



# Kettering City Schools 2019-2020 Elementary Handbook

**Beavertown Elementary**

2700 Wilmington Pike  
Principal: Carmella Friz  
Phone: (937)499-1740

**Greenmont Elementary**

One East Wren Circle  
Principal: Brian Zawodny  
Phone: (937)499-1850

**Indian Riffle Elementary**

3090 Glengarry Drive  
Principal: Debbie Beiter  
Phone: (937)499-1720

**John F. Kennedy Elementary**

5030 Polen Drive  
Principal: Monica Enix  
Phone: (937)499-1830

**Oakview Elementary**

4001 Ackerman Boulevard  
Principal: Aaron Smith  
Phone: (937)499-1870

**Orchard Park Elementary**

600 E. Dorothy Lane  
Principal: Micki Ambrose  
Phone: (937)499-1910

**J.E. Prass Elementary**

2601 Parklawn Drive  
Principal: Jennifer Paxson  
Phone: (930)499-1780

**Southdale Elementary**

1200 W. Dorothy Lane  
Principal: Dan Palmer  
Phone: (937)499-1890



# 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](http://www.ketteringschools.org) for dates, times and locations of board meetings. All community members are invited to attend. Board of Education meetings are broadcast on cable channel 21.

## **KETTERING CITY SCHOOLS ADMINISTRATIVE OFFICES**

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](http://www.ketteringschools.org) and select the department of choice.

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

# 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 &amp; Full Day of Instruction</i>
August 19 (Mon.)	<i>First Day for Kindergarten</i>
August 29 (Thurs.)	<b>BUILDING PROFESSIONAL DEVELOPMENT, 3:30-7:00 pm (Elem.) 4:30-8:00 pm (MS/HS)</b>
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.)	<b>PARENT-TEACHER CONFERENCES, 3:30-7:00 pm (Elem./HS) 4:30-8:00 pm (MS)</b>
November 5 (Tues.)	<i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT, 8:00-11:30 am (K-12)</i>
November 7 (Thurs.)	<b>PARENT-TEACHER CONFERENCES, 12:00-3:30 pm (K-12)</b>
November 13 (Wed.)	<b>PARENT-TEACHER CONFERENCES, 3:30-7:00 pm (Elem./HS) 4:30-8:00 pm (MS)</b>
November 25-26 (Mon.-Tues.)	<b>Early Dismissal – 60 minutes</b>
November 27-29 (Wed.-Fri.)	<i>Schools Closed – CONFERENCE TRADE DAYS (2 days)</i> <i>Schools Closed – THANKSGIVING BREAK (3 days)</i>
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 (11 days)</i>

## 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.)	<b>PARENT-TEACHER CONFERENCES – Career &amp; College Readiness Night, 3:30-7:00 pm (HS)</b>
February 6 (Thurs.)	<b>PARENT-TEACHER CONFERENCES, 3:30-7:00 pm (Elem.) 4:30-8:00 pm (MS)</b>
February 17 (Mon.)	<i>Schools Closed – PRESIDENTS' DAY</i>
March 4 (Wed.)	<b>Early Dismissal – 60 minutes</b>
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 (5 days)</i>
March 23 (Mon.)	First Day of Fourth Quarter & First Day of School after Spring Break
May 5 (Tues.)	<b>Early Dismissal – 60 minutes</b>
May 21 (Thurs.)	<b>LAST DAY FOR STUDENTS</b>
	End of Fourth Quarter – (44 days) & End of Second Semester – (90 days)
May 22 (Fri.)	<b>LAST DAY FOR TEACHERS (Work/Prof. Development), 8:30 am-12:00 pm</b>

*\*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

# The School Day

## DAILY SCHOOL SCHEDULE

- 6:45 a.m. – Day Care Coverage Begins
- 7:45 a.m. – Breakfast
- 8:00 a.m. – Students may enter building
- 8:15 a.m. – School Begins; Tardy Bell
- 1:30 p.m. – Early Dismissal
- 2:30 p.m. – Dismissal
- 2:30 p.m. – 5:30 pm Day Care Coverage

See individual school offices for more specific schedules.

## PLAN-B SCHEDULE FOR 2-HOUR DELAYS

**AM Preschool** -- No AM preschool, **no transportation** of students.

**PM Preschool** -- Transportation for PM preschool students runs **as scheduled**.

**K-12 Students** -- Transported Students will be picked up at their regular bus stops **two hours later** than their regularly scheduled pickup times. Students will be dropped off at their regular bus stops at **the regularly scheduled drop-off times**.

**In-School Childcare** -- Morning in-school childcare will be closed when schools have a 2 hour delay or are closed for the day.

## ARRIVING AT SCHOOL

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

1. In the morning, students eating breakfast may enter and eat at 7:45. Students entering the building before 7:45 will be charged for child care.
2. At some Kettering Elementary Schools, crossing guards will be on duty before school at 7:55 a.m. and after school at 2:35 p.m. to help students safely cross intersections. Students should not pass these positions unless a crossing guard is on duty.
3. Students should cross the street only at corners and after looking both ways. Please note that there are no mid-day crossing guards for kindergarteners.
4. 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.
5. For safety reasons, students are not permitted to rollerblade or skateboard on school property.
6. The use of bicycles as a means of transportation to school is limited to students in grades 3 through 5 not offered bus service. Students are required to follow the standard bicycle safety rules, including wearing a helmet. Bike riders are required to walk their bikes on/off school property and properly park them in the bike racks provided. Security locks are greatly encouraged.
7. Parents who bring their children to school should follow the drop-off procedures of the individual school.

## DISMISSAL FROM SCHOOL

Students are dismissed at 2:30 pm (1:30 pm for early dismissal) and will not be left unsupervised after dismissal. Any student not picked up by 2:45 pm (1:45 pm for early dismissal) will be sent to after school childcare. Child care closes at 5:30 pm.

For the safety of our students, each elementary has specific arrival and dismissal procedures tailored to fit the specifics of building locations, traffic patterns, and parking lot access. Building specific arrival and dismissal procedures will be provided upon registration, open house, or first day packets that students bring home. Please check the school website or visit the office for additional copies or more information.

## BUS INFORMATION

Bus transportation will be provided for those students living more than one mile from school. If a student is eligible for busing, the bus number, pick-up/drop-off times, and the location of the bus stop will be listed on the

district website under Transportation, through the following link: [Bus Route Information](#), or by calling the Transportation Department at 499-1770. Students should sit in assigned seats while riding the bus and obey rules of conduct established by the Transportation Department while being transported. Parents are required to fill out a special transportation request form if they wish their child to use a bus stop other than the one designated by their residence address. Request forms are available in the school office. Students are not permitted to ride any bus other than their assigned one.

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

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

### **State Laws:**

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

### **District Bus Discipline Plan:**

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

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

**Afternoon Trips** -- The route stops will be the same in the afternoon as in the morning. Boarding time will be at dismissal – 2:30 p.m.

**Kindergarten Transportation** -- The Kettering Board of Education will provide bus transportation both ways for those kindergarten students who are on bus routes. **All kindergarten students must be met by an adult when getting off the bus.**

## **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 policy and procedure 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 assure 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’s) note must specify the date(s) of the excused absence. Students have 3 school days after they return to 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. Out-of-state travel (up to a maximum of five days (30 hours) per school year) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. Parents should complete [Classroom Absence for Vacation Form](#) and submit the form at least 3 days prior to the vacation.
8. Such good cause as may be acceptable to the Superintendent

- G. 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.
- H. All students, regardless of age, must abide by all school rules. No student can sign himself or herself out without parent permission.
- I. 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 (House Bill 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. Tardy and Early dismissals follow school district policy and Ohio law regarding classification of excused and unexcused outlined under the attendance policy.

### **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 teacher stating the reason and the time to leave.
- B. When you arrive to pick up your child, please come in to the office and sign your child out. Please 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.
- C. In order to avoid missing instructional time, your child will be called to the office when you arrive.

### **GENERAL INFORMATION**

#### **Academic Honesty**

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

Instances of academic dishonesty include:

- **using verbal, written or electronic communication** (ie. cell phone) concerning the content of homework, a test or quiz, or using resources (notes, calculators, copies of quizzes/tests) that are not

teacher approved on projects, tests, or homework.

- **plagiarism**-the act or instance of stealing and passing off as one's own the ideas or words of another without documenting the source.
- **collusion**-allowing classmates to copy work you completed and in turn submitting it as their own.

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

### **Birthday Celebrations**

Because some students have extreme food allergies, please do not send food items such as cupcakes, cakes, cookies, ice cream or drinks. If you choose to send in items for your child's birthday, you may send items such as pencils, erasers or other inexpensive items. For the safety of our students, food items will be respectfully sent back home.

### **Birthday invitations**

Personal invitations to parties of any kind are not to be distributed on school property unless each member of the class is invited to attend. Due to student privacy laws, schools cannot provide individual student addresses.

### **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 Each Day** - Breakfast is available for \$1.65 each morning at 7:45 a.m. Hot lunches are available for \$2.40. Ala carte snack items are also available for purchase. Children can also bring their lunch and/or purchase milk for \$.50. Children are discouraged from bringing pop to school for lunch. If your child forgets his/her lunch money, we will call you and ask you to bring money to the office. We do allow elementary students to charge three times in a row and still receive a complete meal. See the new charging procedures below. No charging is permitted for breakfast or for a la carte snacks, nor during the last week of school. Fast food is discouraged. Soft drinks (pop) are not a part of a healthy lunch and should not be sent to school.

### **Paying For Student Meals - Parents/guardians can pay for meals in 1 of 2 ways:**

1) Cash or checks made payable to Kettering City Schools. The cash or checks can either be given directly to the cafeteria or given to the school secretary. Please include the student's name, teacher's name and the amount of money enclosed in an envelope marked "LUNCH MONEY".

2) Use our online payment method via the website, <https://www.spsezpay.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 online payment method to purchase milk, juice or ala 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 balance, even if you don't use the website to make meal payments.

**Charging Procedure** - When an elementary student comes to lunch without lunch money, the student may charge 3 meals in succession and then will receive up to 5 complimentary meals in succession. A complimentary meal consists of a cheese or peanut butter sandwich and milk and will be provided at no charge to the student. When a complimentary meal needs to be served, a note will be given to the teacher prior to meal service and will allow the student to contact their parent one more time. This advance notice will eliminate any embarrassment or surprises to the student and provide the parent with one more opportunity to pay the student's charge debt. An elementary student will be sent to the main office for assistance after the 8<sup>th</sup> charge. 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.

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



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

### **CELL PHONES/PERSONAL ELECTRONIC DEVICES**

All personal devices **MUST** be turned off and put away during the regularly scheduled school day (8:00 - 2:30) unless permission is given by a teacher. A student who is found to be using his/her electronic device (including phones), without permission, may be referred to office for an electronic device violation. Student consequences may escalate depending on individual situations. Students shall not post pictures or videos on social media without teacher or principal permission.

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

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 public children's services or a 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 through the schools 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. Guidance counselors are available to help you with any concern, especially those related to student 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
Kettering City Schools Safety Tip-Line	643-4444 (Option 7)
Kettering Police 911 or	296-2555
Moraine Police 911 or	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**

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

- A. secure shoes that tie or Velcro. Sandals and flip-flops contribute to falls and injuries and **should not be worn.**
- B. shirts and tops that cover the stomach, chest, back and shoulders.
- C. slacks and shorts that fit to the waist.
- D. skirts, dresses and shorts of **finger tip length.** (Student undergarments should not be visible when seated or using playground equipment.)
- E. no head coverings, including hats, hoods, bandanas, or do-rags, except for religious or medically necessitated reasons.

Clothing containing profane, vulgar, or offensive language, or pictures or representations of alcohol, weapons, tobacco or drugs is not permitted. If a student's attire or appearance is distracting or disruptive to the school environment, the parent will be contacted to remedy the situation. It is understood that not all unacceptable attire can be listed or described here. Therefore, the final decision regarding the appropriateness of clothing and accessories will be made by building administrators.

In addition, it is very important that students are dressed appropriately for the weather. During the winter months, outdoor recess continues, so it is important that students come with the appropriate hats, coats, and gloves. Sometimes, conditions require indoor recess. The following guidelines help determine if recess will be indoors or outdoors (all temperatures include the wind chill effect):

- Below 20 degrees – all recess will be indoors.
- 20 degrees and warmer – all recess will be outdoors.

### **FAILURE TO INFORM**

No student shall fail to inform their building principal, assistant principal, counselor, or teacher of any dangerous or potentially dangerous situation which may involve students, teachers, or staff. Students must identify themselves when requested by a teacher or staff member. Students may report dangerous situations by calling the **Safety 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.

### **FIELD TRIPS**

Students may have field trips as a part of their educational experience off school property. Students must have updated Emergency Medical forms and Student Information forms prior to attending the field trip. Each student must also have a permission slip completed for each field trip. Students who do not have proper forms completed and written permission will remain at the school. Every student will ride to and from the field trip on the school bus and not with their parent/guardian.

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

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

### **GIFTED IDENTIFICATION**

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

- Superior Cognitive Ability (IQ)

- Specific Academic Ability in Math
- Science, Reading, and/or Social Studies
- Creative Thinking
- Visual or Performing Arts

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

## **GRADEBOOK: POWERSCHOOL ONLINE**

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](mailto:chris.merritt@ketteringschools.org) if you have any questions, comments, or concerns.

## **GRADING POLICY**

During the year, every student in grades 1-5 will receive a Progress Report each nine weeks. Also, if a student has unsatisfactory work or conduct, the student's interim report will be available on PowerSchool. This is a warning to help correct the level of work needed to reach satisfactory achievement. Parents of kindergarten students receive a progress report in mid-February and at the end of the school year.

In kindergarten, first grade, and second grade, progress reports document student progress through the use of the following Progress Marks:

<b>E</b> (Excellent – 90-100%)	A student consistently shows skills that exceed the expected. A student on this level would be performing above grade level.
<b>S</b> (Satisfactory – 70-89%)	A student is progressing with school and home support. A student on this level would be performing at grade level.
<b>NI</b> (Needs Improvement – 60-69%)	A student is showing growth but continued help is needed both from school and home. A student on this level would be performing below grade level.
<b>U</b> (Unsatisfactory – less than 59%)	A student consistently shows skills that are below the expected, and additional help is needed from both school and home.

In grades three through five, students earn scholastic achievement grades (letter grades) or progress marks, depending on the subject area or behavior being evaluated. Letter grades are assigned using the following criteria

<b>Grade A</b> (90-100%)	A student performs at a level of excellence on daily work and assessments/tests.
<b>Grade B</b> (80-89%)	A student performs at an above average level on daily work and assessments/tests.

<b>Grade C</b> (70-79%)	A student performs at an average level on daily work and assessments/tests.
<b>Grade D</b> (60-69%)	A student performs at a below average level on daily work and assessments/tests.
<b>Grade F</b> (Below 60%)	A student performs at a failing level on daily work and assessments/tests.

## **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 activities include 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.

## **HOMEWORK**

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

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

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

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

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

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

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

## **INCLEMENT WEATHER**

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

1. Sign up for text messages and/or email notifications from the "Sign up for Notifications" section of the website (located in left-hand column of the home page at [www.ketteringschools.org](http://www.ketteringschools.org)).
2. Check the homepage of the district's website at [www.ketteringschools.org](http://www.ketteringschools.org).
3. Sign up for phone calls and/or text messages at [www.ketteringschools.org/Communication](http://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: KetteringSchools
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." On days when the schools are closed or delayed due to ice, snow or other emergencies, please follow these guidelines:

## **KETTERING SCHOOL BOARD POLICY NOTICES**

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

### **LOST AND FOUND**

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

### **PARENT/TEACHER COMMUNICATION**

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

### **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

### **PERSONAL ELECTRONIC DEVICES**

Elementary students are not encouraged to bring cell phones or other personal electronic devices to school. However, if students need a cell phone for after school reasons, they must be turned off and placed in a locker or backpack during the regularly scheduled school day. Use of a personal electronic device during instruction may result in a discipline referral. The school is not responsible for lost, stolen or damaged personal electronic devices.

Cell phones and other electronic devices may be searched if there exists a reasonable suspicion that that the search will uncover evidence that the student violated or is violating a school rule or law, or that the student is in imminent danger of harm on school premises.

### **PERSONAL PROPERTY**

Please do not allow students to bring valuables to school unless necessary for classroom work or 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 and student, and not the school, are responsible for any personal items that are brought to school.

### **PETS ON SCHOOL GROUNDS**

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

### **REQUESTING TEACHERS**

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

### **RETURNING TO SCHOOL AFTER HOURS**

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

## **SAFETY PATROL AND WALKERS**

Safety patrol is composed of 5<sup>th</sup> and/or 4<sup>th</sup> graders who provide a valuable service to our students and parents. These students are trained and supervised by the City of Kettering Safety Officers and the school's Safety Patrol Advisor. The safety patrol needs the cooperation of students and parents in order to provide a safe environment to and from school each day. Your help in stressing the need for your child to cooperate with the patrol is extremely important and greatly appreciated. Students should report straight to school in the morning and straight home at dismissal. Parents who have concerns or issues with Safety Patrol students should contact the office.

## **SAFETY RULES**

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

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

Occasionally parents may wish to eat lunch with their children. Please make arrangements ahead of time so the cafeteria can be prepared and sign in at the office when you arrive. Fast food is discouraged. Soft drinks (pop) are not a part of a healthy lunch and should not be sent to school.

**Playground/Outside Recess** -- Rules on the playground are for the safety of all students. Behavior expectations at recess are very similar to behavior expectations in the classroom.

1. Follow directions of aides/teachers at all times.
2. Do not pick up or throw rocks, mulch, dirt, snowballs, or sticks.
3. No bullying, name-calling, or foul language.
4. Cooperate – games and equipment are open to all students who wish to play.
5. Contact sports are not permitted.
6. Games involving balls should be played in designated areas only.
7. Line up quickly and quietly when the whistle is blown.
8. Toys/electronics should not be brought from home for play during recess.

### **Inside Recess**

Rules for inside recess are for the safety of all students. Behavior expectations during inside recess are very similar to behavior expectations in the classroom.

1. Leave cafeteria in a quiet orderly fashion and remain quiet in the halls.
2. Follow directions of aides/teachers at all times.
3. Choose a game and play quietly using inside voices.
4. Do not run in the classroom.
5. Do not throw objects of any kind in the classroom.
6. Share games and include others.
7. Do not leave the classroom without permission from the aides/teachers.
8. Toys/electronics should not be brought from home for play during recess.

## **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/Tablet and network.

Kindergarten Students	\$30.00
Grade 1 – 5 Students	\$40.00

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

## STUDENT CONDUCT CODE

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

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

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

## OUT OF SCHOOL SUSPENSION

A student who is out of school suspended (OSS) may not be in any Kettering City School building, may not attend any school activities, and may not be on any Kettering City School grounds at any time during the suspension. Students may complete work given in class during the absence. Parents may request assignments by calling the student's office, having the student check Google Classroom, or emailing the teacher directly. Students should make an attempt to retrieve any work (both in class and online) and complete the work during the absence.

## 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, assist students with health care needs and health emergencies. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

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

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

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

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

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



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

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

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

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

**Medications** -- Prescription medications require a medication form signed by a licensed healthcare provider and parent/guardian be on file in the school office before the medication may be administered. 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 available online at the Kettering City Schools website ([www.ketteringschools.org](http://www.ketteringschools.org)) under the District Forms/ Links tab.

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

## **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY & GUIDELINES (AUP)**

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

### **TELEPHONE & ADDRESS CHANGES**

It is extremely important to inform the school district of address and telephone number changes, not only parents'/guardians' home and work, but also other persons listed to contact in case of an emergency. When making an address change, the parent/guardian will submit proof of the new residence to the Central Enrollment Office at the Board of Education office (580 Lincoln Park Blvd, Suite 105). Any questions may be answered through the Central Enrollment Office at (937) 499-1700.

### **USE OF SCHOOL PHONE**

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

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

## **VACATIONS DURING THE SCHOOL YEAR**

When taking a vacation of during the school year, parents/guardians should notify the school office and complete the [Classroom Absence for Vacation Form](#) at least three (3) days prior to leaving. Vacations should be taken during the school year only if the trip cannot be scheduled during the summer months, and the student should be accompanied by parent(s) or guardian(s) on such trips. There is a maximum of five (5) days cumulative during a school year for which a student's absence from school due to vacation may be considered an excused absence. Any absences beyond 5 vacation days will be considered unexcused. The State of Ohio requires a doctor's note to excuse absences past 10 total days of absence. If a student is over 10 days of absence for any reason, the district can not excuse those absences without a doctor's note. Please refer to the Compulsory Attendance guidelines in the Attendance section of the Handbook.

## **VIDEO SURVEILLANCE & ELECTRONIC MONITORING**

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

For additional information please reference Board of Education Policy 7440.01.

## **VISITORS & CLASSROOM VISITATION**

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

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

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

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

## **VOLUNTEERS**

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

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

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

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

# APPENDIX A

## **KETTERING SCHOOL BOARD POLICY NOTICES**

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

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

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

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

**Director of Student Services**  
937 499-1433  
500 Lincoln Park Blvd., 3<sup>rd</sup> Floor  
Kettering, Ohio 45429

**Supervisor of Special Education**  
937 499-1435  
580 Lincoln Park Blvd., Suite 105  
Kettering, Ohio 45429

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

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

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

The District's Career Advising Plan shall include:

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

These may include:

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

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

- H. The supports necessary for students to have successful transitions from high school to their postsecondary

destinations, including interventions and services for students in need of remediation in mathematics and English/language arts.

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

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

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

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

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

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

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

**Policy 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 attained 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.

#### **Administrative Guideline 5113.01 (Summary) - INTRA-DISTRICT OPEN ENROLLMENT**

Application of students outside the building attendance area will be considered for attending the school of their choice provided grade, building, and program balance can be maintained.

Please be aware of the following conditions for open enrollment:

- Students who exhibit poor attendance or excessive tardy to school rates can be subject to being sent back to the school of residence.
- The parent agrees to provide transportation to the new school of choice.
- The Superintendent, by statute, retains the authority to assign students to schools. If the need would arise, a transfer student could be reassigned back to their school of residence.
- Students receiving special education services are required to attend the school within the district where the services specified in the student's IEP are currently available.
- Applicants shall be considered on a first-come, first served basis.
- The decision of the Superintendent or his designee is final.
- If the intra-district placement is granted, the student may stay at the re-assigned school without having to re-apply each year. However, elementary students will attend the middle school within their area of residence unless a request for a school of choice is made and granted in accordance with this policy.

During the school year, the student, once reassigned, will remain in the school of choice for at least one (1) year unless the request is to transfer back to the official school of residence, in which case the following procedure will be followed assuming the transfer does not create a staffing problem.

- Any student who is approved for transfer must attend the respective school for a minimum of nine (9) weeks. A student will not be permitted to return to the official school of residence until the end of a nine (9) week grading period.
- Parents requesting a student return must submit, in writing, a request to the building principal in the school of attendance. The School district has the right to require that the parents and/or student confer personally with school official necessary by the School District.

For complete information regarding intra-district open-enrollment, see Administrative Guideline 5113.01

**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 re-occurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

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

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

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

**Director of Student Services**  
937 499-1433  
500 Lincoln Park Blvd., 3<sup>rd</sup> Floor  
Kettering, Ohio 45429

**Supervisor of Special Education**  
937 499-1435  
580 Lincoln Park Blvd., Suite 105  
Kettering, Ohio 45429

**Investigation and Complaint Procedure**

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

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

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

**Informal Complaint Procedure**

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

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

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

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

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

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

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

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

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

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

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

### **Formal Complaint Procedure**

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

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



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

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

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

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

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

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

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

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

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

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

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

The decision of the Superintendent shall be final.

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

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

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

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

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

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

Harassment, intimidation, or bullying means:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Complaints**

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

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

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

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

### **Privacy/Confidentiality**

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

### **Reporting Requirement**

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

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

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such

immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

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

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

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

### **Education and Training**

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

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

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

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

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

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

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

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

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

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

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

- A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by the Board of Education or at an activity held under the auspices of this Board
- B. possessing, selling, or offering to sell controlled substances on property owned or controlled by the Board of Education or at an activity under the auspices of this Board
- C. complicity to commit any of the above offenses, regardless of where the complicity occurred

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

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

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

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

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

**Policy 5610.05: Prohibition from Extracurricular Activities**

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

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

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

**Policy 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 5771: Search and Seizure**

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

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

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

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

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

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

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

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

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

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

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

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

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco,

chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

### **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, e-mails 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, authorized information technology (IT) staff, and approved online educational service providers); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational interest" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) be utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

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

- A. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 C.F.R. 99.34.
- B. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Ohio Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- C. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- D. To organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.
- E. To accrediting organizations to carry out their accrediting functions.
- F. To parents of an eligible student if the student is a dependent for IRS tax purposes.
- G. To comply with a judicial order or lawfully issued subpoena.
- H. To State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released, upon certification that the information will not be unlawfully released to third parties.
- I. To appropriate officials in connection with a health or safety emergency.
- J. Information the school has designated as "directory information," as defined below, and subject to the restrictions explained below.

A parent or adult student has the right to:

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

### **Directory Information**

Both FERPA and Ohio's Student Privacy Law (R.C. 3319.321) require that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the

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

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

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

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

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

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

#### **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.

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

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

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

### **Policy 9150: School Visitors**

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

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

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

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

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

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

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

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

### **Policy 9150.01: Entry Upon School Premises**

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

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

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

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

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

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

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



## APPENDIX B

### KETTERING BOARD OF EDUCATION Student Conduct Code

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

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

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

The following school district rules are in effect:

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

Rule 2.            Behavioral Problems:

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

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

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

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

Rule 6.            Use/Possession of a Gun: No student shall possess, use, threaten the use of or exhibit a gun. A "firearm" includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer.

Rule 7.            Use/Possession of a Weapon other than a Gun or Explosive: No student shall possess, use, threaten the use of or exhibit any object that can reasonably be considered a dangerous weapon. A "knife" includes any cutting instrument consisting of a sharp blade fastened to a



handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

- Rule 8. Use/Possession of any Explosive, Incendiary or Poison Gas: No student shall possess, use, threaten the use of or exhibit any object that can reasonably be considered but not limited to any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.
- Rule 9. Use/Possession of Tobacco or Tobacco Related Products: No student shall use or possess tobacco in any form, including but not limited to: cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance in or about a school building, on school grounds, or school busses, or at any activity supervised by the school district.
- Rule 10. Use/Possession of Alcohol: No student shall possess, use, transmit, sell or attempt to sell, or be under the influence of alcohol. No student shall come to school, remain at school, or attend any school sponsored activity with the smell of alcohol on his/her breath/clothing or showing signs of consumption, regardless of when or where the alcohol was consumed.
- Rule 11. Use/Possession of other Drugs: No student shall possess, (including, but not limited to possession in purse, wallet, locker, desk, automobile on school property, etc.) use, transmit, sell or attempt to sell, have the distinct odor of, or be under the influence of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, mind altering substance of any kind or intoxicant of any kind. No student shall come to school, remain at school, or attend any school sponsored activity with the smell of such chemicals or substances on his/her breath/clothing or showing signs of consumption regardless of when or where the chemical or substance was consumed/used. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule if Board Policy 5330 – Use of Medication in School form is properly followed. No student shall use, possess or transport paraphernalia that is commonly associated with or construed to be used for any of the above mentioned chemicals or substances.
- No student shall make, sell, offer to sell, or possess counterfeit drugs or controlled substances.
- Rule 12. Sale/Distribution of Weapons: No student shall be involved in the sale or distribution of any weapon as listed in rules 6, 7, and 8 of this policy.
- Rule 13. Sale/Distribution of Alcohol and/or other Drugs: No student shall be involved in the sale or distribution of alcohol or other drugs as listed in rule 10 and 11 of this policy.
- Rule 14. False Alarm/Bomb Threats: No student shall cause or attempt to disrupt or obstruct any mission, process or function of the school by means of false alarms or bomb threats.
- Rule 15. Firearm Look-A-Likes: No student shall possess any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e. toy guns, cap guns, bb guns, pellet guns).
- Rule 16. Sexual Harassment: The board will not tolerate sexual harassment. Conduct constituting sexual harassment may take different forms, including, but not limited to, the following:
1. *Verbal:* The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a student, or other person associated with the District, or third parties.
  2. *Nonverbal:* Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a student, or other person associated with the District, or third parties.
  3. *Physical Contact:* Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a student, or other person associated with the District, or third parties. With respect to students, the question of whether or not physical contact is unwanted or consensual is irrelevant where such contact is engaged in by District employees or other adult members of the School District community.
- Rule 17. Nondiscrimination: The board will not tolerate discriminatory practices. Conduct constituting harassment on the basis of race, color, national origin, disability, age, religion, or ancestry may take different forms, including, but not limited to, the following:

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

Rule 18.        Serious Bodily Injury: No student shall participate in incident that results in serious bodily injury to oneself or others. Serious bodily injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty".

Rule 19.        Bullying, Harassment and Intimidation: Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. 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.

## **APPENDIX C**

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# APPENDIX D

## Immunization Summary for School Attendance Ohio

VACCINES	<i>FALL 2018</i> IMMUNIZATIONS FOR SCHOOL ATTENDANCE
<b>DTaP/DT</b> <b>Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<p><b><u>K</u></b>                      Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4<sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4<sup>th</sup> birthday, a fifth (5) dose is not required. *</p> <p><b><u>1-12</u></b>                      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.</p> <p><b><u>Grades 7-12</u></b>                      One (1) dose of Tdap vaccine must be administered prior to entry. **</p>
<b>POLIO</b>	<p><b><u>K-8</u></b>                      Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p><b><u>Grades 9-12</u></b>                      Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<b>MMR</b> Measles, Mumps, Rubella	<p><b><u>K-12</u></b>                      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).</p>
<b>HEP B</b> Hepatitis B	<p><b><u>K-12</u></b>                      Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
<b>Varicella</b> (Chickenpox)	<p><b><u>K-8</u></b>                      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.</p> <p><b><u>Grades 9-12</u></b>                      One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
<b>MCV4</b> Meningococcal	<p><b><u>Grade 7-9</u></b>                      One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p><b><u>Grade 12</u></b>                      Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</p>

**NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization 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 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\* Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

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

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

**APPENDIX E**

**Kettering City Schools Acknowledgement Form**

**I acknowledge I have received the following documents:**

Parent/Student Acknowledgement of:

Student Handbook

- Student Education Technology Acceptable Use and Safety Policy (Policy 7540.03) and Guidelines (Administrative Guidelines 7540.03) Appendix A
- Student Records/Notification to Parents Regarding Student Records/FERPA (Policy 8330) Appendix A
- Suspension of Bus/Transportation Privileges (Policy 5610.04) Appendix A
- Directory Information (contained in Policy 8330) Appendix A

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

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

have received and read the 2019-2020 Student Handbook, Student Education Technology Acceptable Use and Safety Policy and Guidelines, the Notification to Parents Regarding Student Records, the Safety Guidelines for Riding Kettering City School Buses and Directory Opt-out Information. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the Kettering City School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

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

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

Student handbooks may be accessed on any student Chromebook, the district/ school website, and written copies will be available in any school office.