  - 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  - 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
  - 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - 7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
  - 8. Check e-mail frequently, and delete e-mail promptly to avoid excessive use of the electronic mail disk space.
  - 9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.
- I. Students shall not use the Network to access, process, distribute, display or print Prohibited Material at any time, for any purpose.
- J. Malicious use of the Network to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Network in such a way that would disrupt its use by others.
- K. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- L. Downloading of information onto school-owned equipment or contracted online educational services is prohibited without prior approval from the Building Principal.
- M. Students must secure prior approval from a teacher or the Building Principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or Listservs.
- N. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the Building Principal.
- O. Users have no right or expectation to privacy when using the Network. The District reserves the right to access and inspect any facet of the Network including, but not limited to, computers, laptops, tablets, personal communication devices, networks, or Internet connections or online educational services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.
- P. Use of the Internet and any information procured from the Internet is at the student's own risk.
- Q. Disclosure, use and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Education Technology Acceptable Use and Safety Agreement Form."
- R. Proprietary rights in the design of websites hosted on Board-owned or leased servers remains at all times with the Board
- S. File-sharing is strictly prohibited.
- T. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

U. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the District's Ed-Tech (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Director of Technology. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Education Technology for class- or instruction-related activities have priority over other users. Students not using the Education Technology for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose. The following hierarchy will prevail in governing access to the Ed-Tech:

1. Class work, assigned and supervised by a staff member.
2. Class work, specifically assigned but independently conducted.
3. Personal correspondence (e-mail – checking, composing, and sending).
4. Training (use of such programs as typing tutors, etc.).
5. Personal discovery ("surfing the Internet").
6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the building principal or Director of Technology.

Game playing is not permitted unless under the supervision of a teacher.

For more complete information on the Student AUP, please refer to AG 7540.03.

**Policy 8330: Student Records/Notification to Parents Regarding Student Records/FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("adult students" or "eligible students") certain rights with respect to the student's education records.

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, an adult student and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, insurance carrier, medical consultant, or supplemental education service provider); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational interest" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) be utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

In addition to school officials with a legitimate educational purpose, the Board may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- A. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 C.F.R. 99.34.
- B. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Ohio Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- C. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- D. To organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.
- E. To accrediting organizations to carry out their accrediting functions.
- F. To parents of an eligible student if the student is a dependent for IRS tax purposes.
- G. To comply with a judicial order or lawfully issued subpoena.
- H. To State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released, upon certification that the information will not be unlawfully released to third parties.
- I. To appropriate officials in connection with a health or safety emergency.
- J. Information the school has designated as "directory information," as defined below, and subject to the restrictions explained below.

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after the school receives a request for access or within such shorter period as may be applicable to students with disabilities. The school has a form that can be used to submit such a request. The school principal is considered the Custodian of Records ("COR") and will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.
- B. Request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. A hearing officer who will submit his/her findings to the Superintendent will conduct the hearing. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.
- C. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal and/or State law authorizes disclosure without consent (e.g. disclosure to school officials with legitimate educational interests). The school's AG 8330 describes those exceptions and is available upon request. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- D. Challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the COR decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing. (See paragraph B above).
- E. Obtain a copy of the District's policy and administrative guideline on student records (Policy 8330 and AG 8330).

### **Directory Information**

Both FERPA and Ohio's Student Privacy Law (R.C. 3319.321) require that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. Examples include: a playbill, showing a student's role in a drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings – unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information about each student as "directory information":

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information:" a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized extracurricular activities and sports; height and weight, if a member of an athletic team; dates of attendance; (not including specific daily records of a student's attendance); date of graduation; or awards received.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within five (5) days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information.

Parents or eligible students who choose to prohibit the Board from disclosing any or all such directory information may not prevent the Board from requiring a student to wear, publicly display, or disclose a student ID card or badge that exhibits directory information. Students enrolled in online courses or programs sponsored or conducted by the Board must disclose or permit the disclosure of the student's name, identifier, or school email address in a class in which the student is enrolled.

Any parent or student who believes that the school district has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

**Administrative Guideline 9130A: Procedures for the Inspection of Instructional Materials**

This procedure governs cases in which a member of the public requests to inspect instructional materials.

The person making the request will complete form 9130F3 and submit this to the school principal. Once this form has been submitted, the principal will contact the person making the request within 5 school days to schedule an appointment for the person to review and inspect the materials indicated on the form. Following the inspection, if the person wishes to file a complaint about the materials, he or she shall follow the complaint procedures in Policies 9130 and AG 9130.

**Policy 9150: School Visitors**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal.

The Board member shall be visiting as an interested individual in a similar capacity to any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, the Board member should discuss the situation first with the principal/Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the School Board.

If the Board member believes the situation or condition is deemed serious enough, the Board member may wish to also inform the Superintendent.

**Policy 9150.01: Entry Upon School Premises**

R.C. 2917.211: "No person shall trespass, loiter, or remain in the building or upon the grounds of any school in violation of the rules and regulations of the Board of Education or other authority of the school district in which such school is located. Whoever violates this section shall be fined not more than ten dollars or imprisoned not more than ten (10) days, or both."

No persons shall trespass, loiter, or remain in the building or upon the grounds of any school in violation of the rules and regulations of the Kettering Board.

- A. All persons, except those hereinafter defined, upon entering any building of the Kettering Board during the regular school day; i.e., 7:00 a.m. - 4:30 p.m., must report to the office of the building principal.

Students and members of the faculty of the building, or persons who have been authorized by the Superintendent and/or building principal to enter any such building for professional or business purposes, or persons who are attending a regularly scheduled meeting or conference authorized by the principal are exempt from this provision.

- B. After 4:30 p.m. only employees who are working at their regularly assigned duties and persons who are attending regularly scheduled school activities or other events for which formal Board permits have been issued, or who have been granted permission by the Superintendent of schools or the building principal, are authorized to be on school property.

In accordance with the provisions of R.C. 3313.20, a copy of this regulation shall be posted at or near the entrance to grounds or premises owned by the Board and at the main entrance to each school building.

For more information regarding these Board of Education policies, please contact:  
Director of Business Services 499-1418



## APPENDIX B

### KETTERING BOARD OF EDUCATION Student Conduct Code

Reasonable and necessary order in the educational institution itself is essential to the fostering and maintaining of educational opportunity. A student may forfeit the right to educational opportunities by conduct, which substantially disrupts the educational process or deprives other of their rights. Students are subject to school disciplinary action, up to and including suspension and expulsion, for all actions that affect the good order, efficiency, morale, management and welfare of the school. Primary emphasis will be directed to activities taking place on school premises, at any school activity, function or event, during any school transportation (in a school vehicle or in any mode of transportation arranged by the school), and near school premises before, during or after any school-related activity. In addition, students are subject to discipline for misconduct that occurs off of property owned or controlled by the School District if it is connected to activities or incidents that have occurred on school property. Thus, any student misconduct, which directly affects the school, regardless of place or time, will be subject to disciplinary control by the school. Similarly, a student may be disciplined for any misconduct which is directed at a School District official or employee, or the property of a School District official or employee, regardless of where the misconduct occurs.

A violation of these rules, regulations, policies, statutes, or ordinances, including the rules listed below, may result in disciplinary action.

Due process procedures, as mandated by law and approved by the Board of Education, will be followed.

The following school district rules are in effect:

Rule 1.            Truancy: Unexcused failure to attend class or school may result in suspension or expulsion.

Rule 2.            Behavioral Problems:

- A. No student shall by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or by any other conduct, cause any significant disruption or obstruction of any mission, process or function of the school.
- B. No student shall fail to comply with directions of teachers, student teachers, substitute teachers, teacher's aides, principals or other authorized school personnel during any period of time when subject to the authority of school personnel.
- C. No student shall use profane, vulgar, coarse, abusive or other offensive language or gestures.
- D. Board of education policies, including but not limited to:
  - 1) Circulation of Literature: Circulation by or to students of literature for or against any candidate or cause is prohibited in the school or on school premises with the exception of literature pertaining to Kettering City School District levies and bond issues.
  - 2) Fund Drives: There shall be no fundraising drives for students other than those which have been approved by the principal and student activities coordinator.
  - 3) Lunch Period (Secondary): Secondary school lunch periods are closed. Students requesting to leave the school premises during lunch hour must submit a written request by parent. Permission, when granted, will be in effect for not more than one week at a time.
  - 4) Secret Societies: Secret societies, sororities and fraternities are forbidden.
  - 5) Anti-hazing: No student shall commit any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
  - 6) Network and Internet Acceptable Use and Safety Policy: No student shall abuse the computer equipment, programs, services or conditions of use as outlined in the Acceptable use Policy of The Kettering School District.

Rule 3.            Fighting/Violence: No student shall cause or attempt to cause physical harm to another or behave in such a manner that their conduct is likely to result in physical harm to themselves or another.

Rule 4.            Vandalism: No student shall cause or attempt to cause destruction or damage of school or private property.

Rule 5.            Theft: No student shall cause or attempt to cause theft of school or personal property.

Rule 6.            Use/Possession of a Gun: No student shall possess, use, threaten the use of or exhibit a gun.

A "firearm" includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer.

Rule 7. Use/Possession of a Weapon other than a Gun or Explosive: No student shall possess, use, threaten the use of or exhibit any object that can reasonably be considered a dangerous weapon. A "knife" includes any cutting instrument consisting of a sharp blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

Rule 8. Use/Possession of any Explosive, Incendiary or Poison Gas: No student shall possess, use, threaten the use of or exhibit any object that can reasonably be considered but not limited to any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Rule 9. Use/Possession of Tobacco or Tobacco Related Products: No student shall use or possess tobacco in any form, including but not limited to: cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance in or about a school building, on school grounds, or school busses, or at any activity supervised by the school district.

Rule 10. Use/Possession of Alcohol: No student shall possess, use, transmit, sell or attempt to sell, or be under the influence of alcohol. No student shall come to school, remain at school, or attend any school sponsored activity with the smell of alcohol on his/her breath/clothing or showing signs of consumption, regardless of when or where the alcohol was consumed.

Rule 11. Use/Possession of other Drugs: No student shall possess, (including, but not limited to possession in purse, wallet, locker, desk, automobile on school property, etc.) use, transmit, sell or attempt to sell, have the distinct odor of, or be under the influence of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, mind altering substance of any kind or intoxicant of any kind. No student shall come to school, remain at school, or attend any school sponsored activity with the smell of such chemicals or substances on his/her breath/clothing or showing signs of consumption regardless of when or where the chemical or substance was consumed/used. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule if Board Policy 5330 – Use of Medication in School form is properly followed. No student shall use, possess or transport paraphernalia that is commonly associated with or construed to be used for any of the above mentioned chemicals or substances.

No student shall make, sell, offer to sell, or possess counterfeit drugs or controlled substances.

Rule 12. Sale/Distribution of Weapons: No student shall be involved in the sale or distribution of any weapon as listed in rules 6, 7, and 8 of this policy.

Rule 13. Sale/Distribution of Alcohol and/or other Drugs: No student shall be involved in the sale or distribution of alcohol or other drugs as listed in rule 10 and 11 of this policy.

Rule 14. False Alarm/Bomb Threats: No student shall cause or attempt to disrupt or obstruct any mission, process or function of the school by means of false alarms or bomb threats.

Rule 15. Firearm Look-A-Likes: No student shall possess any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e. toy guns, cap guns, bb guns, pellet guns).

Rule 16. Sexual Harassment: The board will not tolerate sexual harassment. Conduct constituting sexual harassment may take different forms, including, but not limited to, the following:

1. *Verbal:* The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a student, or other person associated with the District, or third parties.
2. *Nonverbal:* Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a student, or other person associated with the District, or third parties.

3. *Physical Contact*: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a student, or other person associated with the District, or third parties. With respect to students, the question of whether or not physical contact is unwanted or consensual is irrelevant where such contact is engaged in by District employees or other adult members of the School District community.

Rule 17.

Nondiscrimination: The board will not tolerate discriminatory practices. Conduct constituting harassment on the basis of race, color, national origin, disability, age, religion, or ancestry may take different forms, including, but not limited to, the following:

1. *Verbal*: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, disability, age, religious beliefs, or ancestry.
2. *Nonverbal*: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, disability, age, religious beliefs, or ancestry.
3. *Physical*: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person's race, color, national origin, disability, age, religious beliefs, or ancestry.

Rule 18

Serious Bodily Injury: No student shall participate in incident that results in serious bodily injury to oneself or others. Serious bodily injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty".

Rule 19.

Bullying, Harassment and Intimidation: Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

Rule 20.

Academic Dishonesty: Instances of academic dishonesty include:

- A. using verbal, written or electronic communication (ie. cell phone) concerning the content of homework, a test or quiz, or using resources (notes, calculators, copies of quizzes/tests) that are not teacher approved on projects, tests, or homework
- B. plagiarism-the act or instance of stealing and passing off as one's own the ideas or words of another without documenting the source
- C. collusion-allowing classmates to copy work you completed and in turn submitting it as their own

Any student with the knowledge of the behaviors listed above, or involved directly or indirectly in those behaviors are equally responsible.

## APPENDIX C

### 1:1 Chromebook Handbook

The goal of the 1:1 Chromebook program is to create a collaborative, interactive learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners.

#### 1. RECEIVING YOUR CHROMEBOOK:

Chromebooks will be distributed within the first three weeks of the school year. This 1:1 Chromebook Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Kettering City School District.

#### 2. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be reported and turned in to the school.

- Elementary students should turn the Chromebook into the classroom teacher.
- Middle School students should turn the Chromebook into the classroom teacher or unit office.
- High School students should turn the Chromebook into the library.

Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

#### 2a: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carrying case while plugged in.
- Chromebooks must remain free of any writing, drawing, skins, or stickers.
- Chromebooks will have a Kettering City School District Inventory tag on them. Any attempt to remove or alter this tag will result in disciplinary action.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

#### 2b: Carrying Chromebooks

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from the bottom with lid closed.
- When transporting your Chromebook, it MUST be in the Firebird carrying case provided.
- If you put your Chromebook in your backpack, make sure it is first in your Firebird carrying case.

#### 2c: Screen Care

The Chromebook screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### 3. USING YOUR CHROMEBOOK

#### 3a: Chromebooks left at home

- Fully-charged Chromebooks must be brought to school every day; repeated violations will result in disciplinary action.

#### 3b: Inappropriate Media

- Inappropriate media, including but not limited to: guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures are prohibited and will result in disciplinary actions.

#### 3c: Sound

- Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

### 3d: Printing

- It is our intention to create a paperless environment with this program.
- Students will not have the ability to print from their Chromebooks at school (assignments will be submitted digitally).

### 3e: Account Access

- Students should only login to their Chromebook using their Kettering City Schools Google account.
- Students should not allow anyone else to use their Chromebook.
- Take care to protect your password. Do not share your password.
- Make sure you log out when you are done using your Chromebook.

## 4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- All Chromebooks will have access to Google Docs. Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- Files will be stored online in Google Cloud environment.
- OFFLINE MODE - Many Google Apps allow for offline access which will allow for school work to be accomplished even when the Chromebook does not have access to WiFi. Any work done in offline mode will be synced with the student's Google account when the Chromebook rejoins WiFi.

## 5. OPERATING SYSTEM ON YOUR CHROMEBOOK

### 5a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

### 5b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- And since files are stored in the cloud, there's no need to worry about lost homework.

## 6. ACCEPTABLE USE POLICY AND GUIDELINES

### 6a: Links to Policies & Guidelines

- Student Education Technology Acceptable Use and Safety - Policy
- Student Education Technology Acceptable Use and Safety - Guidelines
- Chromebook General Information and FAQ's

### 6b: Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies, procedures and guidelines of KCS will result in disciplinary action.

### 6c: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.

## 7. PROTECTING & STORING YOUR CHROMEBOOK

### 7a: Chromebook Identification

- Student Chromebooks will be labeled with a KCS Inventory tag.
- Chromebooks are the responsibility of the student. This device will be yours for the duration of the school year. *Take good care of it!*

### 7b: Account Security

- Students are required to use their kcsstudents.org domain user ID and password to protect their accounts and are required to keep that password confidential.

### 7c: Storing Your Chromebook

- When students are not using their Chromebook, they should be stored in a secure location.

- Students need to take their Chromebooks home every day.
- Chromebooks should not be stored in a vehicle at school or at home for security and temperature control measures.

7d: Chromebooks left in Unsupervised Areas

- Chromebooks should not be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, cafeteria, computer labs, locker rooms, library, unlocked classrooms, and hallways.
- If an unsupervised Chromebook is found, notify a staff member immediately.

8. School Fees and Accidental Damage Repair

- A portion of school fees will help cover supplies and equipment repairs. The district will cover the full repair cost for one accidental damage repair per year for student Chromebooks and tablets.
- Additional repairs after the first occurrence will be subject to a \$25 deductible.

9. DAMAGED OR STOLEN CHROMEBOOK:

9a: Reporting Chromebook Damage

- If your Chromebook is damaged, report incident immediately to your teacher.

9b: Stolen Chromebook

- Parent(s)/guardian(s) must file a police report for the stolen device. Upon receipt of the police report, the District will then replace the Chromebook.

9c: Chromebooks under repair

- A loaner Chromebook will be provided to the student while repairs are taking place. Loaner Chromebooks will fall under the same guidelines as any other student-issued Chromebook.

10. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned following these guidelines:

- Chromebook, charger, and carrying case must be returned in good working condition upon request or withdrawal from the school district. **Students should not write on or decorate their Chromebook or carrying case.**
- Parents will be responsible for the replacement cost of any Chromebook, charger, and/or carrying case not returned and student records will be held until payment is made to Kettering City Schools.

# APPENDIX D

## Immunization Summary for School Attendance Ohio

| VACCINES   | <i>FALL 2016</i><br>IMMUNIZATIONS<br>FOR SCHOOL ATTENDANCE   |
|--|--|
| <b>DTaP/DT</b><br><b>Tdap/Td</b><br>Diphtheria,<br>Tetanus,<br>Pertussis | <p><b><u>K</u></b><br/>                     Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4<sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4<sup>th</sup> birthday, a fifth (5) dose is not required.*</p> <p><b><u>I-12</u></b><br/>                     Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p><b><u>Grades 7-12</u></b><br/>                     One (1) dose of Tdap vaccine must be administered prior to entry.**</p> |
| <b>POLIO</b>   | <p><b><u>K-6</u></b><br/>                     Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.***</p> <p><b><u>Grades 7-12</u></b><br/>                     Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>   |
| <b>MMR</b><br>Measles,<br>Mumps,<br>Rubella                              | <p><b><u>K-12</u></b><br/>                     Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</p>   |
| <b>HEP B</b><br>Hepatitis B  | <p><b><u>K-12</u></b><br/>                     Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>   |
| <b>Varicella</b><br>(Chickenpox)   | <p><b><u>K-6</u></b><br/>                     Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.</p> <p><b><u>Grades 7-10</u></b><br/>                     One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>   |
| <b>MCV4</b><br>Meningococcal   | <p><b><u>Grade 7</u></b><br/>                     One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry</p> <p><b><u>Grade 12</u></b><br/>                     Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry****</p>  |

**NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at [www.odh.ohio.gov](http://www.odh.ohio.gov), Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\* Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. For students in 12<sup>th</sup> grade, one dose of Td (Tetanus and diphtheria) is acceptable. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

## APPENDIX E

# Kettering City Schools Acknowledgement Form

I acknowledge I have received the following documents:

Parent/Student Acknowledgement of:

- Student Handbook
- Student Education Technology Acceptable Use and Safety Guidelines
- Notification to Parents Regarding Student Records
- Bus Safety Guidelines
- Directory Opt-out Information

Teacher's Name: \_\_\_\_\_

We, \_\_\_\_\_ and \_\_\_\_\_ ,  
*Parent/Guardian Name (Please Print)* *Student Name (Please Print)*

have received and read the 2016-2017 Student Handbook, Student Education Technology Acceptable Use and Safety Guidelines, the Notification to Parents Regarding Student Records, the Safety Guidelines for Riding Kettering City School Buses and Directory Opt-out Information. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the Kettering City School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
*Parent/Guardian Signature (Date)*

\_\_\_\_\_  
*Student Signature (Date)*

These documents may also be found on the school district website, any school office and in the form of a written handbook upon request.