

KETTERING CITY SCHOOL DISTRICT

MISSION STATEMENT

The mission of Kettering City Schools, in partnership with the family and community, is to guarantee a superior educational experience for all students by providing a positive and innovative learning environment while responsibly utilizing resources.

- To develop their individual talents
- To graduate with skills to attain a career goal
- To become contributing citizens

PBIS: POSITIVE BEHAVIORAL INTERVENTION SUPPORTS

The purpose of PBIS is to improve effectiveness, efficiency and equity of schools. PBIS improves social, emotional and academic outcomes for students.

Kettering City Schools Behavioral expectations:

We are Safe
We are Respectful
We are Responsible
We are Kind

KETTERING FAIRMONT ALMA MATER

By Robert W. Thygerson, A.S.C.A.P., 1983

Al-ma Ma-ter that we love,
Ho-nor to your name;
All your sons and daugh-ters
Will strive to build your fame.
Proud the white and blue,
Resolute and true,
Hail to our Fair-mont High,
To her praise we sing,
The pride of Ket-ter-ing.

FIREBIRD FIGHT SONG

By Robert W. Thygerson, A.S.C.A.P., 1983

Ev-er faith-ful, strong and true,
We will al-ways be.
To the sil-ver, white and blue,
With pledged loy-al-ty!
To Fair-mont!
Blow the trumpet!
Strike the drum!
Sound the vic-tor's cry.
Let the bat-tle be-gin,
The Fi-re-birds will win
For Fair-mont High!

Kettering City School District Information

Board of Education

Mrs. Jennifer Kane, President
Ms. Julie Gilmore, Vice President
Mrs. Lori Parks
Mr. Jim Ambrose
Mr. Toby Henderson

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 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

500 Lincoln Park Blvd.
Kettering, OH 45429
(937) 499-1400

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

For more information about any of the departments below, please click on the department name below or visit www.ketteringschools.org and select the department of choice.

<u>Business Services</u> (937) 499-1418	<u>Special Education Services</u> (937) 499-1435
<u>Community Relations</u> (937) 499-1458	<u>Student Services</u> (937) 499-1433
<u>Enrollment and Attendance</u> (937) 499-1700	<u>Superintendent</u> (937) 499-1430
<u>Food & Nutrition</u> (937) 499-1446	<u>Technology Services</u> (937) 499-1408
<u>Human Capital Services</u> (937) 499-1426	<u>Transportation</u> (937) 499-1770
<u>Teaching and Learning</u> (937) 499-1422	<u>Treasurer's Office</u> (937) 499-1409

FAIRMONT PHONE NUMBERS

MAIN OFFICE		499-1600
	Mr. Tyler Alexander, Principal	499-1600
	Ms. Cindy Youngerman, Principal's Secretary	499-1610
	Ms. Laurie Crumley, Treasurer	499-1604
	Ms. Melinda Taylor, Main Office Secretary	499-1600
	Ms. Melissa Norris, Attendance Secretary	499-1600
	Ms. Jennifer Schmitt, Psychologist	499-1651
	Ms. Connie Schell, Psychologist	499-1651
	Ms. Alicia Thompson, Nurse	499-1653
	Ms. Rhonda Wootten, Nurse	499-1653
ATHLETIC OFFICE		
	Mr. Chris Weaver, Athletic Director	499-1642
	Ms. Nicole Motto, Asst. Athletic Director	499-1643
	Mr. Frank Baxter, Asst. Athletic Director	499-1644
	Ms. Sondra Whaley, Secretary	499-1641
EAST UNIT		
	Mr. Tim Johnson, Unit Principal	499-1621
	Mrs. Erica Parker, Unit Secretary	499-1621
	Mrs. Carole Anello, Guidance Secretary	499-1605
CENTRAL UNIT		
	Mr. Andrew White, Unit Principal	499-1624
	Mrs. Andrea Kuperman, Unit Secretary	499-1624
	Ms. Kathy Pennington, Guidance Secretary	499-1608
WEST UNIT		
	Ms. Jenny Britton, Unit Principal	499-1627
	Ms. Annmarie Fletcher, Unit Secretary	499-1627
	Ms. Crystal Harvey, Guidance Secretary	499-1607
SOUTH UNIT		
	Mr. Jeff Renshaw, Unit Principal	499-1630
	Ms. Becky Enevoldsen, Unit Secretary	499-1630
STUDENT ACTIVITIES		
	Ms. Corey Miller, Coordinator	499-1652
	Ms. Erica Rogers, Assistant Coordinator	499-1652
SPECIAL EDUCATION		
	Ms. Mary Conlon, Coordinator	499-1619
CAREER & TECHNICAL EDUCATION OFFICE		
	Ms. Liz Jensen, Principal	499-1634
	Ms. Nicole Guy, Secretary	499-1633
MUSIC		
	Mr. Michael Berning, Coordinator	499-1647
	Ms. Lesley Johnson, Secretary	499-3645

Student's Last Name	Student's Grade	Student's Unit	Counselor	Counselor's Office Location	Counselor's Phone
A – K	10	E & C	Tara Shirk	Central	499-1617
A - K	9	E & C	Spencer Brown	Central	499-1615
A - K	11 - 12	E & C	Victor Colón	East	499-1612
CTC (Biotech & ECE)	11 - 12	All			
L - Z	10	S & W	Matt Kesner	West	499-1614
L - Z	9	S & W	Kelsey Perinovic	West	499-1618
L - Z	11 - 12	S & W	Danielle Phillips	East	499-1613
CTC (Fire & Business Academy)	11 - 12	All			
ALL	11 & 12	CTC	Nicole Will	CTC	499-1616

KETTERING CITY SCHOOL DISTRICT 2019-2020 SCHOOL CALENDAR

First Semester

August 12 (Mon.)	<i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT DAY</i>
August 13 (Tues.)	<i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT/WORK DAY</i>
August 14 (Wed.)	<i>SCHOOLS OPEN – First Day for Students & Full Day of Instruction</i>
August 19 (Mon.)	<i>First Day for Kindergarten</i>
August 29 (Thurs.)	BUILDING PROFESSIONAL DEVELOPMENT , 3:30-7:00 pm (Elem.) 4:30-8:00 pm (MS/HS)
September 2 (Mon.)	<i>Schools Closed – LABOR DAY</i>
September 12 (Thurs.)	Early Dismissal – 60 minutes
October 4 (Fri.)	<i>Schools Closed</i>
October 11 (Fri.)	End of First Quarter – (41 days)
October 14 (Mon.)	<i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT DAY</i>
October 15 (Tues.)	First Day of Second Quarter
October 24 (Thurs.)	PARENT-TEACHER CONFERENCES , 3:30-7:00 pm (Elem./HS) 4:30-8:00 pm (MS)
November 5 (Tues.)	<i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT</i> , 8:00-11:30 am (K-12)
	PARENT-TEACHER CONFERENCES , 12:00-3:30 pm (K-12)
November 7 (Thurs.)	PARENT-TEACHER CONFERENCES , 3:30-7:00 pm (Elem./HS) 4:30-8:00 pm (MS)
November 13 (Wed.)	Early Dismissal – 60 minutes
November 25-26 (Mon.-Tues.)	<i>Schools Closed – CONFERENCE TRADE DAYS</i> (2 days)
November 27-29 (Wed.-Fri.)	<i>Schools Closed – THANKSGIVING BREAK</i> (3 days)
December 20 (Fri.)	End of Second Quarter – (43 days) & End of First Semester – (84 days)
December 23 (Mon.) – Jan. 6 (Mon.)	<i>Schools Closed – WINTER BREAK</i> (11 days)

Second Semester

January 6 (Mon.)	<i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT DAY</i>
January 7 (Tues.)	First Day of Third Quarter & First Day of Second Semester
January 20 (Mon.)	<i>Schools Closed – MARTIN LUTHER KING DAY</i>
January 23 (Thurs.)	PARENT-TEACHER CONFERENCES – Career & College Readiness Night , 3:30-7:00 pm (HS)
February 6 (Thurs.)	PARENT-TEACHER CONFERENCES , 3:30-7:00 pm (Elem.) 4:30-8:00 pm (MS)
February 17 (Mon.)	<i>Schools Closed – PRESIDENTS’ DAY</i>
March 4 (Wed.)	Early Dismissal – 60 minutes
March 12 (Thurs.)	End of Third Quarter – (46 days)
March 13 (Fri.)	<i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT DAY</i>
March 16-20 (Mon.-Fri.)	<i>Schools Closed – SPRING BREAK</i> (5 days)
March 23 (Mon.)	First Day of Fourth Quarter & First Day of School after Spring Break
May 5 (Tues.)	Early Dismissal – 60 minutes
May 21 (Thurs.)	LAST DAY FOR STUDENTS
	End of Fourth Quarter – (44 days) & End of Second Semester – (90 days)
May 22 (Fri.)	LAST DAY FOR TEACHERS (Work/Prof. Development), 8:30 am-12:00 pm

**If required, the following days will be used as Make-Up Days for Calamity beyond five days: May 22, 26, 27, 28, 29, 2020 and June 1, 2020 8:30 am -12:00 pm for Teachers.*

Grading Period/Student Days

First Quarter	Aug. 14 – Oct. 10	41 days
Second Quarter	Oct. 15 – Dec. 20	<u>43 days</u>
First Semester		84 days
Third Quarter	Jan. 7 – Mar. 12	46 days
Fourth Quarter	Mar. 23 – May 21	<u>44 days</u>
Second Semester		90 days

Teacher Work Days

Professional Development/Work Days	7 days
Parent/Teacher Conference Days	2 days
Student Days	<u>174 days</u>
Total Teacher Work Days	183 days

BELL SCHEDULE

KFHS Regular Schedule

ADV	7:50	8:03	13
1st	8:09	8:59	50
2nd	9:05	9:55	50
3rd	10:01	10:51	50
4th Lunch	10:51	11:21	30
5th/6th	11:27	12:17	50
7th/8th	12:23	1:13	50
4th/5th	10:57	11:47	50
6th Lunch	11:47	12:17	30
7th/8th	12:23	1:13	50
4th/5th	10:57	11:47	50
6th/7th	11:53	12:43	50
8th Lunch	12:43	1:13	30
9th	1:19	2:09	50
10th	2:15	3:05	50

KFHS 2-Hour Delay

ADV	9:50	10:02	12
1st	10:08	10:41	33
2nd	10:47	11:20	33
3rd	11:26	11:59	33
4th Lunch	11:59	12:29	30
5th/6th	12:35	1:08	33
7th/8th	1:14	1:47	33
4th/5th	12:05	12:38	33
6th Lunch	12:38	1:08	30
7th/8th	1:14	1:47	33
4th/5th	12:05	12:38	33
6th/7th	12:44	1:17	33
8th Lunch	1:17	1:47	30
9th	1:53	2:26	33
10th	2:32	3:05	33

KFHS 1-Hour Early Dismissal

ADV	7:50	7:59	9
1st	8:05	8:47	42
2nd	8:53	9:35	42
3rd	9:41	10:23	42
4th Lunch	10:23	10:53	30
5th/6th	10:59	11:41	42
7th/8th	11:47	12:29	42
4th/5th	10:29	11:11	42
6th Lunch	11:11	11:41	30
7th/8th	11:47	12:29	42
4th/5th	10:29	11:11	42
6th/7th	11:17	11:59	42
8th Lunch	11:59	12:29	30
9th	12:35	1:17	42
10th	1:23	2:05	42

KFHS Pep Rally

ADV	7:50	8:31	13
1st	8:09	8:54	45
2nd	9:00	9:45	45
3rd	9:51	10:36	45
4th Lunch	10:36	11:06	30
5th/6th	11:12	11:57	45
7th/8th	12:03	12:48	45
4th/5th	10:42	11:27	45
6th Lunch	11:27	11:57	30
7th/8th	12:03	12:48	45
4th/5th	10:42	11:27	45
6th/7th	11:33	12:18	45
8th Lunch	12:18	12:48	30
9th	12:54	1:39	45
10th	1:45	2:30	45
Pep Rally	2:30	3:05	35

KFHS 7th Period Exam/ Concert Schedule

ADV	8:50	8:17	27
1st	8:23	8:41	18
2nd	8:47	9:05	18
Concert	9:05	10:05	60
3rd	10:11	10:29	18
4th-8th #1	10:35	10:53	18
4th-8th #2	10:59	11:17	18
9th	11:23	11:41	18
10th	11:47	12:05	18
Lunch	12:05	1:05	60
7th Exam	1:05	3:05	120

KFHS Exam Schedule

Exam #1	8:00	10:00	120
Exam #2	10:20	12:20	120
Lunch	12:20	1:05	45
Buses dismiss at 12:55			
Make-up	1:05	3:05	120
KFHS 7th Period Exam			
ADV	7:50	8:21	31
1st	8:27	8:53	26
2nd	8:59	9:25	26
3rd	9:31	9:57	26
4th-8th #1	10:03	10:29	26
4th-8th #2	10:35	11:01	26
9th	11:07	11:33	26
10th	11:39	12:05	26
Lunch	12:05	1:05	60
7th Exam	1:05	3:05	120

KFHS Extended Advisory

ADV	7:50	8:31	41
1st	8:37	9:23	46
2nd	9:29	10:15	46
3rd	10:21	11:07	46
4th Lunch	11:07	11:37	30
5th/6th	11:43	12:29	46
7th/8th	12:35	1:21	46
4th/5th	11:13	11:59	46
6th Lunch	11:59	12:29	30
7th/8th	12:35	1:21	46
4th/5th	11:13	11:59	46
6th/7th	12:05	12:51	46
8th Lunch	12:51	1:21	30
9th	1:27	2:13	46
10th	2:19	3:05	46

KFHS 1-Hour Delay

ADV	8:50	8:59	9
1st	9:05	9:47	42
2nd	9:53	10:35	42
3rd	10:41	11:23	42
4th Lunch	11:23	11:53	30
5th/6th	11:59	12:41	42
7th/8th	12:47	1:29	42
4th/5th	11:29	12:11	42
6th Lunch	12:11	12:41	30
7th/8th	12:47	1:29	42
4th/5th	11:29	12:11	42
6th/7th	12:17	12:59	42
8th Lunch	12:59	1:29	30
9th	1:35	2:17	42
10th	2:23	3:05	42

KFHS Extended ADV/2-Hour Delay

ADV	9:50	10:16	26
1st	10:22	10:53	31
2nd	10:59	11:30	31
3rd	11:36	12:07	31
4th Lunch	12:07	12:37	30
5th/6th	12:43	1:14	31
7th/8th	1:20	1:51	31
4th/5th	12:13	12:44	31
6th Lunch	12:44	1:14	30
7th/8th	1:20	1:51	31
4th/5th	12:13	12:44	31
6th/7th	12:50	1:21	31
8th Lunch	1:21	1:51	30
9th	1:57	2:28	31
10th	2:34	3:05	31

THE SCHOOL DAY

ARRIVING AT SCHOOL

Walking, riding bikes, 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. Students will not be permitted to enter the building until 6:30 a.m.
2. Parents should take the time to review basic safety rules with their children, particularly regarding any interactions with strangers on their way to and from school.
3. For safety reasons, students are not permitted to rollerblade or skateboard on school property.
4. If a parent plans to bring a child to school, we encourage you to check with your individual school to determine drop-off procedures.

DISMISSAL FROM SCHOOL

After school, students are expected to exit school property orderly and safely. If students remain on school campus, they should be participating in a school-sponsored activity, group/club, or practice/game. Also, students for academic reasons can use the Library daily (until 6:30pm) or be supervised by a staff member within the building. Students waiting on rides are allowed temporarily to wait in the Commons/Cafeteria or Main Office Lobby.

BUS INFORMATION

General Guidelines

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, pick-up/drop-off times, and the location of the bus stop can be accessed from the district website under transportation, through the following link: [Bus Route Information](#). Students must wait in their designated place of safety as assigned by the bus driver before the bus arrives and after it departs the bus stop location. Students should sit in their assigned seats while riding the bus and obey rules of conduct established by the Transportation Department while being transported. 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.

State Laws:

1. Prohibit animals to be transported
2. Prohibit large instruments or other large objects to be transported (Items must fit on the student's lap)
3. Prohibit students who are not normally bus riders to be transported
4. Prohibit glass or aerosol items

Bus Riders

All students living in areas where school bus transportation is provided must, at all times, use such transportation to and from school. The only exception would be private transportation by car. We feel that walking and bicycle riding to and from such areas is too hazardous. Students on a bus or other authorized Board of Education transportation 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. 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 st written offense:	Written warning
2 nd written offense:	3-day removal from transportation
3 rd written offense:	5-day removal from transportation
4 th 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

ATTENDANCE GUIDELINES

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. The Kettering City School District is required to follow the new State of Ohio law - House Bill 410 which has changed many of the attendance policies and procedures from previous years. 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 ensure students achieve a high attendance rate.

The Ohio Department of Education classifies all students who miss 10% or more of the school year as "Chronically Absent". Exhaustive research shows students who are chronically absent perform below their peers and fall behind in school. As such, schools in Ohio are required to develop attendance intervention plans for students classified as excessively absent.

In Ohio, children are required to attend school from age six to eighteen unless the pupil has graduated from high school, is employed on an age and school certificate, or has been determined to be incapable of profiting substantially from further instruction. While it is the school's duty to enforce the compulsory attendance law, responsibility for compliance with the law rests upon the parents, guardians, or other persons having control of the child. (Section 3321.01 of Ohio Revised Code)

A. Students are permitted 38 hours of absence in a month or 65 hours (10 days) each school year by parent note, call, or email. Beginning on the 39th hour or 66th hour of an absence, professional documentation is required. The professional (doctor) note must specify the date(s) of the excused absence. Students have 3 school days after they return mayto school to submit documentation for professional excuses. This hour requirement is total, cumulative absences (excused and unexcused). This is a new state requirement from H.B. 410.

B. Absence from School Procedures for All Students

1. The parent/guardian should call or email the school office before 8:30 am to report an absence.
2. If a parent/guardian has not notified the school office of an absence via phone or email, the student must present a note stating:
 - A. Date(s) of absence
 - B. Reason for absence
 - C. Signature of parent/guardian
 - D. Phone number where parent/guardian may be reached.
3. If the appropriate school officials are not notified of an absence, the student will be considered unexcused. Students have 3 school days after they return to school to provide documentation to change an unexcused absence to an excused absence.

*The school district has the right to investigate the cause of each single absence as warranted. It is the school, not the parent or guardian, that may determine whether an absence is excused or unexcused.

- C. As cited in the Ohio Revised Code, absences from school that are excused, but count toward allotted days absence are:
1. Personal illness
 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. Extended absences: Fill out the [Extended Absence Form](#) and submit the form at least 3 days prior to the extended absence.
 8. Such good cause as may be acceptable to the Superintendent
- D. Students requesting an early dismissal or arriving late to school because of a medical appointment may be excused if a note from the medical office is presented to the school office upon return. Up to three (3) school days will be granted for submittal of documentation for professional excuses.
- E. All students, regardless of age, must abide by all school rules. No student can sign himself or herself out without parental permission.
- F. If a student does not attend school on a school day due to illness, fever or communicable disease, he/she is not permitted to attend school/co-curricular activities on that day.

TRUANCY (HB 410)

1. Habitual Truant: Habitual truant is a student of compulsory school age who is absent without legitimate excuse from the school:
 - a. 30 Consecutive unexcused hours
 - b. 42 Unexcused hours in a month
 - c. 72 Unexcused hours in a school year
2. The Kettering City School District is required to follow the new State of Ohio law - HB 410.
3. Tardy/Early Dismissals:

All minutes/hours of school missed by a student will count toward each student's absence rate. The State of Ohio defines a chronically absent student as one who has missed 10% or more of the school year.

Early dismissals for the purpose of medical appointments will be approved under the following circumstances:

- A. Written note or phone call from a parent/guardian must be presented to the secretary with the student's name, grade level, phone number, and where the parent/guardian can be reached before the dismissal can be processed.
- B. Early dismissals that cannot be verified will be denied.
- C. Early dismissals that cannot be verified will be denied.
- D. Tardy and early dismissals follow school district policy and Ohio law regarding classification of excused and unexcused outline under the attendance policy.

COLLEGE/UNIVERSITY VISITS

Seniors and Juniors may be excused for up to 3 college/university visits per school year. College/University visits should be limited to one day each unless prior approval is given by the unit principal. A "professional note" from the college or university is required when the student returns to school with the date of the student visit noted. Students will not be

excused if the visit is unofficial and just to tour the campus/facilities. Additional excused days may be approved by the unit principal for college/university visits that require extensive traveling - these days may be approved under the handbook provision of "**Extended Absence Form**". **These days would count toward the 10 days (65 hours) of absences allowed to be excused by a parent/guardian via HB 410.**

DISMISSAL FROM SCHOOL

After school, students are expected to exit school property orderly and safely. If students remain on school campus, they should be participating in a school-sponsored activity, group/club, or practice/game. Also, students for academic reasons can use the Library daily (until 6:30pm) or be supervised by a staff member within the building. Students waiting on rides are allowed to temporarily wait in the Commons/Cafeteria or Main Office Lobby.

Students who have unassigned 10th period in their schedule should exit the property immediately after 9th period. Students who need to remain on campus must be supervised by a staff member. Students should not congregate in the Cafeteria/Commons, Main Office Lobby, and/or Library.

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. Send a note to the Main Office or call 499-1600 (Option #2). A pass will be issued to your student for dismissal at the designated time.
- B. The student will be dismissed from class at the time noted on the pass.
- C. The student should be picked up near the Main Office (Door #1) at the designated dismissal time.

A student who becomes ill during the school day must go to the nurse's office for evaluation. The nursing staff will contact a parent/guardian and notify the Main Office if the student is granted the dismissal. Students should sign-out in the Main Office Lobby before leaving campus. Students not following this procedure will be marked as unexcused for a partial day or truant.

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

TARDIES/EARLY RELEASE

Students arriving after the start of the school day and up to 30 minutes after will be considered tardy. Students who have a reason to leave school within 30 minutes of the end of the school day will be considered early dismissed. Tardies and early dismissals for reasons other than what is listed as excused will be considered unexcused.

Parent's Responsibilities

It is the parent's responsibility to:

- 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 at 499-1600 on the morning of the student's absence **by 8:30 am**.
- G. Provide the school with a note explaining the reason(s) for the absence upon the student's return to school if a phone call to the school was not made on the day of the absence.
- 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 information card.

Student's Responsibilities

It is the student's responsibility to:

- 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.

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 Main Office by 8:40 am stating the reason and the time to leave.
- B. When you arrive to pick up your child, please pick up your child at the main entrance of Fairmont at Door #1.
- C. Students must remain in the school building unless given permission or supervised by a staff member. All students upon arrival on campus via car, bus, and/or walking must remain on the school grounds.

GENERAL INFORMATION

These rules and expectations were developed by staff, students and parents to address issues not covered by board policies and the student conduct code. These behavior expectations ensure a positive learning environment. The staff and students benefit by having more time to achieve educational goals. In addition to board policies, the student conduct code, and the school wide rules and expectations, each teacher has developed his/her own classroom assertive education plan.

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.

ACTIVITY CONFLICT RESOLUTION

During the school year, students who are participants in a variety of activities may be scheduled to do two different things at the same time. The following guideline should be used to determine participation:

The "performance" (athletic event, concert, play, etc.) has priority over any practice or extra rehearsal. In the event of conflicts, the performance takes priority and non-participation in the other event shall not penalize the student. Students are to inform coaches and advisors of conflicts as soon as possible. When two events of equal value conflict, the student may make the choice of which event to participate in without consequence. However, make-up work or alternate assignments for grade compensation may be assigned. If this causes a problem, the decision of the principal acting as arbitrator will be final.

ADVISORY PERIOD

Advisory Period and Homeroom are synonymous at Fairmont. In most cases, students will have the same Advisory teacher for all four years. Advisory teachers are ready and willing to help students with challenges, review records, discuss plans for the future, or just talk. The interactions, activities, and communications that take place in Advisory are an essential part of the school day. Daily student participation is important. Teachers and administrators consider absence from Advisory Period a serious situation.

AFTER SCHOOL EXPECTATIONS

Students are expected to exit the building and grounds at 3:05 pm in a safe and orderly manner, whether they drive, ride the bus, walk, and/or get picked up by an adult. Students who stay at school after 3:05 pm are expected to be in one of the following areas no later than 3:30pm: detention (teacher or school); practice, rehearsal, or meeting; classroom (for academic makeup, tutoring, and/or support); the Library (for academic study and/or support); the Main Office Lobby (waiting on rides); or the Athletic Lobby (waiting on practice to begin or waiting on rides after practice). Students in the building and on school grounds are expected to be supervised by staff.

ALCOHOL, DRUG & TOBACCO SURVEYS

Kettering City Schools will periodically administer alcohol, drug and tobacco surveys to students to determine the progress of our prevention programs and to determine which areas may need additional attention. Parents may inspect, upon request to the building principal, a survey before it is administered to or distributed by the school. After review and inspection by the parent, they can refuse to have his/her child participate in the survey.

ANIMALS AND PETS

Students are not to bring animals or pets to school, unless the animals or pets are part of a class project. In such circumstances, students must seek permission from your teacher and your unit principal. Service animals will be permitted as required by law and Board Policy 8390.

ASSEMBLIES

Students may be asked to sit in an assigned area. Students are expected to be courteous to any performer or speaker.

ATHLETIC EVENTS

Students are expected to exhibit good sportsmanship behavior at all times. Vulgar cheers, gestures, and signs are prohibited and will be addressed under the Student Conduct Code.

BOOKSTORE

A bookstore is located next to South Unit Office (Room 537) for the sale of supplies, workbooks, paper, pencils, headphones, etc. The bookstore is open daily. Please make checks payable to: Kettering City Schools. (See the posted schedule.)

CAFETERIA

[Food and Nutrition Department Website](#)- Our new and improved website is the best place for all food and nutrition related information. Menus are posted monthly, and links to [Know Now! Online Meal Application](#), [EZ pay](#), Nutrition Analysis and Allergen Alerts, Food Recalls, etc. are all up to date and current. Please refer to this website for any information regarding cafeteria news.

Breakfast/Lunch

Breakfast is available for \$1.90 or \$2.50 each morning from 7:15 – 7:45 a.m. Hot lunches are available daily for \$2.80 or \$3.30 for special premium meals. Students can also bring their lunch from home and/or purchase milk for \$.50. When students do not have lunch money, students will be allowed to charge one time and still receive a complete meal. See the charging policy below. When a student exceeds the one time charge, a complimentary peanut butter or cheese sandwich & milk will be made available. 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.

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

- 1) Cash or check made payable to Kettering City Schools. The cash or check can be given directly to a cafeteria staff person at breakfast or lunch time.
- 2) Use our online payment method via the website, <https://www.spsezipay.com/Kettering/login.aspx>. 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). Students may also use this same debit card system to purchase milk, juice or a la carte items. Special restrictions for making purchases may be requested by the parent to the school cafeteria manager. 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 purchases and meal balance, even if you don't use the website to make meal payments.

Charging Procedure

When a high school student comes to lunch without lunch money, the student may charge a complete meal one time and also receive a complimentary meal of peanut butter or cheese sandwich and milk in succession. When 12th grade students have a negative balance, the principal and guidance counselor will be notified in April to assist with the collection of any debt prior to graduation.

Disabled and handicapped students at all grade levels will continue to receive their school meals with no interruption while their parents are being contacted for payment.

Eating Areas & Rules- Lunch

All students are required to eat in the cafeteria, even if the lunch is brought from home. During lunchtime, students are to confine themselves to the Cafeteria/Commons or Spirit Bell areas. Students are not permitted to be in the Main Office hallways near the Recital Hall and Music areas. Specific units will be closed during the lunch period. Students are not allowed to be present in these closed units unless given permission and/or supervised by a staff member. Some travel restrictions (unless a student has a pass) will be imposed due to specific units being closed for certain lunch periods. Students are requested to travel quietly to the cafeteria in consideration of classes still in session.

Students are expected to clean up their eating areas and deposit their trash in the proper disposal areas. Throwing food or other items in the Cafeteria/Commons is not permitted. Stealing food from the Cafeteria will be dealt with through the code of conduct.

Parents may drop off student lunches through Door #1. Students are discouraged from ordering food from local businesses. Students will not be permitted to leave class to pick-up and/or pay for deliveries. Students are not permitted to carry backpacks as they go through the serving line. Students are not permitted to leave campus for lunch. Students who pre-pay for their meals must use their student ID card and/or number.

Free and reduced [Know Now! Online Meal Application](#)

CELL PHONE/PERSONAL COMMUNICATION DEVICE GUIDELINES

Personal communication devices, headphones, earbuds, etc. are allowed for use before, during, and after school as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment. The above mentioned items must be put away at all times within the classroom. Devices may be used for specific classroom instructional activities when deemed necessary by the teacher. If they do create a disruption and/or distraction, staff reserves the right to confiscate the device for the remainder of the class period.

Teacher permission must be obtained before any audio or video recording takes place in a classroom. For more information, see Board Policy 5136 -- Personal Communication Devices.

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 the search will uncover evidence that the student violated or is violating a school and/or district policies, or that the student is in imminent danger of harm on school premises.

School and personal communication devices are allowed for use before, during, and after school as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment. If they do create a disruption and/or distraction, staff reserves the right to confiscate the device for the remainder of the class period.

Other questions regarding the proper use of both school and personal electronic devices may be covered in the "Student Education Technology Acceptable Use and Safety Policy and Guidelines Agreement".

CHILD ABUSE / NEGLECT

Ohio State Law and Board Policy 8462 mandate 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 City Schools Safety Tip-Line	643-4444 Option 7
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

DECEIVING THE SCHOOL

No parent/guardian and/or student shall knowingly deceive or attempt to circumvent any procedure or policy established by the school.

DRESS FOR SUCCESS

Kettering Fairmont High School is a place of work for the adults and preparation for college/career for the students. We are dedicated to creating a campus where teaching and learning will occur within a professional environment. Therefore, these professional expectations will be followed to maximize the learning environment and safety conditions at the high school:

1. Clothing and accessories will be without vulgar, suggestive, and/or offensive elements.
2. Clothing and accessories will be without the promotion of alcohol, tobacco, weapons, drugs, and/or gang-related affiliations/symbols.
3. Clothing and accessories will be respectful toward ethnic, cultural, sexual, gender identity, political or religious differences. Such clothing and accessories must not cause a material or substantial disruption to the school environment, or it must not be reasonably foreseeable that the message will cause such a disruption.
4. Clothing must cover the chest, stomach, back, buttocks, and undergarments.
5. During school hours, students will remain free of wearing hats and hoods in the building. Only religious, culturally specific, and/or medically necessitated head coverings are permitted.
6. Shoes must be worn at all times.
7. Clothing and accessories must avoid the appearance of "costumes".

Students wearing apparel that does not meet the above professional expectations will be asked to change, turn the item inside out, etc. If a student persists in violating the student dress code, a discipline referral may be written. It is understood that not all unacceptable attire can be listed or described here. Therefore, the final decision regarding the professionalism of clothing and accessories will be made by the building administration.

EXTENDED ABSENCES DURING THE SCHOOL YEAR

When taking an extended absence during the school year, parents/guardians should notify the school office and complete the [Extended Absence Form](#) form at least three 3 days prior to leaving. Extended absences 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 event/activity. The state of Ohio requires a "professional note" to excuse absences past 10 days (65 hours) of absence. If a student is over 10 days (65 hours) of absence for any reason, the district may not excuse those absences. **Please refer to the "Compulsory Attendance" guidelines in the "Attendance" section of the Handbook.**

FAILURE TO INFORM

No student shall fail to inform their unit principal, building principal, counselor or teacher in a timely manner of any dangerous or potentially dangerous situation which may involve students, teachers, and/or support staff. Failure to do so may result in disciplinary action. Students must identify themselves when requested by a teacher or staff member. Students may report dangerous situations by calling the **Safety Tip-line (937)643-4444 Option 7 and select their building.**

FALSE REPORTING/FALSIFICATION

No student shall intentionally provide an administrator, school resource officer, counselor, teacher or staff member with false information that may impede an ongoing investigation. Intentionally providing false information may result in disciplinary action.

FALSE FIRE ALARMS

A student who falsely pulls the fire alarm will face suspension and may be legally charged through the courts.

FIELD TRIPS

Students may have field trips off school property as a part of their educational experience. Students must have updated Emergency Medical and Student Information in their InfoSnap account (online) prior to attending the field trip. Hardcopy forms of this information will not be accepted. Also, each student must have a permission slip signed by their parent/guardian to attend each field trip. Students who do not have written permission will stay at the school and attend normal classes.

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.

BULLYING/HARASSMENT

No student, staff member, and/or third party (including group) shall harass, intimidate, or bully another student before, during, or after school hours. This prohibition applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and applies to conduct off school property as well. Prohibited activity includes the use of communication (intentional written, verbal, or electronic) or a physical act exhibited towards another particular student or students more than once that causes mental or physical harm and is sufficiently severe, persistent, and/or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student(s) toward whom the behavior is targeted. Prohibited activity includes violence in a dating relationship. . No student shall use profane, vulgar, coarse, abusive, or other improper language that shows disrespect toward ethnic, cultural, sexual, gender identity, or religious differences.

ID CARDS

Each new student will be issued an ID card when they come to FHS. This card will be used for personal identification for a variety of school-sponsored events, including dances, ACT Tests, SAT Tests, lunch charges, and library privileges. If a student loses the card, a new one will be issued for \$5. If the student cannot pay at that time, the fee will be added to his/her student fees. All ID cards can be obtained in the East Unit Guidance Office.

INCLEMENT WEATHER

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

1. 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).
2. Check the homepage of the district's website at www.ketteringschools.org.
3. Sign up for phone calls and/or text messages at www.ketteringschools.org/Communication
4. Check the district Facebook page: Kettering City Schools.
5. Listen to the local television stations -- WHIO Channel 7, WDTN Channel 2 and ABC 22/Fox 45.
6. Follow the Kettering City Schools' Twitter feed -- @KFHSFirebirds @KFHSPrincipal @KetteringSchls
7. Call the Education Connection at 643-4444. Follow prompts -- "For Kettering School District Information, press 4." Then, "For Delays, Closings and Early Dismissals, press 3."

LIBRARY-MEDIA CENTER

The library-media center is a facility for all students and staff. Space within the library-media center includes the classroom, Fairmont Information Center, and conference room. Hours of operation are 7:00 AM until 6:30 PM. Students must sign in upon entering the library-media center (unless present with a class). During the school day students must have a pass from a teacher in order to use the library-media center (except during their scheduled lunch period). All students present in the library must be respectful of others. The student ID number is used as the library-media card.

Students are responsible for all materials checked out on their account and must pay all fees and fines before graduation. Books are loaned for a period of 2 weeks. It is the student's responsibility to note the due dates. The fine for overdue items is 5 cents per day (excluding weekends and holidays) and will not exceed \$5. If any item is lost, the student is

charged the replacement cost.

Students will also turn chromebooks requiring repair into the library-media center. Loaner chromebooks are not available for students forgetting their device. Please make sure you come to school with your chromebook fully charged.

In adherence with Eating Area & Rules, lunches (ex. lunch trays, plastic cartons, etc.) are not permitted in the library-media center. Students may, however, bring in snack items such as chips, cookies, sandwiches, etc. as well as beverages. It is the responsibility of the student to throw their trash away. Students not cleaning up after themselves will lose the privilege of being able to have food in the library-media center.

Additional information and resources available in the library-media center can be found at <http://library.kettering.k12.oh.us/>.

LOCKERS/DESKS

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. Sharing a locker with another student is discouraged. School officials will inspect lockers when the need arises. School property such as desks and lockers remain under the jurisdiction of the school. The school reserves the right to inspect all desks and lockers at any time. Students are to assume the full responsibility for security of lockers, and combinations should not be shared with others. Keep valuables in lockers is at the discretion of the student. The school is not responsible for items lost or stolen from lockers. All items left in lockers on the last day of school will be sent to charity after 24 hours.

LOST AND FOUND

All articles found in buildings or on grounds will be turned into the unit offices. After approximately 30 days, unclaimed items will be sent to charity. All items left in lockers on the last day of school will be sent to a local charity after 24 hours.

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**. If you call during the school day, the office will forward your call to the teacher's voicemail. If you wish to have a conference with your child's teacher, please call or email ahead to make an appointment.

PARKING LOT AND DRIVING RULES

1. Students' vehicles must be parked appropriately between the parking lines in their assigned parking space.
2. Students are not allowed in the parking lot during the school day without a pass.
3. The school is not responsible for the theft or damage of personal property in the parking lot.
4. Students are expected to follow appropriate traffic and safety rules. Failure to follow parking and/or driving rules and regulations may result in discipline and/or suspension of parking privileges.
5. Vehicles are subject to search by school officials at any time. Searching a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking a vehicle on school grounds shall be considered to have given implied consent to a search of such vehicle at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.
6. The maximum speed on campus is 15 MPH.
7. Security guards and administrators may be in the parking lots. Please cooperate with these staff members.

PARKING PASSES AND REGISTRATION

All student drivers must purchase an assigned parking spot and must park in that spot on school days from 7:00 A.M. - 3:15 P.M. Any student vehicle without a pass or parked in the wrong spot may be ticketed and disciplined by their unit principal. If an unauthorized vehicle is in your spot, please park in the Overflow Lot and report the violation immediately to Fairmont Security or the South Unit Office. Once the issue is resolved, the student can remove the car from the Overflow Lot.

The only students who may purchase a parking pass are those who hold a valid Driver's License.. Students who hold a

temporary Driver's License will not be permitted to purchase a pass until they receive their valid Driver's License. Information on how to purchase a pass prior to the beginning of school will be mailed home over the summer months.

Students should not park in staff, visitor, Trent Arena, or the Kettering Rec Lots. Students should only drive to school once they have received a parking tag. Read the link below for additional information:

[Driving and Parking Permit Application](#)

PERSONAL PROPERTY

Please do not allow your child 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/bring their pet 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 areas without prior administrative approval:

- A. Pet owners must keep their pets on a leash.
- B. Pet owners are liable for the behavior of their pet.
- C. Students should never approach or pet animals they do not know.
- D. Pet owners are responsible for cleaning up after their pet.

Students are not to bring animals or pets to school, unless the animals or pets are part of a class project. In these instances, students must receive permission from their teacher and unit principal.

Staff must receive permission from administration to have animals or pets on school grounds.

POSTERS

All student posters and signs must be approved in the Student Activities Office before posting. They will be stamped "Publicity Approved". Posters and signs are to be hung on the "Know it All Walls".

PUBLIC DISPLAY OF AFFECTION

Students are to refrain from displaying unprofessional affection toward one another at school.

REQUESTING TEACHERS

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

RESTROOMS

Students are not permitted to loiter in the restrooms at any time. Students must use their official passes when using the restroom during class time. No more than one student shall occupy a stall at any time for those stalls intended for one person. If a student becomes ill while in the restroom, the student should report immediately to their teacher, their unit office, and/or nurse. Kettering City Schools provide both male, female, and alternative restroom options for their students. Kettering City Schools allow students equal access to restrooms in accordance with relevant law.

RETURNING TO SCHOOL AFTER HOURS

We understand that students may occasionally need to return to school after hours to retrieve needed textbooks and other materials. In these situations, we advise an adult accompany the student.

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 \$50.00.

Fees are assessed at the end of week six. Payments can be made on the EZPay system or checks made out to KETTERING CITY SCHOOLS can be given to the school treasurer in the main office. 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 or online to receive the waiver. If you have any questions, please contact the school office.

TELEPHONE & ADDRESS CHANGES

When making an address change, the 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). If parents/guardians have questions, they can contact the **Central Enrollment Office at 499-1700**.

TEXTBOOKS

Charges will be made for textbook damage or wear beyond a reasonable amount. Textbooks that are not returned to the teacher at the end of the semester or year will be assumed lost, and you will be charged.

Books new - 2 years old: 100% cost of book

Books 3 - 4 years old: 90% cost of book

Books 5 years old and older: 80% cost of book

To rebind a book: \$8.80

Replacement of old books used as supplements: \$5

Damage charges to books depends on teacher/administrator discretion.

TUITION

Non-resident students may be accepted for enrollment on a tuition basis in the Kettering City School District. Please contact the district's Student Services Department at 937-499-1433 for information about enrolling a student on a tuition basis.

USE OF SCHOOL PHONE

Student's use of school phones will be restricted to school-related business only and will be granted permission by staff. 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 who need to use a phone should go to their unit office. If a student is ill and wants to go home, the student must go to the nurse for evaluation.

UNASSIGNED 10TH PERIOD

Senior students can earn the privilege of being unassigned 10th period if they are in good academic standing. Principals reserve the right to revoke this privilege for reasons related to academics, behavior, attendance, and athletic/activities.

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 VISITATIONS

We welcome and encourage visits to school by parents, other adult residents of the community and interested educators. 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 (Door #1) and be issued a visitor's pass in the Main Office before proceeding. This regulation exists for the protection and safety of each and every child attending school. No unscheduled visitors will be permitted.

Students are asked not to bring babies or young children to Fairmont.

Parents wishing to speak to a classroom teacher before, during, or after school are encouraged to e-mail and/or leave a phone message. Interruptions of the instructional program by drop-in visitors will not be allowed.

When bringing items to school for your child, please bring them to the Main Entrance (Door #1) labeled with the child's name and unit. School personnel will make sure your child receives the item(s).

VOLUNTEERS

Volunteers 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. Volunteers are required to assist with student safety and behavior while away from the classroom and may not bring other children.

WITHDRAWING STUDENTS / WITHHOLDING GRADES AND CREDITS

If you are moving and will be withdrawing your student from school, please call the Main Office at 499-1600 to set up an appointment prior to the student's last day to complete the withdrawal form. Withdrawal forms will be sent to Centralized Enrollment for processing.

Students withdrawing from Fairmont must attend school until officially enrolled in their new school.

Per Ohio Revised Code, schools may withhold official 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, testing scores, and other information other than official grades and credits.

ACADEMICS/CURRICULUM

GIFTED EDUCATION PROGRAM

Students who have qualified as gifted in grades 9-12 will receive services in Honors, AP, and IB courses, depending on their area of strength.

GRADEBOOK (ONLINE)- POWERSCHOOL

PowerSchool is the district's student information system and online gradebook. PowerSchool allows parents to access all of their children's grades and attendance with one login account. Parents and students can track academic progress and daily attendance from any location that has internet access.

Parents will need to create an account in order to access their child's grades and attendance in PowerSchool. However, students do NOT need to create an account, as we have already done that for them.

Parents new to the district will receive a letter at the beginning of the school year that contains an Access ID and Access Password which is needed when creating a new Parent Account.

Parents who have already created an account, can access their account using the directions below.

How to login to your Parent Account:

1. Go to <https://www.ketteringschools.org/>
2. Select the PowerSchool Student/Parent Portal link found under Quick Links.
3. Enter your username and password and select Sign In.

Questions about specific grades or assignments should be directed to your child's teacher. We depend on your input to make this the most efficient and effective school-parent communication tool possible. Please email chris.merritt@ketteringschools.org if you have any questions, comments, or concerns.

GRADING POLICY

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

Semester Grading:

- Semester grades will be calculated based on percentage, not letter grades
- Semester 1: 40% Quarter 1, 40% Quarter 2, 20% exam

- Semester 2: 40% Quarter 3, 40% Quarter 4, 20% exam
- All semester grades will be calculated with no less than a grade of 50%
- If a student fails 2 quarters with a 50% floor, or one quarter and the exam with a 50% floor, that student will not earn credit in that class for that semester.
- Percentages will not be on report card or transcript, only used in determining the final semester grade.

COMMENCEMENT

Fairmont's graduation program is strictly formal and is carefully arranged. Graduates participate in carefully arranged marching procedures. Participation in commencement is optional and every effort will be made to design a formal, dignified program for those who wish to participate. Attendance will be denied to those seniors who have not met every graduation requirement, do not meet Fairmont's expectations of behavior, or have an outstanding fee balance after the date designated by the principal. Commencement is a privilege and is not necessary to be granted a diploma.

All academic awards for the commencement ceremony will be given based off of grade point averages (weighted or unweighted) earned at the conclusion of seven (7) semesters. The only exception are the awards of valedictorian and salutatorian. These awards will be given based off of weighted grade point averages for eight (8) semesters.

Students who meet both Fairmont and Ohio Department of Education graduation requirements at the end of three school years will be able to walk and receive their diploma at commencement. Third year students who have not met both sets of graduation requirements will not be permitted to participate in the commencement ceremony. No fifth year student will be permitted to participate in the commencement ceremony.

EXAMS

All students are required to take a final exam for each class. The exam will count 20% toward the final semester grade. Each exam is scheduled to take place during a two hour time period.

The library will be open during the exam schedule. Students are not required to attend during their study hall period. The cafeteria will serve breakfast and lunch. Students not testing must be in the cafeteria/commons. Students who are tardy must first report to their unit attendance office. Make-up tests will only be given to students who have an excused absence.

Students may not leave the classroom anytime during the exam period, unless they are in possession of a hall pass. Students are reminded that all school rules apply during the exam schedule. Students are also reminded not to visit other schools between exams.

2nd Semester Senior Exams: If a second semester exam is required for graduating seniors, teachers will notify the students on an individual basis. Also, in addition to informing the student, the teacher must (regardless of the student's age) contact the parent or guardian by phone with the same information. If the student and parents are not informed by the specified date, the student will be given the benefit of the doubt. If it is a D/F situation, the student will pass. Exam grades for selected seniors will be placed on the grade card. A senior who has an "F" the 3rd or 4th grading period will be required to take the second semester exam.

Exam Exemptions Academic: A student may exempt two semester exams for having all A's in every class throughout the semester. A student may exempt one semester exam for having all A's and B's and at least one A in each quarter.

Exam Exemptions Attendance: Attendance exam exemptions are intended to encourage perfect or near perfect attendance over the course of a semester. It should be emphasized that attendance exemptions are a privilege and not a right. Students earn this privilege with exceptional attendance patterns.

A student may exempt two semester exams for zero to one day absence. A student may exempt one semester exam for no more than two days of absence.

No more than a total of two exams per student may be exempted. The two exam exemptions are obtained by any combination of the above opportunities.

Exam exemptions per grade:

Freshmen and Sophomores, during the first semester, can only exempt non-core classes (core classes are math, English, social studies, and science). During the second semester, they can exempt ANY class (including core classes) and can exempt the same exam twice.

Juniors and Seniors, both semesters, can exempt any class but cannot exempt the same class twice.

***Freshman and Sophomores** who participate in the AIR testing for the first time and who attend and complete all their scheduled tests on time will receive one exam exemption (stand alone).

A student who is truant, unexcused, or suspended from any class loses all exam exemptions in every class for that semester.

A student is required to take (may not exempt) a semester exam in any subject in which the student received an "F" for either grading period of the semester. This requirement pertains to seniors for both semesters. Teachers are expected to require exams of students in this situation.

A process exists for appealing absences. Given that this exemption process is intended as a reward system for students with perfect (or near perfect) attendance, students and parents should be aware that very few appeals will be approved. The following circumstances will be given consideration on appeal. There is no guarantee that these appeals will be granted:

- Religious holidays (verified in writing by clergy)
- Family funerals (verified in writing from funeral director or documents)
- College Visit (refer to p. 11- "**COLLEGE/UNIVERSITY VISITS**")
- Job Shadowing (one day, verified in writing by the job mentor)

The appeal forms will be available in the unit offices near the end of the semester. Appeals submitted without supporting verification (letter from clergy, college, etc...) will not be approved.

If a student attends a school function (student council meeting, sports event, field trip, etc.) and the student's name appears on the absence list for that event, the student can still qualify for the attendance exam exemption. Students who choose to exempt an exam may still take that exam and receive the grade if it is to their advantage.

***The following circumstances are not grounds for an appeal:**

- An excused absence
- Surgeries
- Prolonged illnesses
- Hospital stays
- Family vacations

***These are excused absences but are not eligible for attendance appeals.**

Per administrative approval, guidelines for exam exemptions relating to attendance can be changed.

GRADUATION CURRICULUM & REQUIREMENTS

In order to graduate from Fairmont, a student must be enrolled in Fairmont and must meet the requirements prescribed by the State of Ohio and by the Kettering School District.

- A. English Language Arts - 4 units
- B. Mathematics - 4 units, including 1 unit Algebra II or its equivalent; students on a Student Success Plan may be exempted from taking Algebra II
- C. Science - 3 units, including 1 unit life science, 1 unit physical science, and 1 unit advanced study in one or more of the following sciences: chemistry, physics or other physical science, advanced biology or other life science, astronomy, physical geology, or other earth or space science
- D. Social Studies - 3 units, including 1/2 unit US History, 1/2 unit US Government, 1/2 unit of World History (class of 2020 and beyond)
- E. Health - 1/2 unit
- F. Physical Education - 1/2 unit (120 hours) Students who participate in high school athletics, marching band or cheerleading for 2 seasons will be permitted to substitute 1/2 unit (60 hours) of another course of study if local board policy allows.
- G. Electives - 6 1/2 units, which must consist of one or a combination of: foreign language, fine arts, business, career tech education, family & consumer sciences, technology, agricultural education, English Language Arts, math, science, or other social studies courses not otherwise required under the Ohio Core.
- H. Fine Arts - At least 2 semesters or equivalent of fine arts in grades 7 - 12 are required for graduation, except for certain career-technical students.
- I. 1/2 unit of Financial Literacy

- J. Units required to graduate - 21.5 units

NEW GRADUATION REQUIREMENTS & STATE TESTING:

The class of 2018 and beyond is under the new graduation requirements including AIR testing in order to earn a Fairmont Diploma. All students must meet one of the three new pathways and their specific requirements. Additionally, for the class of 2020, there are two additional options available for students who do not meet one of the three pathways. If the Ohio Department of Education changes graduation requirements, Fairmont High School will communicate these changes to students and parents in a timely fashion.

HONORS CAREER TECH DIPLOMA - to qualify, the student needs to fulfill all but one of the applicable criteria for the diploma with Honors:

- A. English - 4 units
- B. Math - 4 units, including Algebra I, geometry, Algebra II or the equivalent and another higher level course or a four year sequence of courses that contain equivalent content
- C. Science - 4 units, including 2 units of advanced science
- D. Social Studies - 4 units
- E. Electives - 4 units of Career Tech minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway, which can lead to post-secondary credit.
- F. A 3.5 GPA (4.0 scale)
- G. Receive passing scores on all Ohio WebXams.
- H. Obtain a composite score of 27 on the ACT (excluding the optional writing test) or a composite score of 1210 on the SAT verbal and math sections (excluding the scores obtained on the required writing section).

HONORS COLLEGE PREP DIPLOMA - to qualify, the student needs to fulfill all but one of the applicable criteria for the Diploma with Honors:

- A. English - 4 units
- B. Math - 4 units, including Algebra I, geometry, Algebra II or the equivalent & another higher level course or a 4 year sequence of courses that contain equivalent content
- C. Science - 4 units, including physics & chemistry
- D. Social Studies - 4 units
- E. Foreign Language - 3 units of one foreign language or 2 units each of 2 foreign languages
- F. Fine Arts - 1 unit
- G. A 3.5 GPA (4.0 scale)
- H. Obtain a composite score of 27 on the ACT (excluding the optional writing test) or a composite score of 1210 on the SAT verbal and math sections (excluding the scores obtained on the required writing section).

HONORS IB DIPLOMA - to qualify, the student needs to fulfill all but one of the applicable criteria for the diploma with Honors:

- A. English - 4 units, plus the 2 required IB essays
- B. Math - 4 units, including Algebra I, geometry, Algebra II or the equivalent, and another higher level course or a four year sequence of courses that contain equivalent content
- C. Science - 4 units, including biology, chemistry and at least one additional advanced science
- D. Social Studies - 4 units
- E. Foreign Language - 4 units minimum, including at least 2 units in each language studied
- F. Fine Arts - 1 unit
- G. 3.5 GPA (4.0 scale)
- H. Obtain a composite score of 27 on the ACT (excluding the optional writing test) or a composite score of 1210 on the SAT verbal and math sections (excluding the scores obtained on the required writing section.)
- I. Must complete criterion-referenced assessments in a minimum of 6 academic disciplines.

MAKING UP ASSIGNMENTS

Students who have an absence are permitted to make up missed work for grades for those days. The number of days absent equals the number of days allotted for makeup work.

Parents may request assignments by calling the student's unit office, having the student check Google Classroom, or email the teacher directly.

Any student who participates in a school related activity or field trip is responsible for making up all missed assignments. You should ask teachers for assignments prior to the field trip. All students should have assignments ready to be handed in the school day following the field trip.

SCHEDULE CHANGES & PROCEDURES

Students and parents should give careful consideration in developing a sound educational plan and appropriate requests for student schedules for the upcoming school year. Students and parents are urged not to create scheduling requests with the idea that it can be changed later. Courses chosen during the scheduling process in March are treated as final selections.

Schedule changes will ONLY be made for the following reasons:

- Failure of a course the previous year
- Successful completion of summer school
- Classes that are in the students schedule and were not requested by the student
- Students leaving for College Credit Plus Courses
- Counselor, parent, teacher, and administrator agreement that a change is educationally beneficial for the student.

Student schedules will be made available on PowerSchool August 1. If a student is requesting a schedule change based on 1 of the 5 reasons listed above, they must contact their counselor PRIOR TO THE FIRST DAY OF SCHOOL.

After school starts, the only schedule changes that will be made are:

- Dropping a course for a study hall
- Changing study hall to student assist
- Changing levels based off of misplacement

ACADEMIC HONESTY - Refer to General Information Section

HOMEWORK INFORMATION

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 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. Homework may also be used as a method for making up work missed due to illness, etc.

Student's 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.

DISCIPLINE

CONSEQUENCES

Discipline for students who choose not to follow the guidelines of the school plan may include the following:

1. Parental involvement
2. Confiscation
3. Detention
4. Denial of privileges
5. School service work
6. Saturday School
7. In-School-Suspension
8. Juvenile Court referral
9. Suspension
10. Expulsion

DETENTION

Unit detention must be served from 3:10 - 4:10 in Rm. 531 on Tuesday and on Thursday. Detention must be served on the date assigned by the unit principal. Detention is to be used as mandatory study hall and each student must have study material. Unit principals may schedule detention in the unit offices as necessary. Students may be assigned teacher detention by an individual teacher.

IN SCHOOL STUDY

ISS is designed to reduce the number of students suspended from the normal school program for disciplinary reasons. ISS may not be an option for drugs, alcohol, fighting, threats, violence, or weapons violations.

The students placed in In School Study are confined to a classroom at the school that is isolated from other students. Teachers have the opportunity to send assignments to ISS for student completion. All course work done in ISS will be returned to the appropriate teacher(s). ISS offers the student an opportunity to adjust to appropriate school standards, while still continuing to receive credit for course work during the suspension. Some coursework missed during ISS may not be able to be completed in the ISS room (such as a science lab). It is the student's responsibility to seek out any missed work. Lunch will be eaten in the ISS classroom. Students may bring their own lunch or purchase lunch from the Cafeteria. Failure to follow ISS rules may result in an out-of-school suspension or other appropriate action as determined by the administration.

Students who have been assigned ISS will be allowed to practice with their team/group while serving their ISS. They are eligible to play in a game or performance while in ISS.

OUT OF SCHOOL SUSPENSION

A student who is out of school suspended (OSS) is ineligible for games or practices until the day after the suspension

ends. During this period of OSS, the student may not be in any Kettering City School building, may not attend any school activities, or be on any Kettering City School grounds at any time. Students will be given an equivalent amount of days equal to the OSS days to complete any additional work given in class during the absence. Students should make an attempt to retrieve any work (both in class and online) and complete the work during the absence.

SATURDAY SCHOOL

Students who are assigned a Saturday School must bring school assignments or school related reading material. Failure to do so will result in the student being ejected from Saturday School. Students who do not attend an assigned Saturday School are not permitted to attend any school activities for the duration of that weekend - this may include activities such as participation in athletics or attendance at a dance.

DISCIPLINE CHART

Violations of the Student Conduct Code not mentioned below will be treated on an individual basis. Disciplinary action may range from an informal conference to expulsion from the Kettering City School District.

TARDY TO CLASS

- 3rd tardy - 1 teacher detention
- 4th tardy - 1 teacher detention
- 5th tardy - 1 school detention and teacher contacts parent
- 6th tardy - 1 Saturday School
- 7th tardy - 1 Saturday School
- 8 or more – ISS/Suspension

TARDY TO SCHOOL

- 3rd tardy - 1 school detention
- 4th tardy - 1 school detention
- 5th tardy - 1 school detention
- 6th tardy - 1 Saturday School
- 7th tardy - 1 Saturday School
- 8 or more – ISS/Suspension

LEAVING CAMPUS WITHOUT PERMISSION

- 1st offense - 2 school detentions
- 2nd offense - Saturday School
- 3 or more – Suspension or ISS

IN PARKING LOT WITHOUT PERMISSION

- 1st offense - 2 school detentions
- 2 or more - Saturday Schools or ISS

PARKING IN WRONG SLOT

- 1st offense - detention
- 2nd offense - 2 detentions
- 3 or more - Saturday School

FAILURE TO CHECK IN WHEN TARDY TO SCHOOL

- 1st offense - Detention or Saturday School
- 2nd offense - Detention or Saturday School
- 3 or more - Saturday School or ISS

DETENTION TRUANCY

Saturday School

SATURDAY SCHOOL TRUANCY

Failure to attend/participate in any weekend activities: student will be notified by unit principal to discuss any additional consequences, which could include ISS or out of school suspension.

FORGERY - NOTES, PASSES, ETC.

- 1st offense - Saturday School
- 2nd or more – Suspension / ISS

TRUANCY - 3 PERIODS OR LESS

1st offense - 1 detention per period

2nd offense - Saturday School

3 or more – Suspension / ISS

TRUANCY - 4 OR MORE PERIODS

1st offense - Saturday School

2 or more - Saturday School, suspension and/or court referral / ISS

DESTRUCTION OF SCHOOL PROPERTY

1st offense - Payment of damages and/or Suspension / ISS

POSSESSION AND/OR USE OF:**TOBACCO, ELECTRONIC CIGARETTES, AND/OR PARAPHERNALIA**

1st offense – 1 day ISS and 80% passage rate on Tobacco/E-Cigarette Assessment. If Tobacco/E-Cigarette Assessment is less than 80% student will be assigned to KATEP. Students assigned to KATEP that do not attend KATEP will be assigned 2 additional days of ISS.

2nd offense – 3 days OSS or ISS

3rd offense - 5 days OSS or ISS

4th offense - 10 days OSS or ISS

DISRUPTION OF SCHOOL

Saturday School or suspension

FIGHTING

1st offense – Suspended 10 days with recommendation for expulsion

PROFANITY

Saturday School or suspension

DISRESPECTFUL BEHAVIOR

Saturday School or suspension

REPEAT BEHAVIORAL REFERRALS

Suspension or suspension with recommendation for expulsion

IMPROPER USE OF AN ELECTRONIC DEVICE

1st offense – 2 Detentions or Saturday School

2nd offense – Saturday School / 1 Day ISS

3rd offense – 3 Days ISS

4 or more – 1 Day OSS / 3 Days OSS / 5 Days OSS

TAMPERING, ALTERING, OR DAMAGE OF TECHNOLOGY OR PROPERTY

Any damage to equipment or non-compliance with the school's policies will result in disciplinary action that is in accordance with the offense up to and including expulsion from school. Equipment must be replaced or repaired at user's expense to include time and material costs.

ATHLETICS

For the latest version of the athletic policy, please check with the Athletic Office.

ATHLETICS - INTERSCHOLASTIC

Athletics are an important and integral part of the total school program at Kettering City School District. School activities should neither have precedence over educational activities, nor should they be considered unworthy of educational attention. We believe athletics here are in harmony with the educational objectives and philosophy of the school. All phases of our Interscholastic program are governed by the rules of the Ohio High School Athletic Association. Regulations pertaining to age, eligibility, physical examinations, parental permission to play, school attendance and many others are rigidly enforced by the Association.

Participation in the athletic program is voluntary. We do not believe winning is the only criterion of a good athletic program. The following statement best describes Fairmont's philosophy on winning: "There is such a way to win that the world counts you a loser, and there is such a way to lose that you are counted a winner."

The following sports are offered at Fairmont: football, soccer, volleyball, cross country, tennis, golf, field hockey, competition cheer, basketball, wrestling, swimming & diving, track, lacrosse, baseball, softball and bowling.

Fairmont is a member of the Greater Western Ohio Conference. The following schools are members: Beavercreek, Centerville, Fairmont, Lebanon, Miamisburg, Northmont, Springboro, Springfield, Trotwood-Madison, and Wayne.

ATHLETIC CODE BOE Policy 2431 Kettering City School district athletic code 6.22

Athletes of the Kettering Schools are direct representatives of their school and are expected to conduct themselves in a way that will gain respect for both themselves and their school. Representing their school as an athlete is a privilege available to those who have the will and the desire to live by training rules. A well-disciplined athlete accepts this as fact and abides by it. In accordance, the Kettering Board of Education believes that the use, possession, or sale of drugs, alcohol, and tobacco has no place in its athletic programs.

In order to assist in giving direction to our student athletes in observing the principles and responsibilities outlined above, the following policy will be observed:

- I. No athlete shall possess, use, sell, transmit, or have the distinct odor of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, mind-altering substance of any kind, anabolic steroid, or tobacco in any form.
- II. No athlete 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. Counterfeit controlled substances, as per O.R.C. 2925.37 and outlined in the Kettering Board of Education policy, will be considered violations of this policy.
- III. This policy will apply for all students involved in athletic programs administered by the Kettering Board of Education.
- IV. This policy is in effect 365 days a year.
- V. The penalties in the policy are cumulative, beginning with the student's first involvement with the Kettering School District athletic program.
- VI. Procedures to be followed in dealing with the possession (including paraphernalia), consumption, use, handling, giving, storing, concealing, or making of alcoholic beverages, drugs, or narcotics:
 - A. First Offense (selling) - This will result in nonparticipation without alternatives for one calendar year from date of offense. An athlete caught selling, who requests reinstatement after the one year exclusion, must successfully complete Kettering City School's Insight Program, an alcohol/drug education, self-assessment program, conducted by a Student Assistant program team member.
 - VI.A.1. Athletes in grades 9 - 12 will be required to attend six one hour sessions after school, as scheduled by the facilitator. Students in grades 7 - 8 will be required to attend four sessions after school, as scheduled by the facilitator. If the violation occurs at the very end of the second semester, the program will have to be completed during the week immediately following the end of school.
 - VI.A.2. The only acceptable excuse for absence will be personal illness, which must be verified

by a written statement from a medical doctor.

- VI.A.3. The athlete and his/her parent(s) or guardian must return for a second individual conference after completion of the program. If appropriate, information will be provided for parents or guardian about counseling / treatment options in the community.
- B. Second Offense (selling) - This will result in removal from athletic participation for the rest of the athlete's academic career at Kettering School District.
- C. Any offense (drug trafficking) - If an athlete, age sixteen (16) years or older, is convicted of, or adjudicated a delinquent child for drug trafficking, pursuant to Ohio Revised Code Section 2151.27 (F), the Superintendent may recommend permanent exclusion from public school attendance pursuant to Board Policy number 6.31, Permanent Exclusion of a Student.
- D. First Offense (consumption, use, possession, {including paraphernalia} handling, giving, storing, concealing, or making) this will result in the following: Nonparticipation for one year from date of offense, revoke leadership position, no leadership position for one year. The nonparticipation portion of this penalty may be reduced if the student and parents, or guardian agree to the following process confirmed by a written contract:
- VI.D.1. Athletes in grades 9 - 12 will be required to attend six one-hour sessions as scheduled by the facilitator. Athletes in grades 7 - 8 will be required to attend four sessions after school as scheduled by the facilitator. If the violation occurs at the very end of the second semester, the program will have to be completed during the week immediately following the end of school.
- VI.D.2. The only acceptable excuse for absence will be personal illness, which must be verified by a written statement from a medical doctor.
- VI.D.3. The athlete and his/her parent(s) or guardian must return for a second individual conference after completion of the program. If appropriate, information will be provided for parents or guardian about counseling/treatment options in the community.
- VI.D.4. If the athlete successfully completes the educational program and follow up conference with parents or guardian, the one year non participation penalty will be reduced to 20 percent nonparticipation (competition) calculated upon the regular season of that sport. The penalty served may include post season play. If less than 20 percent of that regular season remains, the remaining balance or percent will be applied to the athlete's next complete sports season, or their next season of participation, if the infraction occurs out of season. This reduction will begin after the individual and parent or guardians have signed the contract.
- VI.D.5. Practice attendance is required. However, he/she cannot travel with the team or sit on the bench. All training rules and requirements of the sport must be followed by the athlete.
- E. Second Offense (consumption, use, possession [including paraphernalia], handling, giving, storing, concealing, or making) – This will result in the following:
- VI.E.1. Athletes will be required to attend either Kettering City Schools Insight Program or participate (accompanied by parent or guardian) in a professional alcohol/drug assessment at an approved agency, and to follow up on any recommendation for further counseling or treatment resulting from that assessment (option to be determined by school administration).
- VI.E.2. The family will authorize a release of information between the treatment agency and the school district for the purpose of providing assessment information and progress reports. The reports must indicate that the athlete is attending regularly and giving full cooperation and effort.
- VI.E.3. Athlete will be subject to 3 unannounced urinalysis drug screenings during the calendar year. The athletic department will incur cost (unless child tests positive and then the parents or guardian will be assessed that charge). The facility is to be determined by the school administration. Any positive results will result in reinstatement of the balance of the original nonparticipation of one year consequence from the date of the positive test.
- VI.E.4. If the athlete successfully completes his/her contract, the one-year non-participation penalty will be reduced to 50 percent nonparticipation (completion) based upon the regular season of that sport or if less than the 50 percent of that regular season remains, the remaining balance or percent will be applied to the athlete's next sport season, or their next season of participation, if the infraction occurs out of season. This reduction will begin after the individual and parent or guardian has signed the contract.
- VI.E.5. Failure to successfully complete the terms of the contract will result in the reinstatement of the balance of the original nonparticipation to one-year consequence
- VI.E.6. Practice attendance is required; however, he/she cannot travel with the team or sit on the bench. All training rules and requirements of that sport must be followed by the athlete.
- F. All subsequent offenses (consumption, use, possession [including paraphernalia], handling, giving, storing, concealing, or making) – This will result in the following: Removal from athletic participation for the rest of the athlete's academic career in the Kettering City School District. The Participation program may be reduced to one calendar year non-participation (competition) if the athlete and parent or legal guardian agree to the following confirmed by a written contract:

VI.F.1. Athlete will be required to participate (accompanied by parent or guardian) in a professional alcohol/drug assessment at an approved agency (to be determined by school administration) and to follow up on any recommendation for further counseling or treatment resulting from that assessment.

VI.F.2. The family will authorize a release of information between the treatment agency and the school district for the purpose of providing assessment information and progress reports. The reports must indicate that the athlete is attending regularly and giving full cooperation and effort.

VI.F.3. Athlete will be subject to three (3) unannounced urinalysis drug screenings during the calendar year. The athletic department will incur cost (unless child tests positive and then the parents or guardians will be assessed that charge). The facility is to be determined by the school administration.

VI.F.4. Any positive results will result in the reinstatement of the original nonparticipation for the rest of the athlete's academic career in the Kettering City School District.

VI.F.5. If the athlete successfully completes his/her contract, the career non-participation penalty will be reduced to one calendar year nonparticipation (competition). This reduction will begin after the individual and parent/guardians have signed the contract.

VII. An athlete may refer himself/herself or parents or guardians may refer their son/daughter because of alcohol/drug involvement. Unless it has already been reported that an alleged code violation has occurred, there shall be no non participation penalty for self-referral if the athlete and parents agree to participate in the Insight educational program as previously described. Failure to follow through with the educational program will result in a first offense penalty. A second self-referral will result in a first offense penalty.

A. First Offense - Use or possession of tobacco in any form:

VII.A.1. There will be a 20 percent nonparticipation (competition) penalty, calculated upon the regular season of that sport. The penalty served may include post season play. If less than 20 percent of that regular season remains, the remaining balance of percent will be applied to the athlete's next complete sports season or their next season of participation, if the infraction occurs out of season.

VII.A.2. Practice attendance is required; however, he/she cannot travel with the team or sit on the bench. All training rules and requirements of the sport must be followed by the athlete.

B. Second Offense - Use or possession of tobacco in any form:

VII.B.1. There will be a 50 percent nonparticipation (competition) penalty based upon the regular season of that sport or if less than 50 percent of that regular season remains, the remaining balance or percent will be applied to the athlete's next sport season, or their next season of participation, if the infraction occurs out of season.

VII.B.2. Practice attendance is required; however, he/she cannot travel with the team or sit on the bench. All training rules and requirements of the sport must be followed by the athlete.

C. Subsequent Offense - Use or possession of tobacco in any form High School - Removal for rest of academic career in the Kettering City School District. Middle School - Removal for one calendar year in the Kettering City School District. The non-participation penalty may be reduced for high school athletes if the athlete agrees to the following:

VII.C.1. The athlete will be required to attend a smoking cessation program provided by an outside agency at his/her own expense. Full cooperation and effort will be expected.

VII.C.2. If the athlete successfully completes the contract (providing a certificate of completion), the career non participation penalty will be reduced to one calendar year nonparticipation (competition). This reduction will begin after the individual and parent or guardian have signed the contract.

VII.C.3. Failure to successfully complete the terms of the contract will result in the reinstatement of the balance of the original nonparticipation for academic career.

VIII. Improper Conduct

A. The penalty for improper conduct, on or off school property, will be evaluated on a case-by-case basis by the Athletic Director and the School Principal, taking into consideration the following factors, among others (including in an appeal)

VIII.A.1. The degree to which the athlete's conduct poses a threat or risk to the safety and wellbeing of others.

VIII.A.2. The degree to which the conduct brings discredit to the Kettering City School District and its athletic programs.

VIII.A.3. Improper conduct that results in the involvement of police departments and/or the court system. Situations that involve police departments or the court system can have a protracted time frame of resolution. For this reason, the Athletic Department can take action even while charges against the athlete are pending. An analysis of the underlying facts and the degree of cooperation of the athlete will help to determine any decisions that are made.

IX. Athletic Eligibility

- A. Eligibility requirements, as established by the Ohio High School Athletic Association shall be observed.
 - B. Eligibility requirements as established by the Kettering Board of Education shall be observed.
- X. Procedure for implementing the Athletic Code
- A. If the violation occurs at school or during a school-sponsored event or activity, the athlete's Unit Principal and Building Principal will administer disciplinary policy.
 - X.A.1. The athlete would be subject to the Student Conduct Code as well as the Athletic Code.
 - X.A.2. If the athlete and parent or guardian accepts the alternative, the unit principal will ask the athlete and parent or guardian to sign two contracts, one pertaining to the Student Conduct Code and a second pertaining to the Athletic Code, The Unit Principal will provide the athlete and parent with a review of both codes of conduct.
 - X.A.3. The Unit Principal will inform the Athletic Director of the results of the code review.
 - B. If the violation occurs away from school and away from school events, the Athletic Director will conduct the review and explain the code to the athlete and parents or guardian
 - C. It will be the shared responsibility of the athletic director and the unit principal to inform one another when the athlete has completed the school Insight or Tobacco Education programs or the outside agency programs.
- XI. Appeal Procedure -
- XII. The penalties in the policy are cumulative, beginning with the athlete's first involvement with the Kettering School District athletic programs whether in middle school or high school.
- XIII. Athletes at the middle school with one or more violations of the drug/alcohol (exception: selling or trafficking) and or tobacco components of this code will carry with them the equivalent of one violation in either or both categories when they matriculate to the high school.
- XIV. Athlete = any student who has ever been on a state eligibility/participation list and/or signed an Athletic Code of Conduct.
- XV. Effective May 1998 – 7th and 8th graders in 1998-99 school year fall under these revisions.
- XVI. Infractions must be observed by Kettering City School District personnel or a governmental city official who can provide information about the action he/she observes including the time and place. This person should be prepared to document the allegation.
- Revised 3-7-89 Revised 2-16-93 Revised 11-5-96 Revised 4-17-01 Revised 4-21-09
 Revised 5-5-92 Revised 11-16-93 Revised 5-5-98 Revised 4-16-02 Revised 4-7-14

ELIGIBILITY

All participants should be eligible at the time of tryouts to be eligible for the team. To be eligible by OHSAA standards, during the preceding grading period, the student must have received passing grades in a minimum of five one credit courses or the equivalent, which count toward graduation for a student in grades 9 - 12. A student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades in a minimum of 5 of those subjects in which the student received grades. In addition to the OHSAA standards, all Kettering students must meet Kettering City School District Standards as approved by the Board of Education (see policy 6.26ba). Highlights of the policy include (but are not limited to):

1. Students in grades 7 - 12 who wish to participate in interscholastic athletics must achieve a 1.50 GPA, or better, on a 4.0 scale and shall not have failed more than one subject the preceding grading period (see Exception 1).
 - a. In special cases, if the Athletic Department in communication with the coaching staff and building principal, feel it is in the best interest of the student athlete and the team, a student may have the opportunity to re-establish eligibility through close academic monitoring.
2. Students in grades 7 - 12 who wish to participate in interscholastic athletics, whose quarter average falls below a 2.0 but meets all other standards must formally apply, and be accepted, into the Academic Intervention Program.

Exception 1: Students in grades 7 - 12 who wish to participate in interscholastic athletics who have failed 2 classes, but meets all other Kettering School District and OHSAA Eligibility standards, must formally apply, and be accepted, into the Academic Intervention Program.
3. Students entering the Kettering School District for the first time must bring with them grades that fall within the parameters of this policy to be eligible for their first quarter of attendance. Students entering the 7th grade for the first time have no eligibility requirements for the first grading period.

NCAA COLLEGE REQUIREMENTS

Any student athlete planning to attend a Division I or Division II college and planning to participate in athletics at that school should see his/her counselor to register with the NCAA Eligibility Center.

MARCHING BAND

For the latest version of the marching band policy, please check with the music office (BOE Policy 2431)

Marching band members of the Kettering Schools are direct representatives of their school and are expected to conduct themselves in a way that will gain respect for both themselves and their school. Representing their school is a privilege available to those who have the will and the desire to live by rules. A well-disciplined member accepts this as fact and abides by it.

In accordance, the Kettering Board of Education believes that the use, possession, or sale of drugs, alcohol, and tobacco has no place in its programs.

In order to assist in giving direction to our marching band members in observing the principles and responsibilities outlined above, the following policy will be observed:

- I. No marching band member shall possess, use, sell, transmit, or have the distinct odor of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, mood-altering substance of any kind, anabolic steroid. Tobacco possession or usage in any form is also prohibited.
- II. No marching band member 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. Counterfeit controlled substances, as per R.C. 2925.37 and outlined in the Kettering Board of Education policy, will be considered violations of this policy.
- III. This policy will apply for all marching band members involved in programs administered by the Kettering Board of Education.
- IV. This policy is in effect three hundred sixty-five (365) days a year.
- V. The penalties in the policy are cumulative, beginning with the marching band member's first involvement with the Kettering School District high school program. These penalties are in addition to consequences delineated for violating the school code of conduct.
- VI. Procedures to be followed in dealing with the possession (including paraphernalia), consumption, use, handling, giving, storing, concealing, or making of alcoholic beverages, drugs, or narcotics:
 - A. First Offense (selling). This will result in nonparticipation without alternatives for one calendar year from date of offense. A marching band member caught selling, who requests reinstatement after the one-year exclusion, must successfully complete Kettering City Schools Insight Program, an alcohol/drug educational, self-assessment program, conducted by a Student Assistance program team member.
 1. Marching band members in grades 9 - 12 will be required to attend 6 hour sessions after school, as scheduled by the facilitator. If the violation occurs at the very end of the second semester, the program will have to be completed during the week immediately following the end of school.
 2. The only acceptable excuse for absence will be personal illness, which must be verified by a written statement from a medical doctor.
 3. The Marching band member and his/her parent(s) or guardian must return for a second individual conference after completion of the program. If appropriate, information will be provided for parents or guardian about counseling/treatment options in the community.
 - B. Second Offense (selling). This will result in removal from marching band participation for the rest of the student's academic career in the Kettering School District.
 - C. Any offense (drug trafficking). If a marching band member, age sixteen (16) years or older, is convicted of, or adjudicated a delinquent child for drug trafficking, pursuant to R.C. 2151.27 (F), the Superintendent may recommend permanent exclusion from public school attendance pursuant to Board Policy number 6.31, Permanent Exclusion of a Student.
 - D. First Offense (consumption, use, possession {including paraphernalia}, handling, giving, storing, concealing, or making). This will result in the following:
 - Nonparticipation for one year from date of offense
 - Revoke leadership position for one year

The participation portion of this penalty may be reduced if the marching band member and parents or guardian agree to the following process confirmed by a written contract:

1. Marching band members in grades 9 - 12 will be required to attend six one-hour sessions after school, as scheduled by the facilitator. If the violation occurs at the very end of the second semester, the program will have to be completed during the week immediately following the end of school.
 2. The only acceptable excuse for absence will be personal illness, which must be verified by a written statement from a medical doctor.
 3. The Marching Band member and his/her parent(s) or guardian must return for a second individual conference after completion of the program. If appropriate, information will be provided for parents or guardian about counseling/treatment options in the community.
 4. If the marching band member successfully completes the educational program and follow-up conference with parents or guardian, the one-year non participation penalty will be reduced to 20 percent nonparticipation, calculated upon the regular season of that activity. If less than 20 percent of the performances remain, the remaining balance or percent will be applied to the marching band or show choir member's next complete performance season, or their next season of participation, if the infraction occurs out of season. This reduction will begin after the individual and parent or guardian has signed the contract.
 5. Practice attendance is required; however, he/she cannot travel with the group. All group guidelines required by the activity must be followed by the performer.
- E. Second Offense (consumption, use, possession [including paraphernalia], handling, giving, concealing, or making). This will result in the following:

- Non-participation for one year from date of offense,
- Revoke leadership position for one year.

The non-participation penalty may be reduced if the marching band member and parent or guardians agree to the following, confirmed by a written contract.

1. Marching band members will be required to attend either Kettering City Schools Insight Program or participate (accompanied by parent or guardian) in a professional alcohol/drug assessment at an approved agency, and to follow up on any recommendation for further counseling or treatment resulting from that assessment (option to be determined by school administration).
 2. The family will authorize a release of information between the treatment agency and the school district for the purpose of providing assessment information and progress reports. The reports must indicate that the marching band member is attending regularly and giving full cooperation and effort.
 3. Marching band member may be subject to (up to 3 unannounced) urinalysis drug screenings during the calendar year. The music department will incur cost (unless child tests positive and then the parents or guardian will be assessed that charge). The facility is to be determined by the school administration. Any positive results will result in reinstatement of the balance of the original non-participation for one-year consequence from the date of the positive test.
 4. If the marching band member successfully completes his/her contract, the one-year non-participation penalty will be reduced to 50 percent non-participation based upon the regular season of that activity or if less than 50 percent of the performance season remains the remaining balance or percent will be applied to the Marching Band member's next season, or their next season of participation, if the infraction occurs out of season. This reduction will begin after the individual and parent or guardian has signed the contract.
 5. Failure to successfully complete the terms of the contract will result in the reinstatement of the balance of the original non-participation to one-year consequence.
 6. Practice attendance is required; however, he/she cannot travel with the group. All training rules and requirements of the activity must be followed by the marching band or show choir member.
- F. All Subsequent Offenses (consumption, use, possession [including paraphernalia], handling, giving, storing, concealing, or making). This will result in the following:
- Removal from marching band participation for the rest of the student's academic career in the Kettering City School District.
 - The participation program may be reduced to one calendar year non-participation (competition) if the marching band member and parent or guardian agree to the following, confirmed by a written contract:.
1. Marching band member will be required to participate (accompanied by parent or guardian) in a professional alcohol/drug reassessment at an approved agency (to be determined by school administration) and to follow up on any recommendation for further counseling or treatment resulting from that assessment.
 2. The family will authorize a release of information between the treatment agency and the school district for the purpose of providing assessment information and progress reports. The reports must indicate that the marching band member is attending regularly and giving full cooperation and effort to the program.
 3. The marching band member will be subject to 3 unannounced drug screenings during the calendar year. The music department will incur the cost (unless the child tests positive and then the parents or guardian will be

assessed that charge). The facility is to be determined by the school administration.

4. Any positive results will result in the reinstatement of the original non-participation for the rest of the marching band member's academic career in the Kettering City School District.
5. If the marching band member successfully completes his/her contract, the career non-participation penalty will be reduced to one calendar year non-participation (competition). This reduction will begin after the individual and parent or guardian has signed the contract.
6. Failure to successfully complete the terms of the contract will result in the reinstatement of the balance of the original non-participation for a one-year consequence.
7. Practice attendance is required; however, he/she cannot travel with the group. All rules and requirements of the activity must be followed by the marching band member.

VII. A marching band member may refer himself/herself or parents or guardian may refer their son/daughter because of alcohol/drug involvement. Unless it has already been reported that an alleged code violation has occurred, there shall be no non-participation penalty for self-referral if the marching band member and parents or guardian agree to participate in the Insight Educational Program as previously described. Failure to follow through with the educational program will result in a first offense penalty. A second self-referral will result in a first offense penalty.

VIII. Use or possession of tobacco in any form.

A. First Offense.

1. There will be a 20 percent nonparticipation (competition) penalty, calculated upon the regular season. If less than 20 percent of that regular season remains, the remaining balance or percent will be applied to the marching band member's next season or their next season of participation, if the infraction occurs out of season.
2. Practice attendance is required; however, he/she cannot travel with the marching band. All group guidelines required of the activity must be followed by the performer.

B. Second Offense.

1. Removal for one calendar year from date of offense.

The non-participation penalty may be reduced if the marching band member agrees to the following:

1. The marching band member will be required to participate with full cooperation in the Kettering Fairmont Tobacco Education Program, consisting of two 2-hour after school sessions, facilitated by a trained health professional.
2. If the marching band member successfully completes their contract, the one-year non-participation penalty will be reduced to 50 percent non-participation based upon the regular performance season or if less than 50 percent of that regular season remains, the remaining balance or percent will be applied to the next season, or their next season of participation, if the infraction occurs out of season. This reduction will begin after the individual and parent or legal guardian has signed the contract.
3. Failure to successfully complete the terms of the contract will result in the reinstatement of the balance of the original non-participation for a one-year consequence.
4. Practice attendance is required; however, he/she cannot travel with the group. All group guidelines required by the activity must be followed by the performer.

C. Subsequent Offenses.

- Removal for rest of academic career in the Kettering City School District.
- The non-participation penalty may be reduced for marching band member if the member agrees to the following:
 1. The marching band member will be required to attend a smoking cessation program provided by an outside agency at his/her own expense. Full cooperation and effort will be expected.
 2. If the marching band member successfully completes the contract (providing a certificate of completion), the career non-participation penalty will be reduced to one calendar year non-participation (competition). This reduction will begin after the individual and parent or guardian has signed the contract.
 3. Failure to successfully complete the terms of the contract will result in the reinstatement of the balance of the original non-participation for academic career.

IX. Marching Band member Eligibility.

Eligibility requirements, as established by the Kettering Board of Education shall be observed.

X. Infractions at non-school sponsored events off school property must be observed by Kettering School District personnel or a governmental/city official who can provide information about the action he/she observes including the time and the place. This person should be prepared to document the allegation.

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 person designated to handle inquiries regarding the district's policy on nondiscrimination is Director of Student Services 499-1423.

Policy 2413: Career Advising Policy Grades 6-12

This policy on career advising will be reviewed at least once every two years and made available to students, parents, guardians and custodians, local post-secondary institutions and district residents. The policy is posted in a prominent location on the district's website.

The district's plan for career advising includes providing:

1. Grade-level examples that link students' schoolwork to one or more career fields by implementing the Career Connections Learning Strategies offered by the Ohio Department of Education. Career-based lessons will be expanded as capacity grows to allow for ongoing and consistent linkages to careers within the classroom.
2. Career advising to students in grades 6-12, which includes meeting with each student at least once annually to discuss academic and career pathway opportunities. A Student Success Plan will be created and maintained for each student beginning in grade 6.
3. Additional interventions and career advising for students who are identified as at risk of dropping out of school. These include:
 - a. Identifying students who are at risk of dropping out of school using a local, research-based method with input from teachers, school counselors and other appropriate school staff.
 - b. Developing a Student Success Plan for each at-risk student that addresses both the student's academic and career pathway to successful graduation and the role of career-technical education, competency-based education and experiential learning, when appropriate.
 - 3.b.i. Before a district develops an at-risk pupil's Student Success Plan, district staff will invite the student's parent, guardian or 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.
4. Training for affected employees on how to advise students on career pathways, including use of the tools available in the Ohio Career Information System and [OhioMeansJobs](#) K-12. This also includes training on other activities/tools provided by the district that offer resources for discovering career interests, exploring and researching career and education options and supporting the development of a Student Success Plan.
5. 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, as outlined in the Fairmont High School Program of Studies.
6. Information on courses that can award students both traditional academic and career-technical credit. Students in grades 8 and 10 will receive tours of the Fairmont Career Tech Center as well as detailed information about career-technical junior/senior programs and career-technical electives.
7. Documentation on career advising for each student and student's parent, guardian or custodian to review, as well as schools that the student may attend in the future. These include activities that support the student's academic, career and social/emotional development as outlined in each student's Student Success Plan.
8. Periodic college-readiness assessment data provided to both student and student's parent, guardian or custodian as provided during the district's College Readiness Day testing for grades 7-11. Students in grade 12 and their parent, guardian or custodian will be provided the opportunity to attend informational sessions provided by local colleges and employers.

9. The supports necessary for students to transition successfully from high school to their post-secondary destinations, including interventions and services necessary for students who need remediation in mathematics and English language arts.

Policy 2330: Homework

The Kettering Board of Education recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each student's educational program and that it should be related to the educational philosophy and goals of the school District. Homework should be a purposeful extension of the school day which provides the student with additional opportunities for the development and reinforcement of the District's instructional objectives.

The assignment of homework should be regular and reasonable and is encouraged when it contributes to the child's education through:

- individual work
- responsibility
- completion of projects
- establishment of good study habits.

The completion of homework assignments should be recorded by the instructor and included in the evaluation of the student's progress.

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. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instrument used in the collection of personal information from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose) before the instrument is administered or distributed to the students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request.

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.

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 2623 - STUDENT ASSESSMENT AND ACADEMIC INTERVENTION SERVICES

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District.

The Board shall administer the State-mandated tests (e.g., diagnostic assessments and achievement tests) to students at the times designated by the State Board of Education. The Board may, for medical reasons or other good cause, excuse a student from taking a State-mandated test on the date scheduled, but any such test shall be administered to such excused student not later than nine (9)

days following the scheduled date. The Board shall annually report, not later than June 30th, the number of students who have not taken one or more of the State-mandated tests to the State Board of Education.

The District shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
- E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board shall provide academic intervention services in pertinent subject areas to students who score below the proficient level in reading, writing, mathematics, social studies, or science achievement test, or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

At least annually, staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The Superintendent shall develop a program of testing that includes:

- A. administration of State-mandated tests (e.g., diagnostic assessment and achievement tests), at no cost to students, in accordance with the provisions of A.C. 3301-13-02;
- B. performance-based tests at appropriate grade levels to measure achievement of performance objectives in composition, mathematics, science, social studies, and reading;
- C. District or teacher-made achievement or performance tests;
- D. tests of mental ability;
- E. norm referenced achievement tests.

"Achievement test" means "a test, aligned with the Ohio academic content standards and model curriculum, designed to measure a student's level of knowledge or skill in a specific subject area that is expected at the end of a designated grade and/or is required as part of the Ohio graduation requirement."

"Alternate assessment" means "the use of an assessment instrument, other than the Ohio achievement tests or diagnostic assessments, that meets the requirements of all applicable Federal and State laws and A.C. 3301-13-03."

"Diagnostic assessment" means "an assessment aligned with Ohio academic content standards and model curriculum, designed to measure student comprehension of academic content and mastery of related skills for a relevant subject area at each grade level, kindergarten through three, as defined in R.C. 3301.079."

"Ohio graduation tests" means "the achievement tests, aligned with academic content standards and model curriculum, designed to measure a student's level of academic achievement expected at the end of the tenth grade in writing, reading, mathematics, social studies, and science."

"Performance standards" means "a score adopted by the State Board of Education indicative of a particular level of academic achievement at a designated grade for each achievement test or alternate assessment."

"Statewide tests" means "any assessment that is provided by the Ohio Department of Education (ODE) for use in all participating schools in the State."

The Superintendent shall develop:

- A. procedures for the regular collection of student performance data;
- B. a plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments; and
- C. procedures for using student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services.

For any student who failed to demonstrate at least a score at the proficient level on an achievement test during the preceding school year, the Board shall provide appropriate intervention services commensurate with the student's test performance in each such test area, including intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608, or R.C. 3313.6012.

The Board shall require that:

- A. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- B. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the Board's student records policy;
- C. the aggregate results of each school-wide, program-wide, and District-wide test be made part of the public record.

Summer remediation services shall meet the following conditions:

- A. the remediation methods are based on reliable educational research
- B. testing will be conducted before and after students participate in the program to facilitate monitoring results of the remediation services
- C. the parents of participating student will be involved in programming decisions
- D. the services will be conducted in a school building or community center and not on an at-home basis

The Board shall keep records for each student including the following:

- A. a unique State student identification code or a student data verification code as required in accordance with R.C. 3301.0714(D)(2)
- B. a list or designation of which tests are required and which tests are not required
- C. a list or designation of which tests, required or not required, are taken and which are not taken at each test administration period
- D. score for each test taken, required or not
- E. whether each student obtained the requisite performance standard designated for each required test
- F. what if any tests must still be taken
- G. whether or not intervention must be provided, and
- H. for each test required for graduation, the date passed must be recorded on the student's transcript
- I. No information shall be on the student's transcript for a test not passed.

When a student who has taken State-mandated tests in one (1) school leaves that school to enroll in another school, the school previously attended shall provide, immediately upon request by a school official from the enrolling school, all applicable records set forth above.

For each student required to be offered intervention services, the Board shall involve the student's parent or guardian and classroom teacher in developing the intervention strategy, and shall offer to the parent or guardian the opportunity to be involved in the intervention services.

During the school year following the year in which the tests prescribed by R.C. 3301.0710(A)(1) are administered to any student, the Board shall provide appropriate intervention services, commensurate with the student's test performance, including any intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608 or R.C. 3313.6012, in any skill in which the student failed to demonstrate at least a score of proficient level on an achievement test.

Except as authorized by State law, the Board shall not use any student's failure to attain a specified score on any State-mandated test as a factor in any decision to deny the student promotion to a higher grade level.

All identified students with disabilities in the School District shall be considered for participation in the State-mandated testing. The extent of the student's participation shall be determined by the IEP Team. Accordingly, the student's IEP shall require that s/he take:

- A. the required assessments in the same manner as other students;
- B. the required assessments with accommodations appropriate for his/her disability; or
- C. an alternate assessment that has been approved by the State Department of Education.

To the extent possible, and in accordance with law, a student with disabilities shall not be excused from taking a required assessment unless no reasonable accommodation can be made to enable the student to take the assessment.

The Superintendent shall implement administrative guidelines that comply with the State Department's regulations with regard to the administration of the State-mandated tests, including the reporting of results.

Program evaluations will be reviewed and updated every five (5) years. A schedule for such will be developed and implemented by the Superintendent.

After July 1, 2017, no student will spend more than two percent (2%) of the school year taking state assessments, including the Ohio graduation tests, college and work ready assessment systems and any District-wide assessment for all students in a specified subject area or grade level. Students will not spend more than one percent (1%) of the school year on diagnostic or practice assessments to prepare for the above assessments. Students with disabilities are exempt from this requirement, as are related diagnostic assessments for students who failed the English language arts achievement assessment, substitute examinations, or examinations to identify a gifted student.

This policy shall be reviewed and updated annually.

Policy 5113 - INTER-DISTRICT OPEN ENROLLMENT

The Board of Education shall not allow students from any school districts to enroll in programs of this District on a non tuition basis or under an open-enrollment plan.

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 recurrence, 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 following positions serve as the "Anti-Harassment Complaint Coordinators" for the school district:

Director of Student Services - 499-1433

Supervisor of Special Education - 499-1425

Policy 5517.01: Bullying and Other Forms of Aggressive Behavior:

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve: teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious or racial harassment, public humiliation, or

Complaints should be reported to the unit principal (secondary), or principal (elementary).

Policy 5610, 5610.01: 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.

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 5610.04: 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. 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 extracurricular activities as a result of misconduct.

Policy 5630.01 - POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

The Board of Education is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this policy.

The Board shall annually notify parents of this policy, and publish it on the District's website.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students. The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings. PBIS shall include:

- A. School staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
- B. Preventative assessments that include:
 - 1. Review of existing data;
 - 2. Interviews with parents, family members, and students; and
 - 3. Examination of previous and existing behavioral intervention plans.
- C. Development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior, including:
 - 1. Modification of environmental factors that escalate inappropriate behavior;
 - 2. Supporting the attainment of appropriate behavior; and
 - 3. Use of verbal de-escalation to defuse potentially violent dangerous behavior.

For complete information regarding Positive Behavior Intervention And Supports And Limited Use Of Restraint And Seclusion, , see Policy 5630.01

Policy 5611: Due Process Rights

The Board of Education recognizes that students waive certain constitutional rights regarding their education. Accordingly, the Board has established procedures for the removal of students from school when necessary via suspension, expulsion, or permanent exclusion. Detailed descriptions of student due process rights may be found in Board Policy 5611.

Policy 5771: Search and Seizure

School authorities are charged with the responsibility of safeguarding the safety and wellbeing 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.

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.

Policy 5772: Weapons

The Board prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of people. Weapons include, but are not limited to, firearms, guns of any type, including air and gas powered guns (whether loaded or not), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy 5780: Student Rights

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The Board recognizes that no student may be deprived of the basic right to equal access to the educational program or to the constitutional right to due process and free expression as appropriate for the school environment. Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

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.

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco-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 an indoor tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

Policy 7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or

online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

Administrative Guideline 7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students shall use District Technology Resources (see definition Bylaw 0100) for educational purposes only. District Technology Resources shall not be used for personal, non-school related purposes. Use of District Technology Resources is a privilege, not a right. When using District Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students found to have engaged in unauthorized or inappropriate use of District Technology Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing or using District Technology Resources, students and parents of minor students must sign the Student Technology Acceptable Use and Safety Agreement (Form 7540.03 F1). Parents should discuss their values with their children and encourage students to make decisions regarding their use of District Technology Resources that is in accord with their personal and family values, in addition to the Board's standards.

This guideline also governs students' use of their personal communication devices (see definition Bylaw 0100) when they are connected to District Technology Resources, or when used while the student is on Board-owned property or at a Board-sponsored activity.

Below is a non-exhaustive list of unauthorized uses and prohibited behaviors. This guideline further provides a general overview of the responsibilities users assume when using District Technology Resources.

- A. All use of District Technology Resources must be consistent with the educational mission and goals of the District.
- B. Students may only access and use District Technology Resources by using their assigned account. Use of another person's account/e-mail address is prohibited. Students may not allow other users to utilize their account/e-mail address and should not share their password with other users. Students may not go beyond their authorized access. Students should take 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. No user may have access to another's private files. Any attempt by users to access another user's or the District's non-public files, or phone or e-mail messages is considered theft. Any attempts to gain access to unauthorized resources or information either on the District's computer or telephone systems or any systems to which the District has access are prohibited. Similarly, 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 District's Network.
- D. Students may not intentionally disable any security features used on District Technology Resources.
- E. Students may not use District Technology Resources or their personal communication devices to engage in vandalism, "hacking," or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances and goods).
 1. Slander and libel - In short, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
 2. Students shall not use District Technology Resources to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, emails or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

3. Vandalism and Hacking – Deliberate attempts to damage the hardware, software, or information residing in District Technology Resources or any computer system attached through the Internet is strictly prohibited. In particular, malicious use of District Technology Resources 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.

Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network or computers, laptops, tablets, etc., attached to the network with a "virus", attempts at hacking into any internal or external computer systems using any method will not be tolerated.

Students may not engage in vandalism or use District Technology Resources or their personal communication devices in such a way that would disrupt others' use of District Technology Resources.

Vandalism is defined as any malicious or intentional attempt to harm, steal, or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher, building Principal, if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

4. Use of District Technology Resources to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building Principal. This will protect the user against an allegation that s/he intentionally violated this provision.
5. Unauthorized Use of Software or Other Intellectual Property from Any Source – All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). Laws and ethics require proper handling of intellectual property. All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected.

Software is intellectual property, and, with the exception of freeware, is illegal to use without legitimate license or permission from its creator or licensor. All software loaded on District computers must be approved by the Technology Director, and the District must own, maintain, and retain the licenses for all copyrighted software loaded on District computers. Students are prohibited from using District Technology Resources for the purpose of illegally copying another person's software. Illegal peer-to-peer file trafficking of copyrighted works is prohibited.

Online articles, blog posts, podcasts, videos, and wiki entries are also intellectual property. Students should treat information found electronically in the same way they treat information found in printed sources – i.e., properly citing sources of information and refraining from plagiarism. Rules against plagiarism will be enforced.

6. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
7. District Technology Resources may not be used for private gain or commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying. This provision shall not limit the use of District Technology Resources for the purpose of communicating with elected representatives or expressing views on political issues.
8. Use of District Technology Resources to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others. [Bill Belsey (<http://www.cyberbullying.org>)] Cyberbullying may occur through e-mail, instant messaging (IM), chat room/Bash Boards, small text-messages (SMS), websites, voting booths.

Cyberbullying includes, but is not limited to the following:

- a. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
 - b. sending e-mail or instant messages that are mean or threatening, or so numerous as to negatively impact the victim's use of that method of communication and/or drive up the victim's cell phone bill;
 - c. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
 - d. posting misleading or fake photographs of students on websites.
9. Students are expected to abide by the following generally-accepted rules of online etiquette:

- a. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through or utilizing District Technology Resources. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications made through or utilizing District Technology Resources.
 - b. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 - c. 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.
 - d. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 - e. 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.
 - f. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - g. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 - h. Check e-mail frequently, and delete e-mail promptly.
 - i. Students should promptly disclose to a teacher or administrator any messages they receive that are inappropriate or make 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 an administrator.
- F. Students must secure prior approval from a teacher or the Principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or Listservs.
- G. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal. Students may only use their school-assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes.
- H. Privacy in communication over the Internet and through the District's computer network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to access, monitor, review, and inspect any directories, files and/or messages residing on or sent using its Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- I. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through District Technology Resources will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board is not to be responsible for financial obligations arising through the unauthorized use of its Technology Resources. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of a student's misuse of District Technology Resources.
- J. 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 Technology Acceptable Use and Safety Agreement Form."
- K. Proprietary rights in the design of websites hosted on Board-owned or leased servers remains at all times with the Board.
- L. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on District Technology Resources.
- M. Students may not use District Technology Resources to establish or access web-based e-mail accounts on commercial services (e.g., Gmail, iCloud, Outlook, Yahoo mail, etc.).
- N. 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.
- O. Preservation of Resources and Priorities of Use: District Technology Resources are limited. Each student is permitted reasonable space to store e-mail, web, and personal school-related files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to District Technology Resources for class- or instruction-

related activities have priority over other users. Students not using District Technology Resources for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose.

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

Abuse of Network Resources

Peer-to-peer file sharing, mass mailings, downloading of unauthorized games, videos, and music are wasteful of limited network resources and are forbidden. In addition, the acquisition and sharing of copyrighted materials is illegal and unethical.

Unauthorized Printing

District printers may only be used to print school-related documents and assignments. Printers, like other school resources, are to be used in a responsible manner. Ink cartridges and paper, along with printer repairs and replacement are very expensive. The District monitors printing by user. Print jobs deemed excessive and abusive of this privilege may result in charges being assessed to the student. Users are prohibited from replacing ink cartridges and performing any other service or repairs to printers. Users should ask, as appropriate, for assistance to clear paper that is jamming a printer.

Any questions and concerns regarding these guidelines may be directed to Chief Technology Officer.

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); 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 purpose" 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 (O.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; a student’s photograph, current school of attendance, current grade level (i.e., kindergarten, first, second, etc.) assigned teachers, 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; and honors and awards including honor rolls and scholarships.

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 ten (10) 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.

Specific Events/Activities

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. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instrument used in the collection of personal information from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose) before the instrument is administered or distributed to the students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request.

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.

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 8420: Emergency Situations at Schools

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed that addresses the following goals and/or objectives:

- A. The health and safety of students and staff are safeguarded
- B. Minimum disruption to the educational program occurs
- C. Students are helped to learn self-reliance and trained to respond sensibly to emergency situations

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

For complete information regarding Emergency Situations at school, See Policy 8420

Policy 8431 - PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Ohio Occupational Safety and Health Act (OSHA), and the Ohio Public Employment Risk Reduction Act (PERRA) the Board recognizes its responsibility to:

- A. inspect all District buildings for the existence of asbestos or asbestos- containing materials;
- B. take appropriate actions based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

Policy 9130A: Procedures for the Inspection of Instructional Materials

This policy 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.
R.C. 3313.20

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.

- A. 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 improper 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 damage of school or private property.

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

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 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, chewing tobacco, snuff and any other tobacco or tobacco related products (e-cigarettes or vapor pens) using 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 Student Services Policy 11.12 Procedure for Taking 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. Unwelcome Sexual Conduct: The board will not tolerate unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment. (i.e. pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

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. 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.

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.

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.

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).

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.

Approved by the Kettering Board of Education Aug. 10, 1976. Amended by the Kettering Board of Education: July 7, 2009, May 21, 2016

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

- Do not attempt to repair your Chromebook yourself.
- No food or drink is allowed next to your Chromebook while it is in use.
- Never transport your Chromebook with the power cord 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 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

- Headphones may be used at the discretion of the teacher.

3d: Printing

- 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

- Files will be stored online.
- 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

- Chromebooks should be restarted weekly to allow for Chrome OS updates.
- Chromebooks are built with layers of protection against malware and security attacks.

6. PROTECTING & STORING YOUR CHROMEBOOK

- Chromebooks are the responsibility of the student. This device will be yours for the duration of the school year. *Take good care of it!*
- Students need to take their Chromebooks home everyday.

7. DAMAGED OR STOLEN CHROMEBOOK:

7a: Reporting Chromebook Damage

- If your Chromebook is damaged, report incident immediately to your teacher. Do not try to repair it yourself.
- A portion of school fees will help cover supplies and equipment repairs.
- ***All repairs due to accidental damage will be assessed a \$25 charge.***

7b: 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.

7c: 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.

8. 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.

Updated May 10, 2019

APPENDIX D

STUDENT HEALTH AND WELLNESS

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, to assist students with health care needs and health emergencies. State law requires that all students must have an emergency medical authorization 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. In order to assure the success of these services we request your cooperation in the following areas:

IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE

PLEASE NOTE: Ohio law requires immunizations to be on file in the school office by the first day of school. (A detailed explanation of *Immunization Requirements* can be found under “Forms/Links” on the district’s webpage at www.ketteringschools.org. Meningococcal vaccine is a 12 grade required vaccine unless an exemption form is filled out declining. Contact your school nurse with any questions.

Immunization Summary for School Attendance Ohio

VACCINES	<i>FALL 2018</i> IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	K Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 th 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 th birthday, a fifth (5) dose is not required. * K-12 Four (4) or more doses 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. Grades 7-12 One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	K-8 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th 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. *** Grades 9-12 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.
MMR Measles, Mumps, Rubella	K-12 Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
HEP B Hepatitis B	K-12 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.
Varicella (Chickenpox)	K-8 Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (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 the first dose, it is considered valid. Grades 9-12 One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	Grade 7-9 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. Grade 12 Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* 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 <https://www.cdc.gov/vaccines/schedules/index.html>
- 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 <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 4th 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. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxicoid 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 (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th 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.

Medications: Prescription medications require a medication form signed by a licensed healthcare provider and parent/guardian to be on file in the school office before the medication may be administered. Over the counter medications (plain Tylenol or ibuprofen only) require parent permission and an over the counter form filled out and filed in the nurse's office. 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 provided in the back of this District-Wide information handbook** and is available online at the Kettering City Schools website (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.

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 healthcare provider for any chronic illness or disease diagnosis pertaining to your student. This includes asthma, diabetes, seizure disorder, food allergy and etc. **We must receive new signed orders from a licensed health care provider** (physician, physician's assistant or nurse practitioner) **each school year** for any medical procedure, for example tube-feeding, that we need to perform for your student.

Illness: To help prevent the spread of illness, **we request your cooperation in keeping an ill student at home until he/she is free of the following symptoms for 24 hours: FEVER ABOVE 100 DEGREES ORALLY, UNDIAGNOSED RASH, CONJUNCTIVITIS (PINK EYE), diarrhea and vomiting.** These guidelines are recommended by the American Academy of Pediatrics.

Head Lice: If your student has head lice he/she will be permitted to return to school following treatment. Students will be rechecked for the presence of lice 7 days after the initial treatment or as needed. We acknowledge that head lice removal is a tedious and demanding process and will work with you to help take care of this problem.

In General Because healthy children do learn better, it is best if your student comes to school well rested and having had breakfast. Students will on occasion be outside during the school day. **All** students should come to school dressed appropriately for the weather. Hats, gloves/mittens, boots and warm coats are essential during the winter months.

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/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. Dismissal procedure of ill or injured students at schools varies by the grade level as follows:

ELEMENTARY STUDENTS

Parents/guardians or the designated contact listed must come into the school office and show photo identification to sign the child out of school to sign the child into or out of school.

MIDDLE SCHOOL STUDENTS

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.

HIGH SCHOOL STUDENTS

Parents/guardians or the designated contact does **NOT** need to come into the school office and show photo identification to sign the child out of school. Clinic staff will contact a parent/guardian or designated contact to determine whether the student can drive home or needs to be picked up by an adult. Students can sign themselves into school without a parent/guardian, but can only sign out of school with parent permission. Students must sign out in the attendance office and receive a dismissal pass before leaving school.

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.

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.

Acknowledgement Form

Parent _____

Student _____

Acknowledgement of:

- Student Handbook
- Student Education Technology Acceptable Use and Safety Policy and Guidelines
- 1:1 Chromebook Handbook
- Notification to Parents Regarding Student Records
- Bus Safety Guidelines
- Directory Opt-out Information

Advisory Teacher's Name: _____

We, _____ and _____ ,
Parent/Guardian Name (Please Print) Student Name (Please Print)

have received and read the 2019-20 Student Handbook, Student Education Technology Acceptable Use and Safety Policy and Guidelines, 1:1 Chromebook Handbook, 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. Student Handbooks may be accessed on any student Chromebook, the district/school website, and any written copies will be available in any school office.

Parent/Guardian Signature Date

Student Signature Date