

KINGS HIGH SCHOOL

Student Handbook

2016-2017

Principal

Mr. Doug Leist

ext. 11001

Assistant Principals

Mr. Rob Burnside – ext. 11002

Mr. Ron Corradini – ext. 11027

School Resource Officer

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Kings Mills, OH 45034

(513)398-8050; Fax (513) 459-2938

Dear Kings High School Students,

This handbook is designed to provide information that will guide you through the daily process of Kings High School. Like all handbooks, it does provide you with the ‘nuts and bolts’ of day-to-day expectations, but we hope that it does more than this. We hope that it provides you with information that will help us to meet our two major goals: to enable all students to meet their fullest potential and to provide the greatest high school experience for all students.

Kings High School strives to be a world-class high school, providing academic, extracurricular, and co-curricular opportunities for students to participate and excel. This can only happen with the investment of all stakeholders: the staff who provide the services that enable students to excel, the community who provides the support and framework that drives a school, and most significantly, the students who invest in this vision with their actions and their efforts.

The success of everyone at KHS begins with you! We value your input, we value your efforts, and mostly, we value you. We want you to take ownership in KHS, and when you have questions or concerns, we encourage you to come see us and share these items. We are committed as professionals to the mission of the Kings Local School District that “Students are our highest priority” and will strive to make your experience at Kings to be something that you value and treasure as you accomplish the goals and dreams of your lives.

Sincerely,

The Team of Kings High School

KINGS HIGH SCHOOL

MISSION STATEMENT

“Students Are Our Highest Priority”

ACCOUNTABILITY

RESPONSIBILITY

We believe that Kings High School will:

- Promote self-directed, lifelong learning;
- Provide and encourage educational and extracurricular opportunities for all students;
- Develop factual knowledge, problem-solving and higher-level thinking and communication skills;
- Provide a positive environment for learning;
- Encourage professional growth for staff to enhance student learning;
- Require students to demonstrate self-discipline and assume responsibility for their actions;
- Encourage students to connect and apply knowledge and skills to their futures;

RESPECT

SERVICE

NON-DISCRIMINATION POLICY

Kings Local School District will not intentionally discriminate on the basis of race, color, religion, sex, national origin, learning level, handicap or age.

BOARD OF EDUCATION

Bonnie Baker-Hicks

Bob Hinman

Kim Grant

Kerry McKiernan

Peggy Phillips

KINGS HIGH SCHOOL CONTACT AND CALENDAR INFORMATION

All Kings High School staff member's contact information and the Kings Local School District yearly calendar is available at the district website – www.kingslocal.net

KINGS HIGH SCHOOL ACADEMIC OVERVIEW

Academic Advising

The Kings High School Academic Advising team is committed to serving their students in all capacities. If a specific counselor is not available for a student in a crisis situation, another member of the team will work with the student. In order for three counselors to meet the needs of our students, a specific procedure for requesting a meeting may be established. There may be instances in which students need additional support from resources that are not provided by the Kings Local School District. The KHS team will work with the network of resources at their disposal and with families of the student in order to assure the safety and security of a student when appropriate and necessary.

Academic Honesty

The Kings Local School District is dedicated to providing a challenging curriculum while also promoting an atmosphere that fosters high achievement. However, we believe that achievement should be attained in a manner that demonstrates integrity and respect for academic honor and honesty. Presenting someone else's work as your own in order to obtain a grade or credit is cheating. This includes, but is not limited to, copying others' assignments, quiz or test answers, and plagiarism. ***Cheating includes (but is not limited to) the following:***

1. Presenting work that is not your own for compositions, projects, assignments, quizzes, or tests
2. Using materials that are not permitted by your teacher to obtain credit
3. Collaborating on an assignment unless doing so is specifically allowed by the teacher
4. Submitting falsified signatures
5. Submitting work that is not your own
6. Handing in work for one class which was handed in for credit for another class *without permission of both teachers*
7. Copying the answers or work of another person without giving credit to that person or citing the source
8. Sharing information or answers when doing take-home assignments and tests except when the teacher has authorized collaboration
9. Using for tests or quizzes any materials or equipment not authorized by the teacher
10. Aiding others in their efforts to cheat including photographing, posting, or electronically transferring information about tests, assignments, or quizzes.
11. Doing the work for another person
12. Stealing a test or an answer key from a teacher
13. Using work prepared by somebody else (for example, commercially prepared material)
14. Submitting false records, information, or data, written or oral
15. Representing as individual work the work of several people on a project or assignment

16. Downloading material from an on-line source and representing it as your own without citing sources or crediting the author

Plagiarism

All students should be aware of the Kings Local School District's statement regarding plagiarism. This is included as a part of the Academic Honesty Policy. **Plagiarism is:**

1. Copying passages from someone else's writing without using quotation marks and giving the author credit.
2. Paraphrasing or summarizing someone else's writing without acknowledgement.
3. Presenting someone else's work as your own work.
4. Copying or buying work from on-line or other professional sources.

Unintentional plagiarism is still plagiarism.

For proper citation form, see Trimmer's Guide to MLA Documentation, the handbook adopted by the Kings Local School District. Copies are available from the media center or teachers.

Consequences for Academic Honesty Violations

Any student who is found to be in violation of the Academic Honesty Policy may be subject to the following academic penalties. In addition, students who violate the policy may also receive disciplinary consequences per the student code of conduct. Finally, a student who has violated this policy may be removed from any clubs or organizations in which his/her involvement is contingent upon academic performance.

First offense – A grade of “0” will be recorded for the work and parents/guardians will be notified.

Second offense – A grade of “0” will be recorded for the work. The student and his parents/guardians will meet for a conference with an administrator, the student's counselor, and the teacher.

Third Offense – A grade of “0” will be recorded for the work. Parents/guardians are notified. *If the offense has occurred in the same class, the student will fail the class regardless of the current average.*

Course Changes

Request to drop a class and add a study hall

1. A drop will not be permitted if it **results in more than one study hall**
2. All honors classes cannot be dropped or changed until the conclusion of the 1st quarter.
3. All changes must be approved by the administration.
4. A “W” (no penalty to final average) will be assigned to any class dropped before the following deadline:

Semester-long courses –5 days after the semester begins

Year-long courses –5 days after the school year begins

A course dropped after these dates may result in assigning an “F” average for the course

Request to drop a course and add another

- A. Changes will be made for the following:
 - Obvious program error such as omission of required subject
 - Failure of a subject last year and scheduled into advanced level without repeating course
- B. Limited changes will be made:
 - If the course requested is officially open
 - If the change has a positive effect on class size
 - If there is sufficient justification for the change
- C. All changes must be approved by the administration.

Course changes are not approved for the purpose of changing teachers. We do not generally entertain these requests. However, in the instance where a student and his/her parents/guardians believe this may be merited, there is a procedure which is available thru the Academic Advising office. Following this procedure does not guarantee that the change will take place.

Mid-term and Final Exam Policy

Exams will be scheduled during both semesters. A modified schedule will be posted and distributed prior to exams. Students are expected to take exams at the scheduled time. Administrative approval must be granted for an exam to be taken at a different time. As a general guideline, all exams that are permitted to be taken at a different time must be taken **after** the original exam was administered. The only exceptions that are generally considered are extreme medical situations and instances of student relocation.

Exam Exemptions/Senior Exams

Kings High School does not provide exemptions to exams at this time. All students are expected to take exams in all classes at the scheduled exam times.

As a privilege, seniors may be exempted from final exams from **full-year courses only** at the end of the second semester. The final decision will be left to school administration.

Grading Scale

Kings High School Grading Scale by Percentage is as follows:

- 90-100=A**
- 80-89=B**
- 70-79=C**
- 60-69=D**
- 59&Below=F**

Weighted GPA Information

College Prep Courses	Honors Courses	Adv. Placement/CC+ Courses
A = 4.0	A = 4.5	A = 5.0
B = 3.0	B = 3.5	B = 4.0
C = 2.0	C = 2.0	C = 2.0
D = 1.0	D = 1.0	D = 1.0
F = 0	F = 0	F = 0

NOTE: Students must have a D average to pass a course.

Below is the grade scale for averaging final grades:

3.6 – 4.0 = A; 2.6 – 3.59 = B; 1.6 – 2.59 = C; 1.0 – 1.59 = D

Below 1.0 = F

Assignment to Grade Level

Assignments to homeroom and grade level on a class basis require the following minimum academic credit:

Grade 10	5.75 units
Grade 11	11.50 units
Grade 12	17.25 units

Advanced Placement Courses

Because of the design of the course, the weighted grade, and the increased burden placed on teachers of AP courses, all students enrolled in an AP course are encouraged to take the exam. The AP exam has a fee to be paid by the student. This fee (\$92 for 2015-16 tests) is established by College Board and is subject to increase.

In order for a student to be withdrawn from an AP course, a conference must occur between the student, the teacher, the parents or guardians, the student's counselor, and a member of the administrative team. Furthermore, it is also the expectation of Kings High School that any student who withdraws from an AP course be enrolled in an equivalent academic course and will not be removed for a study hall, late arrival, or early dismissal.

If a student does request a waiver from an AP exam, there is a specific procedure that must be followed. There may be stipulations that result from waiving an AP exam such as the administration of a traditional final for the course or the removal/reduction of the AP-weight for the final grade.

Graduation Requirements

Requirements for graduation from Kings High School shall be those stated in the high school curriculum handbook, which shall be approved by the board of education.

- a. A total of twenty-three units of credit is required for graduation.
- b. Students must meet all criteria for the Community Service Project in order to qualify for graduation.

For students beginning in the class of 2018, State of Ohio requirements must be met by fulfilling one of the following:

1. Cumulative score of 18 on state end of course exams. These exams will be given in the following classes:
 - English 9 and 10
 - Algebra I and Geometry
 - Biology
 - American History
 - American Government
2. Industry Credential and Workforce Readiness
3. Remediation-Free scores on College Admission Test (**Please note: the ODE threshold for an acceptable score has not yet been determined.**)

The expectation of Kings High School is for all students in these courses to take the required end of course exams.

The Board desires that its standards for graduation meet the minimum standards of the Ohio Department of Education and that our high school compares favorably with high schools in the state recognized for excellence.

Graduation Requirements by Content Area

English/Language Arts	4 units
Mathematics	4 units
Science –Must include 1 unit of biological science and 1 unit of physical science	3 units
Social Studies – Must include 1 unit of Am. History and 1 Unit of Am. Government*	3 units
Health	½ unit
Physical Education	½ unit
Fine Arts, Foreign Language – ½ unit must be fine arts	1 unit or two ½ units
Personal Finance**	½ unit
Technology-Driven Course	½ unit
Community Service	50 hours
Electives	6.0 units
Total	23 units

NOTE: Units earned in English language arts, mathematics, science and social studies delivered through integrated academics and technical instruction will meet the graduation requirements.

- a. Summer school credits are accepted toward graduation, provided that administrative approval has been given prior to registration in the course.
- b. Kings High School students may earn credit through credit recovery courses, provided that administrative approval has been given prior to the registration in the course. Enrollment in credit recovery courses will occur in conjunction with the administration and counseling staffs.
- c. Student work completed prior to the ninth grade is applied toward graduation credit if it was both: 1) taught by a teacher who possesses an Ohio educator's license or teaching certificate that is valid for teaching high school; and 2) designated by the board of education as meeting the high school curriculum requirements.
- d. No student may graduate from high school without having attained the minimum proficiency scores on the Ohio Graduation Tests. A student whose IEP or handicap excuses them from proficiency exams is excused from the requirement. Any student who is not a United States citizen or permanent resident and does not intend to reside in the United States after completing high school need not pass the citizenship exam.
- e. The Board assumes that at the time of graduation each student has fulfilled all academic and financial obligations. A good school record, scholastic and otherwise, is the best recommendation an applicant can offer, either for college admission or a job. A record of good personal behavior and cooperation is expected.
- f. An Honors Diploma or an Award of Merit may be earned by those students meeting the additional requirements as set forth by the Ohio Department of Education. Students interested in pursuing these distinctions should contact a guidance counselor early in their freshman year.
- g. *Some of these credits may change for students who attend the Warren County Career Center or students who transfer to Kings and have already met the state requirement regarding Government class at their previous school. Please consult with counselors in order to ensure that all required credits are met.
- h. **Beginning with the class of 2019, the Personal Finance requirements can be met in our American Government class. Students then will need 6.5 electives but will not be required to take Personal Finance as a class.

Academic Awards

- Top students in each curricular area by grade are chosen by teachers
- Being in student government or a class officer
- Outstanding junior math or science student (Bausch & Lomb Award)
- National Honor Society Officers
- Perfect Attendance – 4 year award
- All 4.00 or higher
- National Merit Scholars
- American High School Math Exam Winners
- Top 10% of graduating class
- Recognition of Valedictorian and Salutatorian
- Recognition of Cum Laude, Magna Cum Laude, and Summa Cum Laude scholars

Student Load

In the best interest of social, physical, emotional and intellectual well-being of the student, Kings High School encourages students to have an academic load that is challenging yet manageable.

Guidelines for Community Service

Kings High School requires 50 hours of community service as a graduation requirement; these hours may be earned from June prior to ninth grade through May of senior year. All community service hours must be approved by and documented for the Community Service Coordinator and completed outside the school day, except for opportunities approved by the high school principal. Students will also complete and present a reflection piece during their senior year. Warren County Career Center Students may substitute a one-on-one interview with a Kings High School administrator or counselor for the reflection piece.

Community Service Hour Stipulations:

- 25 hours must be earned through activities not affiliated with the Kings Local School District. These should be via a NON-PROFIT organization.

- Kings Local School District Hours may not be earned from:
 - Fundraisers that result in funds that return to the high school or school groups that directly serves high school students.
 - Any work that is expected of members of an extracurricular activity or athletic program.

Students who transfer to Kings High School will be required to complete a community service requirement, but their hours will be pro-rated as follows:

Freshmen Transfers	50 hours
Sophomore Transfers	35 hours
Junior Transfers	25 hours
Senior Transfers	15 hours

Transition Process for Current Community Service Graduation Requirements to Revised Requirements –

Classes of 2017– All hours on record by June 1, 2013 will count toward the graduation requirement. However, students must still complete at least 25 hours of service with a non-profit organization not connected to the Kings Local School District.

Class of 2018 and Beyond – New Requirements

In addition to submitting verification forms, all students will complete a community service survey in Naviance, in which they will list the organizations for whom they volunteer. When students have completed the service requirement(see above guidelines), they will submit the survey for audit by the service coordinator for final approval.

Other Community Service Considerations

- 1) Community Service hours will not be accepted when there is an opportunity to earn money or payment for services.
- 2) Students must complete and turn in documentation of all required community service hours within the school year that the service was completed.
- 3) It is suggested that students keep their own copies of hours for use in completing applications and resumes. Students should have projects pre-approved if they do not already appear on the list of pre-approved projects.
- 4) Graduating students should have all hours documented by the end of the first semester of their senior year.
- 5) Students should verify approval of hours thru the U-Give system and are encouraged to seek prior approval to any project that is not directly associated with a non-profit 501 (c) organization.

Parents' Access to Records

Parents requesting access to their child's records must be granted access within 45 days of the request. Parents have the right to receive copies of their child's record. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records. Parents have the right to an opportunity for a hearing to challenge the contents of those records. A divorce or change in custody does not change the rights of natural parents to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record and the opportunity to hold a teacher conference. Only the custodial parent has the right to make education decisions requested by the school. Stepparents have no rights to records, reports, or conferences unless their rights are conferred on them by the custodial parent or a court of law.

Participation in School Events

Students are strongly encouraged to attend and/or participate in school events that are not required but that add to the fabric of the school experience. These events include but are not limited to pep rallies, extracurricular contests and events, concerts, dramatic productions, dances such as Prom and Homecoming, and ceremonies such as Graduation. However, as these events are privileges but not required, there are expectations for behavior and attendance that must be met in order for these privileges to be afforded. If students do not meet these expectations such as attendance the day of an after-school event or at school on the day prior to an event such as a Saturday dance or event, participation in these events may be denied. Regarding Graduation,

students are expected to complete their senior year meeting the same level of expectation for academic performance, attendance, and behavior that has been expected of them throughout the entirety of their high school years. If students do not meet these expectations or if students do not attend Kings High School for the majority of their senior year, they may lose or not be offered the privilege of participating in the graduation ceremony. This does not apply to students who have been approved for early graduation; students who have been granted early graduation do not lose these privileges.

Student Records

Student records are confidential and protected by the “privacy act”. Only school staff and the child’s natural parents or legal guardians have access to the records. Directory information on the child is not protected by the “privacy act”. Directory information includes name, address, phone number, age, weight, etc. Parents may request that the school not release this data.

GENERAL POLICIES AND INFORMATION

Assemblies & Special Productions

We expect student to demonstrate appropriate behavior during these presentations. This includes refraining from any rude or disruptive actions and keeping feet off the seats.

Athletics

KHS is a member of the Eastern Cincinnati Conference (ECC) and offers a wide variety of sports for both male and female athletes. Athletes must agree to a strict athletic code of conduct, be passing five academic courses in any grading period (weekly, quarterly, and yearly) failing no more than one course and maintain a 1.5 GPA in order to be eligible to play sports and participate in extracurricular activities. Students should contact the Athletic Director for further information.

Cell Phone Policy

As a campus, Kings High School embraces the technological advances that are available to aid in the educational and personal lives of students. Like all things in life, with added privilege comes added responsibility. Here are some points of emphasis with regard to the building becoming more open to cell phone usage during the school day:

-Students are permitted to have and carry cell phones; however, there is no change with regard to these devices disrupting instruction. If a device is used and disrupts the instruction of the student with the phone or other students, then the student with the phone is subject to disciplinary consequences outlined below.

-If a cell phone is used to violate other aspects of the code of conduct, the device may be confiscated and searched by school administration in order to determine if the offenses did occur. Please see the handbook statement regarding student searches for more information.

-Kings High School will establish testing procedures with regard to cell phones. In order to be consistent with standardized testing procedures, KHS staff may collect and secure cell phones during testing. In such instances, the device will be returned after testing is completed.

-In order to prevent the disruption to instruction, students may be asked by staff members to leave a cell phone with them when they leave a class for the restroom, media center, or other destinations during class.

Consequences for Disruption of Instruction via Cell Phone

1st Offense – Extended Day (2 hour Detention)

2nd Offense – Friday School & will only be returned to a parent.

3rd Offense – 2 FS and item will only be returned to a parent during a conference between a parent and administrator.

Any Subsequent offenses – Out of School Suspension

If the device was used inappropriately with regard to other aspects to the student code of conduct, then disciplinary consequences may be given accordingly.

In conclusion, we understand the necessity of communication on occasion between parents and students during the school day. If a parent needs to contact a student, please contact the main office and this will be taken care of in a timely manner. If a student needs to call a parent, there is a phone in the main office that is reserved for student use.

Child Abuse

The Kings Local Board of Education shall comply with the requirements of the child abuse and neglect provisions of the Ohio Revised Code. It is mandatory for all school employees to report suspected child abuse and neglect to proper authorities. (ORC 2151.421)

Clubs, Organizations, and Athletics

KHS offers a variety of clubs and organizations provided for and by students. They are only as good and active as the students who participate. A list of Clubs, Organizations, and Interscholastic Teams is available in the Main Office or Academic Advising Office. Be a part of your school! Get involved!

Computer Usage

1. Students must sign an acceptable use policy that states their obligations in using the computers. Any breach of this contract will result in loss of computer privileges. Some highlights of this policy are stated later in the handbook. The policy in its entirety is available on the Kings Local School District website.
2. Your work may be saved in your personal folders in the file server or to a portable external device. No one except administration has access to this folder unless you give out your password. **Students may not access personal e-mail accounts. Students may have restricted access to e-**

mail accounts that are created and established by Kings High School.
The policy and procedures will be determined by the administration.

Dress Code Policy

In order to provide an environment that prepares students for success beyond school, students are to come to school dressed in a manner that is considered acceptable for learning. Just as an employer would require an employee to wear specific attire for work, Kings High School expects students to dress in a manner that is considerate of the school environment.

Basic considerations for dress and appearance stipulates that a student's dress is not disruptive to the educational process, and does not pose a threat to the health, welfare or safety of the individual or of other students. Dress is also expected to be clear and free of ornamentation which can cause damage to school property. Clothing that could constitute a safety hazard to the wearer is also prohibited. The determination about whether an item or style is objectionable under these guidelines is left to the judgment KHS Administration. It is a violation of the Kings High School Code of Regulations for Conduct to be in violation of the dress code.

General Guidelines:

1. Hats, coats, bandannas, hoodies, and any head covering and sunglasses are not to be carried or worn during school. If this request is repeatedly unmet, the item may be confiscated.
2. Attire that promotes hate, profanity, vulgarity, violence, negative messages, or that can be considered culturally controversial is prohibited. Anything advertising or related to alcohol, tobacco and drugs, or anything sexually explicit, is not permitted. This also includes references to weapons or other items which have negative connotations in a school setting.

Violation of the dress code can result in disciplinary action. If a staff member deems an item of apparel a distraction to the educational environment, this may be considered as a violation of the dress code. A student may be removed from the traditional academic setting if the dress code issue cannot be resolved. See Category I Offenses.

Eighteen Years of Age

All students must abide by all rules and regulations (including rules pertaining to attendance) as set forth in this handbook. Eighteen-year old students living at home must bring parental notes for absences and early releases and may not sign themselves out of school.

Students who are eighteen years of age and not living with their parents are required to prove independent living status by means of pay receipts, other employment documents, and verification of personal living expenses.

Food Services

Food Service offers a Breakfast Program as well as a Lunch Program to students. **General Cost of Meals:**

Breakfast Meal: \$1.50

Lunch Meal: \$2.60, \$3.10, and \$3.60

A variety of choices are available daily. If meal assistance is needed, a Free and Reduced Meal Application is available on the Kings Website or can be picked up at the School Office. Students who were approved at the end of last year automatically temporarily qualify again for this year (for 30 days) at which time applications need to be completed. Anyone not previously approved for the program can apply at any time during the school year. **Reduced Meal Price: Breakfast \$.30; Lunch \$.40.**

Upon making a purchase, students will be required to enter their student ID number with every purchase. Meals can be purchased with cash, check, or by pre-payment made on our Lunch Pre-Pay located at www.payforit.net.

We expect student cooperation and good manners during the lunch period. Students who pack their lunch may utilize silverware and napkins in the cafeteria. Lunch ordered in and/or brought in from an outside eating establishment is prohibited. If this occurs food will be held until the end of the day, and repeated offenses may result in disciplinary action per Category 1 of the Consequences Grid. Due to safety concerns student are not permitted to sign out for lunch. Due to allergy concerns, it is highly recommended that students not share food with another student.

Health Services

Health services are provided by a licensed school nurse. Services include the provision of care for acute illness and injury, case management for students with chronic illnesses, health screenings and referrals, medication administration, and health promotion. Students are required to have a pass from their teacher to visit the health clinic. Students needing to go home during school hours due to illness or injury are to see the nurse first and parents will then be contacted. Students must have parental permission to drive themselves home. Parents are responsible for keeping the school informed of any changes in emergency contact numbers so that they may be reached quickly in the event of an emergency or illness. In the event that parents cannot be reached, contacts listed on the emergency medical form will be called.

Students may receive medications that they need to take during school hours in the clinic with written permission from the physician and the parent. A *Medication Request Form* can be downloaded at the Kings Local website under forms and is also available in the office. **By Kings School Board Policy, written permission must be received from the physician or licensed provider and the parent/guardian before any medications, prescription or nonprescription (over-the-counter), may be administered.** Self-Carry medications are allowed when appropriate, as in the case of students with asthma requiring prompt treatment with inhalers, but an *Authorization to Self-Carry Emergency Medication* form must be completed prior to the student bringing the medication to school. All other medications will be kept in the

health clinic. Parents are responsible for bringing and picking up their teen's medication to and from school. Students are not allowed to have medication on their person at any time except for self-carry medication authorized by the school. New students, by law, must show proof of an up-to-date immunization record within two weeks of admission. For foreign exchange students, this also includes a TB test dated after the student's arrival into the United States.

The health clinic is located in the high school across from the media center serving both the junior high and high school campuses. The nurse may be reached at extension 11022 for any concerns or questions.

Procedural Guidelines Regarding Student Access to the Clinic

1. Students should inform their teachers that they are going to the clinic prior to going. In any instance when this does not occur, students need to ask clinic staff to please notify their teachers of their whereabouts.
2. If clinic staff determines that a student is able to return to class on that day, the work that the student missed is due immediately. This includes tests. Kings High School may have students take missed tests prior to returning to other classes in order to protect the integrity of the test.
3. As medical professionals, the clinic staff will make the final determination regarding whether a student is sent home from school. If a student leaves school without receiving clearance from the nurse, the absence may be considered unexcused.

Locker Policy

All lockers are the property of Kings High School. This includes hallway and physical education lockers. These lockers are for student use in storing school supplies, book bags and personal items necessary for use at school. The lockers may not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. The administration has the right (under law) to make locker searches.

The student's use of the locker does not diminish the school's ownership or control of the locker and its contents to insure that the locker's use is in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials, including, but not limited to weapons, illegal drugs or alcohol.

Students are not to share lockers or switch lockers without clearance through the office. Students are not to place anything in the locking mechanism to prevent the locker from locking properly.

Morsene H. Bradford Media Center

The fully functional media center is open throughout the school day. Arrangements must be made with the study hall monitor and/or teacher to use the center. It is also open Monday through Thursday 2:45 pm – 4:00 pm.

Checkout policy:

- Students should have their Kings ID card to check out materials.
- Students may check out the maximum of four materials.
- Students may check out materials for a two or four-week loan period.
- Students may renew materials at the end of the loan period.
- Students will be charged for lost or damaged materials. No daily fines are charged.

Proper media center behavior:

- All school rules apply. Students will not be permitted to chew gum or objects, eat food of any kind, or drink while in the media center.
- Students must read or do school-related work.
- Removal of materials without proper checkout or removal of security tags or placement of these tags in inappropriate areas will result in disciplinary actions.

Safe School Helpline

When a student or parent witnesses or knows of any illegal activity that threatens our school, you may call the Safe School Helpline anonymously at 1-800-418-6423, ext. 359.

Senior Late Arrival/Early Release (LA/ER)

1. Early dismissal is available only for the last period of the school day and late arrival is only available for the first period of the day unless other arrangements have been made with the administration.
2. The student must be on schedule to graduate in May of the current school year.
3. The student must have accumulated 15 credits toward graduation by the end of grade 11 and passed all parts of the Ohio Graduation Test.
4. Community service requirements are to be met prior to a student applying for LA/ER. If community service requirements are met after the deadline for scheduling, there is no process for nor expectation of reinstating or granting LA/ER after schedules have been established.
5. During the year, if a student is failing any class at the end of the quarter or semester, the student may lose the privilege until the end of the next quarter or until the student is on track to pass the class.
6. The privilege may be forfeited if tardiness (5 times), attendance (10 days), or behavior becomes a problem. Discretion is with the administration.
7. The student must leave the building, grounds and parking lot immediately for early release.
8. Students dismissing early may return for extracurricular events as scheduled after school.
9. Students must have a parent's signature on the course request form signifying permission to have late arrival or early release.

10. Students must return scheduling sheets with the appropriate parent signature by the designated registration deadline to qualify for late arrival or early release.
11. Schedule changes will not be made if the goal is for the purpose of early dismissal or late arrival.
12. If problems occur at school or in the community as a result of the early dismissal or late arrival, this privilege will be rescinded, and the student will be placed in a class or study hall.
13. Requests made by eligible students will be honored unless scheduling conflicts or class size make scheduling late arrival or early release impossible. The final decision will rest with the administration.
14. Students are expected to follow all school rules including those pertaining to dress code and cell phone usage until they have left the building.
15. All students are required to attend school for 6 of 7 bells. If a student has a study hall adjacent to LA/ER, they are expected to be in attendance and may not extend the LA//ER privilege into this bell. Failing to meet this standard will be considered skipping class and may result in the forfeiture of the privilege.

Senior Study Hall

Seniors have been permitted in past years to have study hall in the commons area during bells when this area is available. This is a privilege that comes with expectations. These expectations will be outlined and presented to seniors. If these expectations are not met, this privilege may be revoked and seniors will remain in the traditional study hall.

Student Aides

Students may be invited to serve as student aides for teachers during study hall bells. Student aides are expected to remain in the classroom during this time and are not to be disruptive the educational process of the classroom. If these and other expectations are not met, student aides will be returned to traditional study hall. These expectations will be outlined during the application process at the start of each semester.

Use of Outside Grounds

Students are not permitted in any area outside of the building or in the parking lot unless they receive permission from an administrator or are under the supervision of a staff member.

Visitors

All visitors will report to main office. Student visitors and guests will not be allowed during the school day. Any visitor wishing to shadow a student at Kings High School must receive prior approval from the administration. We generally do not approve student shadowing.

ACCEPTABLE USE AND INTERNET SAFETY POLICY
KINGS LOCAL SCHOOL DISTRICT
2016-2017

The Kings Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

*This policy is available on the Kings Local School District website in its entirety. Listed below are some highlights of the policy:

- The expectation is that any computer systems, including networks, will be used for educational purposes only. Students are not to be playing games or accessing non-educational websites without permission.
- There is to be no use that violates the law or school disciplinary policies.
- No usage is permitted that will cause harm to the property of the school or others. This includes the movement or manipulation of files that have not been created by the student or that the student has been given specific permission to move or alter.
- All users are expected to follow all rules of 'netiquette.' Any language that is threatening, intimidating, obscene, disruptive, vulgar, etc. is strictly prohibited.
- Installation or downloading of programs without permission to do so is prohibited. This includes the saving or installation of copyrighted materials.
- The use of school networks or computers for commercial use is prohibited.
- Students are to follow all rules and observe all internet safety guidelines at all times. Students are not to share personal information while on school computers or networks.

Personal Use of Student-Owned Electronic Devices

Kings Local Schools provides students access to our wireless network and the option of utilizing personal electronic devices as a means to enhance their education. The purpose of this policy is to assure that students recognize the limitations that the school imposes on their use of personal devices. In addition to this policy, the use of any school computer or laptop also

requires students to abide by the Kings Local School District's, *Acceptable Use Policy – Access to District Computers and Electronic Networks*. Students will **ONLY** have access to the internet throughout the building.

General Usage

Kings Local Schools provides the opportunity for students to bring personal electronic devices to school to use as an educational tool. **The use of these electronic devices will be at the discretion of the teacher.**

1. Cell phones are still prohibited during school hours.
2. Students must obtain teacher permission before using personal electronic devices during classroom instruction.
3. Student use of personal electronic devices must support the instructional activities currently occurring in the instructional environment.
4. Students must turn off and put away personal electronic devices when requested by a teacher/staff member.
5. Students should be aware that their use of the electronic devices could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio must be muted, and headphones may not be used during instructional time.
6. Students may use their personal electronic devices before school, at lunch, and after school. The electronic devices may be used for educational purposes during these times. If an adult asks a student to put his/her electronic devices away because of games or other non-instructional activities during these times, the student must comply, or appropriate consequences will be assigned.
7. All personal electronic devices **may not** be charged and/or recharged at school.
8. Students are reminded that book bags and/or large bags are not allowed during the school day. These types' of bags must be stored in their locker. Computer carrying cases will be allowed only if they are used to carry the electronic devices. Large bags or book bags carrying a computer does not constitute a computer carrying case. The judgment of any questionable carrying case will rest entirely with an administrator. Failure to comply will result in appropriate consequence.

Consequences of General Usage

If students refuse to comply with the above guidelines, the consequences below will apply. Student infractions will be documented as a referral for each offense. The consequences for these infractions are outlined below:

- 1st Offense = Electronic devices will be confiscated until the end of the school day, when the student may retrieve it.
- 2nd Offense = Electronic devices will be confiscated until the end of the day, when the student's parent must retrieve it.
- 3rd Offense = Loss of personal electronic devices privileges for the remainder of the year.

**** Electronic devices confiscated will be placed in the principal's office. If the principal is not available for the electronic devices to be re-issued to the student, the student must wait for the next day for the electronic devices to be re-issued to the student.**

Electronic Devices Security Risks

Electronic devices and other portable computing devices are especially vulnerable to loss and theft. Opportunistic and organized thieves will target these devices in school, on school grounds, and on buses.

To counter these risks, security will be addressed in same manner as outlined under "Student Personal Property" in the Student Handbook in addition to these steps detailed below:

- Student responsibility; through increased user awareness of the risks.
- Physical security; both in school, on school property, and when traveling to and from school.
- Access control and authentication; do not give out login information or allow multiple users on student-owned equipment.

1. Student Responsibility

Kings Local Schools accepts no responsibility for personal property brought to the school by students. This includes electronic devices, computers and other personal digital devices. Also, the district will not perform any type of repair, diagnostics, upgrade, maintenance, installations, or other services on personal electronic devices.

Students who choose to bring electronic devices to school assume total responsibility for the electronic devices. Electronic devices that are stolen or damaged are the responsibility of the student and their parents or guardians.

Students should take all reasonable steps to protect against the theft or damage of their personal electronic devices.

2. Physical Security

Users should take the following physical security preventative measures.

- Electronic devices should NEVER be left unattended for ANY period of time. When not in use, it should be locked in the owner's school locker.
 - Electronic devices must not be:
 - Left unattended at any time
 - Left in view in an unattended vehicle.

3. Access Control and Authentication

- Students can only access the Internet via a wireless access. **Any student found connecting his/her electronic devices to the network using an Ethernet cable plugged into a wall jack will have his/her electronic devices confiscated and lose personal electronic devices access privileges.**

- No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.
- No student shall install District-owned licensed software on their personal electronic devices.

Kings High School Student Transportation

Bus Passes

Due to both safety concerns and space, students are discouraged from riding another bus unless there is an emergency situation. In these events, these requests must be made with enough time for school administration to communicate with parents/guardians on both ends and with transportation. Bus passes may be denied if KHS administration does not have the opportunity to verify on both ends or if other concerns regarding student behavior exist. Students will not be permitted on a bus without a signed and approved bus pass.

Any long-term changes regarding student transportation must be made thru the district transportation department.

School Buses

All school rules apply to students riding school buses. Each bus has rules posted that may be unique to this privilege. Students must follow the directions of bus drivers and the posted rules. Drivers will refer any inappropriate behavior incidents to the high school administration for disciplinary action. The parent/guardian will receive a copy of the “School Bus Incident Report”. It may result in the loss of the student’s riding privilege. Once students exit the buses in the morning, they must enter and remain in the building until dismissed.

Students must always ride their own bus and get off at their own stop. Any request for a change in transportation must go thru the transportation department. They may be reached at 398-8050 ext. 10023.

Parking Restrictions

- All parking passes are the property of Kings High School and are NON-TRANSFERABLE. This means YOU MAY NOT GIVE YOUR PASS AWAY OR SELL IT TO ANOTHER STUDENT.

Parking passes and PARKING FEES maybe forfeited for excessive discipline referrals, truancy, tardies, attendance violations, and / or reckless operation of your vehicle.

Student Vehicles & Parking

KHS has a limited number of parking spaces. The privilege of driving to school and parking on school property is limited. Seniors have first priority and if spaces permit – juniors, 2nd priority. Parking priority is also restricted by the actual number of spaces – once they are filled, no more can be assigned. The student parking application/agreement contains most of the

rules/regulations to which students should adhere. In addition, once students arrive at school, they are to leave the car (lock it) and immediately enter the high school building. The student may not return to that car during the day without permission from front office. If the arrival time is before 7:20 am, the students are to wait in the hall area between the cafeteria and gym.

Requirements:

- The student must be at least 16 years old: seniors 1st priority, and juniors 2nd priority.
- The student must have a valid driver's license.
- The student must have their parent's/guardian's signature to drive to school.
- The student may register up to three cars for the space which they purchase, but they must identify the cars' license number, year, make, model and color.
- The fee grants the student a mirror hook and exclusive use of the space from 7:00 am to 2:45 pm during each school day of the year.
- Whichever car the student drives to school must display the mirror hook with the number which corresponds to the parking space number.
- The fee may change from year to year.
- Students are not to leave the building to go to their vehicles during the school day without approval from an administrator and by entering and exiting through the main office.
- Students who park in unauthorized areas or without a parking pass are subject to disciplinary action. They may also forfeit the opportunity to have a parking pass in the future.
- Students who choose to drive and park off campus do so at their own risk. Please be aware that if nearby residents have complaints regarding student off-campus parking, these issues fall under the jurisdiction of local authorities.

WARREN COUNTY SCHOOLS COMMON ATTENDANCE
REGULATIONS
2016-17

Legal Requirement

Ohio Revised Code, Section 3321.01:

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

Reporting and Monitoring Student Absences

It is the obligation of the parent/guardian to report the child's absence or tardy each day the student is absent.

- The parent/guardian should phone the students school building within 2 hours of the start of the school day each day the student is absent. Afternoon kindergarten parents/guardians must call by 2:00 PM. The parent/guardian

may be required to provide a password/code to identify themselves as the parent/guardian of the absent student.

- A school logged parent/guardian phone call received by the attendance office, on each day of the student's absence, for any of the excused absences below, is sufficient to excuse the child's absence. **After the student's eighth (8th) parent phone call, upon the student's return to school the parent/guardian shall provide written documentation from a treating physician, nurse practitioner, or physician assistant stating the day(s) absent and reason for such absence.**
- Written documentation from the parent/guardian/non-doctor note may be in the form of an e-mail or fax to the proper school authority or directly from a physician's office, if permitted by the physician's office.
- If within five (5) school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."
- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone call and they DO NOT make direct contact with a parent/guardian the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office to verify the student's absence.

Excused Absences

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Funeral of immediate family member or relative.
- Quarantine.
- Religious holiday (not counted against the eight (8) day rule).
- Appointments for court.
- Pre-approved absences. Five (5) days per year approved in advance by the principal. These days shall be included in the eight (8) day absence rule.
- Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year. Absences beyond this number are unexcused unless the additional absences are covered within the eight (8) parent/guardian notes or a physician et al. excuse.
- Emergencies and other reasons deemed good and sufficient by the principal.

Unexcused Absences and Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.

- Oversleeping. Alarm clock (student's or parent's) failed to work.
- "My mom didn't get me up."
- Not having suitable clothing to wear to school.
- Working at a job during the school day without a proper work permit.
- Babysitting.
- Any form of recreation (unless pre-approved absence days).
- Personal business that can be done after school or on weekends.
- "Helping at home" or "Was needed at home."
- "I had a game last night."
- Senior pictures/portraits.

Documentation of Absence/Tardy

Generally, eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as "Excused Absences" may be documented by a parent/guardian phone call. Medical notes shall not count against the eight (8) parent/guardian phone calls for absences or five (5) parent/guardian phone calls for tardies. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician assistant – unless an absence is otherwise excused by the principal due to an unusual circumstance.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the child's best interest. Those circumstances include, but are not limited to, the child's and/or the child's siblings' attendance in the current or prior school years.

In all instances where students/parents/guardians have been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing) and are currently under active supervision or probation, excused absences shall be granted only on the condition of a note from a physician, nurse practitioner, physician assistant, or personally excused from school by the school principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an absence/tardy is for any of the reasons identified in this regulation as "Excused Absences."

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office or hospital examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) the student was under

his/her direct medical care - during which the student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician's office for additional medical documentation.

Chronic Illness Waiver

Beyond a student's initial eight (8) absences, additional absences for a chronic medical condition may be approved in advance by the child's physician, nurse practitioner, or physician assistant without the need for the child to be seen by the physician et al. Parents/guardians shall obtain this Waiver from the school nurse.

Military Provision

Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling. These days shall be approved in advance by the principal and will not count against the normal eight (8) excused absences provision. Additional days of excused absences may be approved by the principal in special circumstances.

Tardy to School

Five (5) unexcused tardies = one day unexcused absence. Tardy to classes is handled on an in-school basis and is not included in the 5UT's = 1UA provision.

Make-Up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

Truancy Defined

Truancy is defined by Ohio Revised Code, Section 3313.609, as "any absence that is not excused."

Consequences of Truancy

2 Unexcused Absences - Formal notification letter sent to parent/student.

5 Unexcused Absences - Truancy intervention group meeting @ the district.

9 Unexcused Absences - Truancy intervention meeting for 5-day meeting "no-shows."

Important Notes: 1) **Parents/Guardians who attend the 5-day intervention meeting need not attend any further truancy meeting** unless they request a special meeting with the principal, attendance officer and/or a truancy court official. 2) Formal court proceedings may be initiated without utilizing the above sequence. 3) Schools may also impose their own sanctions for students who accumulate unexcused absences/tardies. 4) According to ORC 3321.13(B) the Board may authorize the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate

excuse for more than 10 consecutive days or a total of at least 7 days during semester.

Truancy Charges Filed in Court

Truancy charges may be filed against students (12+ y/o) who become chronic or habitual truants. “Contributing” charges may be filed against the parent(s)/guardian(s).

Chronic Truancy (Delinquency) = 7 consecutive unexcused absences.

10 unexcused absences in four (4) weeks.

15 unexcused absences in a school year.

Habitual Truancy (Unruly) = 5 consecutive unexcused absences.

7 unexcused absences in four (4) weeks.

12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy (and parents/guardians who have pled or been found guilty of a “contributing” charge) may be ordered by the Juvenile Court to accumulate no further unexcused absences or tardies. A Violation of Court Order or Community Control Violation may be filed against the student/parent/guardian for future unexcused absences or tardies. Juvenile Court may retain jurisdiction of students until they graduate, obtain their GED or attain 21 years of age.

Warren County Inter-School Attendance Agreement

Student attendance records shall be maintained for students moving from one Warren County school district to another district within the county. This includes all provisions of this policy (excused/unexcused absences, steps in the truancy process, et. al.).

Warren County Satellite Classes

The school district (name of specific district) accepts the attendance policies and procedures of the partner school in regards to their students who attend (name of district, same as above) Satellite Classes within their district. These policies and attendance documentation will be maintained at the partner school.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

KINGS HIGH SCHOOL ATTENDANCE GUIDELINES AND PROCEDURES

All Kings Local Schools follow the Common Warren County attendance Policy. The following guides and procedures are the methods by which we enforce and adhere to this policy.

Procedure for Reporting Absences

1. On the day of the absence a parent/guardian should call **459-2947** or email vprince@kingslocal.net to report the absence before 10:00 a.m.
2. Following the absence, the student must report to the Attendance Office with a note stating
 - a. Date(s) of absence
 - b. Reason
 - c. Phone number where parent/guardian may be reached
 - d. Signature of parent/guardian

******* Repeated truancies may result in loss of driving privileges, loss of senior early dismissal, and/or truancy charges.**

Attendance Accounting Procedures

Accumulated attendance appears on all report cards and transcripts. For the purpose of attendance accounting, the following is observed:

1. If a student is absent three bells, it will count as a one-half day absence.
2. If a student misses more than four bells, it will count as a full-day absence.

ATTENDANCE VIOLATION CONSEQUENCES

<u>Truancy/Skipping School – Consequence per Quarter</u>	<u>Unexcused Tardy to School – Consequences per Quarter</u>
1 st Offense – Friday School (FS)	1 st - Warning
2 nd Offense – 2 FS	2 nd Offense–Office Warning Slip & Phone Call
3 rd Offense - 1-3 days OSS, parent conf. & notice to Juvenile Attendance Officer	3 rd Offense – After School DT
4 th – 5 days OSS and notification to Juvenile Attendance Officer	4 th Offense – Extended Day & 1 week removal of parking privileges
5 th – 7 Days OSS and notification to Juvenile Attendance Officer	5 th – FS and 2 Week Removal of Parking Privileges
6 th – 10 Days OSS; notice to Juvenile Attendance Officer, and possible recommendation for expulsion due to chronic truancy	6 th & Subsequent – FS, OSS, and loss of parking privileges for the semester/year. (Refunds will not be issued). Referral may be made to Juvenile attendance officer

Procedure for Tardiness to School

1. A student who arrives late to school must report immediately to the Attendance Office.
2. A student who has been ill or who has had an emergency doctor or dentist appointment will be admitted “tardy excused,” providing a note from the parent/guardian explaining the reason for tardiness is presented at the time of arrival.
3. Any occurrence for which a student arrives late to school with a note from a parent will be counted toward the ‘8’ parent notes permitted per the Warren County Common Attendance Policy.
4. If a student has missed a class, he/she is expected to turn in any work due in that class for that day. Coming into school late or leaving early, even if excused, does not relieve the student from the responsibility of work that was due during any missed periods.

*******All other tardies such as oversleeping, car trouble, etc. will be considered unexcused.**

Unexcused Tardies to Class per Semester

If a student is less than five minutes late to class, it is considered a tardy to class; more than five minutes late to class is considered a class cut and the student will be referred to the office.

- 1st and 2nd Offense - Warning
- 3rd – Teacher detention and call home
- 4th Offense – After School Detention
- 5th Offense – Extended School Day Detention
- 6th- 7th Offenses – Friday School
- 8th Offense and Subsequent – Parent Conference, OSS

Procedure for Early Dismissal

1. A student must present a note from a parent/guardian to the Attendance Office requesting an early dismissal before the start of the first period,
2. The note must include:
 - a. Date
 - b. Time and reason for dismissal
 - c. Phone number at which the parent/guardian may be reached for verification of the request
3. If the student leaves school and returns the same day he/she must report to the Attendance Office upon returning.

Early Dismissal - Medical

1. A student who becomes ill during school hours must report to the school nurse or the Attendance Office in order to secure authorization to go home. The absence will be considered excused only if the school nurse sends the student home for medical purposes. Simply visiting the nurse does not make this an excused absence.

2. Permission will be granted only after a parent/guardian has been contacted.
3. No student is to leave the building without authorization of the school nurse, Attendance Office, or school administrator.

Notes regarding all Early Dismissals

1. Any student who leaves early must sign out in the main office. If a student fails to sign out properly, this can be considered a class cut and a student may be subject to consequences per the student code of conduct.
2. Any student who leaves school early is expected to turn in any work due later that day. Failure to do so may result in a reduction of the grade per the class's late work policy.

Make Up Work

A student shall be given the **opportunity** to do make-up work following an **excused absence**, provided the following constraints are complied with as noted:

- It is the student's responsibility to request and arrange make-up work with each teacher the day they return to school.
- If a student has a previously planned absence on a day when a major assignment is due, he/she is expected to, whenever possible, turn the work in prior to their absence.
- Students who miss any part of the school day are expected to check in with their teachers prior to leaving or upon returning and turn in any work which is due that day.
- The student is responsible for seeing that all work is made up, completed and submitted within the same number of accumulated absences up to five (5) days. Extensions may be granted by the principal (due to extraordinary circumstances).

Regarding tests/quizzes, students are to make arrangements to make up tests/quizzes after school on Tuesdays, Thursdays, and Fridays when supervision is available. In order to protect the integrity of the assessment and to provide an favorable environment, students are not to take tests/quizzes in the hallways during class or in other locations such as the Academic Advising office. Teachers may make other arrangements with students as long as test integrity and test environment are acceptable.

College Visits

In addition to the types of absences that are considered to be excused per the Warren County Common Attendance Policy, seniors and second semester juniors will be given reasonable time to visit colleges where they have applied, intend to apply, or there is a valid reason for such a visit. In order for college visits to be approved and excused, prior notice is to be provided to the school, and verification of the visit is to be provided upon return.

Participation in Extracurricular Activities

Mandatory rules applying to students participating in extracurricular activities are as follows:

1. Participating the Day of Practice, Meeting, or Performance
 - a. A student must be in attendance in school 4 periods in order to participate in practice, a meeting, or a performance that day. This means seniors with early dismissal must arrive by 3rd period.
 - b. Special circumstances however may be appealed to the administration.
2. Class Cutting / Truancy - When a student who is involved in any extracurricular activity cuts class or is truant, the activity sponsor will be notified by the administration. Proper disciplinary action will be in accordance with the specific rules of the organization with a minimum of being denied participation from the next scheduled practice or meeting. This includes all school-sponsored events such as dances or field trips that do not fall during regularly scheduled school hours.

Truancy Concerns/Attendance Monitoring (Probationary Status)

Per the Warren County Truancy Office, Kings High School reserves the right to require a doctor's note for **any absence to be excused** for a student who has had an excessive number of absences and/or tardies during a prior school year or prior period of time. This procedural change overrides the Warren County Common Attendance Policy of allowing 8 absences to be excused with a parent note.

Kings High School CODE OF CONDUCT

District administrators, principals, teachers, substitute teachers, teachers' aides, student teachers, office personnel, bus drivers, custodians, cooks or any authorized school personnel have a right to make and establish reasonable rules/regulations/procedures/requests (hereafter referred to as rules) which are to be followed in order to guarantee each student the excellent climate they deserve. This handbook is part of those rules. Violation on the part of a student of any one or more of the rules may result in disciplinary action; including (but not restricted to): student conference, parent conference, denial of privilege(s) restrictions placed, payment for damages, detention(s) (study/work), in school discipline, confiscation, suspension, emergency removal, involvement of the proper legal authorities and/or expulsion. Counseling may be required (on its own or in conjunction with any of the above). Penalties will increase in severity for repeated violations of school rules and regulations.

The specific penalty will be assigned by the administrator based on the information available, the nature of the incident/act, the discipline history of the student(s) and the severity and frequency of rule violations.

Student Rights and Due Process

Recent court decisions across the country have held that the right to an education is a fundamental right. Certain procedures must be followed before a student can be denied this right.

The state of Ohio has laws collectively known as “Student Due Process Law” which set out the circumstances procedures under which a student may be denied school attendance.

Full details of the rules, regulations and due process procedure of the Kings Local School District are available to parents, guardians or students in the office of each school in the district and at the superintendent’s office.

Code of Regulations for Conduct of Pupils

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to: expulsion, in school discipline, out of school suspension, emergency suspension or removal from curricular or extracurricular activities pursuant to 3313.66 Ohio Revised Code.

The types of conduct prohibited by this code of regulations are as follow [the numbers that follow each offense indicate the corresponding reference in KHS’s category/consequence grid]:

1. Damage or destruction of school property [4.2]
2. Damage or destruction of private property [4.2]
3. Damage or destruction of property belonging to a school employee or anyone connected with the school district [4.2]
4. Assault on a school employee, student or other person [5.6]
5. Possession or use of dangerous weapons or look alike, including but not limited to stun guns, sprays, etc. [5.7]
6. Fighting [4.6, 5.6]
7. Chronic misbehavior which disrupts or interferes with any school activity [5.2]
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers (Insubordination) [3.8; 4.7]
9. Any disruption or interference with school activities [1.2; 2.1, 3.13]
10. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher. [1.2; 4.10]
11. Leaving school during school hours without permission of the proper school authority [2.5; 3.10]
12. Distribution of pamphlets, leaflets, buttons, insignia, etc., without permission of the proper school authorities [3.13]
13. Demonstrations by individuals or groups causing disruption to the school program [3.13]
14. Disrespect to a teacher or other authority [3.4; 4.3]
15. Threats made to administration, teachers, students, or any other school personnel. [4.9]
16. Skipping detention [2.2; 2.3; 3.5]
17. Refusing to take detention or other properly administered discipline/refusing lesser punishment [4.8]

18. Falsifying of information given to school authorities in the legitimate pursuit of their jobs [3.11]
19. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance) [5.8]
20. Buying, selling, transferring or using any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance. [5.8]
21. Possessing, using or being under the influence of any alcoholic beverage or intoxicant of any kind, or smelling of drugs or alcohol. [5.8]
22. No student shall smoke, use or possess any substance containing tobacco, including but not limited to, cigarettes, cigars, a pipe, a clove cigarette, and chewing tobacco, or use tobacco (or paraphernalia used in lighting these substances) in any form. As provided in 3313.751 Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time. [4.11]
23. Turning in false fire, tornado, bomb, disaster alarm or calling the emergency number, 911 [5.10]
24. Placing of signs and slogans on school property without the permission of school authorities [3.13]
25. Extortion of a pupil or school personnel [4.5]
26. Forgery of school related documents [3.6]
27. Cursing [3.4; 3.9; 4.3; 5.6]
28. Truancy [3.14 – Also see truancy guidelines in Attendance Policy]
29. Cheating or plagiarizing [3.1 – Also see KHS Plagiarism Policy]
30. Hazing [4.1 – See definition in Code of Conduct]
31. Gambling (including possession of related items such as but not limited to: playing cards, dice, etc.) [3.7]
32. Tardiness [See Attendance Policy]
33. Improper or suggestive dress [1.1]
34. Engaging in sexual acts or displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex [1.1; 4.4; 5.9]
35. Publication of obscene, pornographic or libelous material [3.9,4.4]
36. Use of indecent or obscene language in any form [3.16, 5.6]
37. Indecent exposure [5.5]
38. Arson-unauthorized use of fire [5.4; 5.11]
39. Harassment or bullying in any form, including, but not limited to racial, verbal, physical or sexual. [3.9, 4.1, 4.9 – See Harassment/Bullying in Code of Conduct]
40. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the board of education. [1.1]
41. Failure to abide by rules and regulations set forth by the administration and/or court. [3.8; 4.7]

42. Disobedience of driving regulations [2.6]
43. Presence on school property with a communicable disease [3.2]
44. Willfully aiding another person to violate school regulations [3.13-See Complicity/Compliance]
45. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the board of education [5.7]
46. Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs) [5.8]
47. Carrying concealed weapons [5.7]
48. Any Criminal Violation of the Ohio Revised Code
49. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity [3.13]
50. Stealing-possession of property belonging to others [4.8]
51. Use of any type of communication device(s)/system(s) (including but not limited to “beepers”, cellular phones, etc.) If confiscated the devise(s)/system may be inspected [1.4 – See Cell Phone Policy]
52. Violation of the acceptable use policy [3.12]
53. The use of the following recreational devices is not permitted including but not limited to CD’s, radios, electronic games, laser pointers, MP3 players). [1.4 – See Cell Phone Policy]

In addition, any type of prohibited activity listed herein engaged in by a student shall be reason for expulsion, suspension, removal or permanent exclusion from school:

Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code on school premises or while in the control or custody of the school district regardless of whether on or off school premises, or at a school related activity regardless of location.

Dangerous Weapons Policy

The board is committed to providing the students of the district with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons in the schools.

Sections 3313.66 and 3313.61 of the Ohio Revised Code requires that the superintendent of a city, exempted village or local school district expel a student for a period of one year for possessing/bringing a firearm and/or knife on school property, in a school vehicle or to any school sponsored event. In addition, a student may be expelled for reasons beyond the possession of a firearm or knife. The definition of a firearm shall include 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; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes, but is not limited to any explosive, incendiary, or poisonous 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.

Students are prohibited from possessing/bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle, or to any school activity, the superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

Students are also prohibited from possessing/bringing knives on school property, in a school vehicle or to any school activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student possesses/brings a knife on school property, in a school vehicle or to any school-sponsored activity, the superintendent may, if authorized by the board, expel the student from school with the same expulsion implications as noted above.

The board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

Administrative Procedure for Disciplinary Problems

A student incurring multiple violations of school rules/regulations/procedures within the school year will be considered as unruly. As such, this may result in a student being immediately considered for suspension/expulsion (regardless of penalty levels). Any student suspended will not be allowed to make up work missed during suspension days. The suspension progression is as follows: 1-3-5-10 days – recommendation for expulsion.

Complicity/Compliance

A student who is in compliance with another student committing an offense listed in the code of conduct will be subject to punishment one category less than the offender (e.g. passing on threats or explicit sexual notes from one student to another). Students observing any infraction of the code of conduct must report it to a teacher or administrator or they could be held in compliance.

Respect for Each Other

Students shall conduct themselves in a manner that recognizes the worth of all individuals, regardless of class, race, nationality, gender or creed. Any student conduct that is a threat to the rights and property of others is prohibited.

Specific Student Expectations

It is every student's responsibility to know and comply with the code of conduct including all of the Rules/Regulations/Procedures. If uncertain about a rule/regulations/procedure – ask! If you need a handbook, you may purchase one through the high school office. A handbook is posted and available for review in the Bradford Media Center and on the high school web page.

General School Rules

All students are expected to observe the following rules:

1. Follow directions.
2. Bring necessary learning materials to class to complete assigned tasks.
3. **Book bags/big purses/etc. are discouraged. If deemed a hazard or a nuisance, these items may be restricted or prohibited. Due to the distance that some students must travel to classes and their lockers, the use of drawstring bags is preferred.**
4. No running or excessive physical contact.
5. Abusing property will not be tolerated.
6. There is to be no profane, indecent, lewd or vulgar student expression in any manner.
7. Students must have their handbook or some type of staff-member issued pass in their hand when they are in the halls during class time.
8. Teachers have discretion regarding food and drink in classrooms. Kings High School reserves the right to prohibit anything other than clear water bottles. Related to this, there is an expectation that students do not utilize the vending machines during the school day.
9. Students are permitted to have water in clear plastic water bottles in class.
10. Generally, headphones/earbuds are discouraged, especially in the hallways due to safety concerns. Teachers have discretion regarding allowing a student to use in their classrooms. If these items are a hazard or a distraction, students may be asked to remove them. **If a student is continually using them in this manner and does not reply with repeated requests to remove them or use them acceptably, items may be confiscated and it will be the responsibility of the student to retrieve them at the end of the school day.**

The classroom teacher will explain any additional rules and consequences for their classrooms.

Student Searches

Pursuant to section 3313.2 of the revised code, in order to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or a student's automobile under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to cooperate or permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

1. Definitions – for purposes of policy and these administrative procedures, the following definitions are applicable.

“Contraband” is all substances and materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons and incendiary devices.

“Reasonable suspicion” is the standard for a search on school property or at school related events which is based on the school official’s

specific reasonable inference which he or she is entitled to draw from the facts and information at hand, in light of the school official’s experience. Specific reasonable inferences may be drawn from information including, but not limited to, a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband, a bulge in a pocket, or similar appearance justifying a reasonable suspicion. Reasonable suspicion should not be based on a mere hunch.

1. **School property** – student lockers, desk and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school and required to cooperate with school officials to allow entry or access to them.
2. **Locker searches** – student lockers and school owned storage facilities are subject to search at any time without regard to whether there is reasonable suspicion that the contents include evidence of violation of a criminal statute or school rule.
3. **Automobile searches** – automobiles on school property are subject to search by a school official if a school official has reasonable suspicion to believe that contraband is in or on the automobile. School parking areas are school property and regarded as school premises. Students are permitted to park on school premises as a matter of privilege, not of right. This extends to vehicles parked on public property near the school if the vehicle is left in that location for the intent of attending school.
4. **Personal searches** – a student’s person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials, contraband, or has used the item to participate in another violation of the student code of conduct with regard to harassment/bullying, academic dishonesty, or other prohibited activities. If a pat-down of a student’s person is conducted, it will be conducted in private by a school official of the same sex with an adult and witness of the same sex present, when feasible. If extreme emergency conditions require a more intrusive search of a student’s person such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the superintendent or his designee, unless the health or safety of the student will be endangered by the delay which might be caused by following this protocol. Under no circumstances shall a student be subject to a body-cavity search by a school employee. In emergency conditions

requiring a more intrusive search of the student's person, administrators, if possible, will attempt to notify the parents; provided, however, that the presence of one or more of the pupil's parents is not a prerequisite for proceeding with the search.

5. **Application of policy** – school officials are empowered to conduct reasonable searches of students and school property when there is reasonable suspicion to believe that students may be in possession of drugs, weapons, alcohol and other materials (“contraband”) in violation of school policy or state law. Students reasonably suspected of having possession of contraband may be searched in order to secure the school environment so learning can take place to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials, and shall be subject to search. The administration may also utilize canines and metal detectors (magnetometers).
6. **Use of canines** – the administration is authorized to utilize canines whose reliability and accuracy for detecting contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall constitute reasonable suspicion for a further search by school officials.

Use of metal detectors (magnetometers) – weapons of any nature on school property or at school functions are prohibited by school policy and state law. The presence of weapons is inherently dangerous to all persons in the school setting. When the administration has reasonable suspicion to believe that weapons may be present or when there has been a pattern of weapons found at school or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors

HARASSMENT, INTIMIDATION AND DATING VIOLENCE – KINGS LOCAL SCHOOL DISTRICT POLICY

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or

humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, web site postings or comments, instant messages, text messages, phone calls, and/or voicemails;
 - C. using camera phones or other photographic devices to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online;
 - D. using web sites, social networking sites, blogs or personal online journals, e-mails, instant messages, text messages, phone calls, and/or voicemails to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

If these acts take place on school property, or if off-campus activity results in a disruption to the educational process, a student may face disciplinary consequences.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the

building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. **Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must 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. They are promptly forwarded to the building principal/designee for review and action.

2. **Informal Complaints**

Students, parents or guardians and school personnel may make informal 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 informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (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 hazing, bullying and/or dating violence.

Note: This policy and related statements are available in its entirety at www.kingslocal.net with links available under both the 'Parents' and 'Students' tabs. There is also a mechanism for reporting incidents of harassment/bullying by clicking on the 'Student HelpLine' link.

Kings High School Description of Disciplinary Consequences

Teacher Detentions

Teacher-assigned detentions are to be served in an area designated and supervised by the teacher. Teacher-assigned detentions take precedence over administrative detentions; however, they do not replace the administrative detentions.

After School Detention (DT)

After school detentions are assigned by administrators and are scheduled on Tuesday and Thursday and are held for one hour from 2:30 – 3:30 PM unless special arrangements are made with school administration. Students are expected to be on time and bring sufficient materials for studying or reading. Misbehavior or refusal to attend the extended day will result in additional consequences.

Extended School Day (ESD)

Extended School Day is a discipline measure assigned at an administrator's discretion. Extended school days are held for two hours from 2:30 – 4:30 PM on Tuesdays and Thursdays unless special arrangements are made with school administration. Students are expected to be on time and bring sufficient materials for studying or reading. Misbehavior or refusal to attend the extended day will result in additional consequences.

Friday School (FS)

Friday School is a discipline measure assigned at an administrator's discretion. It will be held from 2:30-5:00PM in an assigned room on each designated Friday during the school year. Since Friday School is also considered an alternative to detention in most cases, any misbehavior during Friday School or failure to show for an assigned Friday school may result in in-school suspension or out-of-school suspension without the privilege of making up work that is extended to a student's 1st suspension of the year.

In-School Suspension (ISS)

In-school Suspension is a disciplinary measure assigned at an administrator's discretion. It will be held from 7:25 am - 2:25PM each school day and will be supervised by staff. Students are expected to bring their books and will be able to complete classroom assignments for credit. Since ISS is considered an alternative to suspension, any misbehavior or refusal to attend in-school detention may result in out-of-school suspension. Note: While ISS is not listed in the following consequences grid, there may be instances where some type of isolation during the school day is in the best interest of the student receiving the disciplinary consequence or others in the student body. ISS may be used by as a consequence at the discretion of the building administration.

Suspension (OSS)

Suspension is a disciplinary measure assigned at an administrator’s discretion. A student may be suspended from school for up to 10 days. A suspended student is not allowed on school grounds or permitted to attend or participate in any school activities. Students may be permitted to receive credit for missed work if the suspension is the student’s first suspension of the year or if approved by building administration. Appeals to suspensions should be done first through contacting the building principal and making an appointment.

Expulsion

Expulsion is a disciplinary measure assigned at the superintendent’s discretion. Only the superintendent or designee may expel a student from school. The length of an expulsion may be for any length of time, up to and including eighty (80) consecutive school days. A student who may have committed a serious offense or continued and chronic repeated offenses may be recommended for expulsion. An expulsion hearing will then be set up at the Kings Board of Education office in accordance with student due process procedures. Any student’s expulsion that has been held in abeyance may have their expulsion reinstated if they are involved in any Category IV or Category V offenses or other chronic offenses during the time of the abeyance.

KINGS HIGH SCHOOL CONSEQUENCES GRID

CATEGORY I OFFENSES/CONSEQUENCES

1. Dress Code Violation 2. Hallway, Lunchroom or Study Hall Disruption (Throwing Food – Cat. III) 3. Loitering/Being in Hallway without a pass 4. Nuisance Items (except cell phone – see Cell Phone Policy) 5. Public Display of Affection	1st Offense – Warning 2nd Offense –DT 3rd Offense – ESD 4th Offense – FNS Chronic – See Chronic Misbehavior (Cat. V)
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CATEGORY II OFFENSES/CONSEQUENCES

1. Classroom Disruption 2. Failure to serve DT 3. Failure to Serve ESD 4. Excessive Horseplay 5. Leaving the Cafeteria or other designated area without permission 6. Leaving Class Without Permission 7. Parking Violation 8. Possession or Use of Matches/Lighters	1st Offense – ESD 2nd Offense – FS 3rd Offense– 2 FS 4th Offense – 3 Days OSS Chronic - See Chronic Misbehavior (Cat. V)
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CATEGORY III OFFENSES/CONSEQUENCES

<ol style="list-style-type: none">1. Academic Dishonesty2. Creating a Hazardous Situation3. Damage to School, Personal, or Private Property4. Disrespect5. Failure to Serve FS6. Falsifying/Providing False Information/Forgery7. Gambling8. Insubordination9. Intolerant Communication or Verbal Abuse10. Leaving School Building or Grounds W/O Permission11. Lying During an Investigation or to a Staff Member12. Misuse of Computer/Internet13. Participating in or Inciting a Disruption including Inappropriately Filming, Transmitting or Posting an Incident During School14. Skipping Class15. Stalking16. Unauthorized Attendance at a School Function17. Theft from Serving Area or Unauthorized Removal of Food from a Designated Area	<p>1st Offense – FS 2nd Offense – 2 FS 3rd Offense – 3 Days OSS 4th Offense – 5 Days OSS Chronic - See Chronic Misbehavior (Cat. V)</p>
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NOTES REGARDING ALL CATEGORY IV AND CATEGORY V OFFENSES – For any situation which is applicable, any restitution will be expected by student and/or parent. Also, if applicable, charges may be filed with local authorities. In such cases when charges are pending, the school may treat Category IV offenses as Category V.

CATEGORY IV OFFENSES/CONSEQUENCES

<ol style="list-style-type: none"> 1. Causing Injury to Another Student – Including Harassment, Hazing, Piercing, Tattooing, etc. 2. Destruction of/Defacing School, Staff, or Student Property* 3. Disrespect 4. Engaging in Sexual/Intimate Activity with a Willing Partner 5. Extortion (Including Coercion and/or Intimidation) 6. Fighting/Aggressive Contact 7. Insubordination 8. Theft, Knowledge of Theft, Receipt/Sale or Distribution of Stolen Property 9. Threat Made to a Student or a Staff Member 10. Trespassing 11. Use/Possession of Any Nicotine-Related Product including E-cigarettes on School Property or School Function (Item will be confiscated) 12. Violation of Emergency Procedures 	<p>1st Offense – 3-5 Days OSS 2nd Offense – 5-10 Days OSS 3rd Offense – 5-10 Days OSS with possible Recommendation for Expulsion Chronic - See statement on Chronic Misbehavior (Cat. V)</p>
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CATEGORY V OFFENSES/CONSEQUENCES

<ol style="list-style-type: none"> 1. Bomb Threat 2. Chronic Misbehavior 3. Discriminatory Acts of Harassment/Intimidation – See Kings Non-Discrimination Policy 4. Exploding, Igniting, Selling, Distributing, or Possessing Fireworks, Stinkbombs, Smokebombs, or Other Similar Devices 5. Indecent Exposure 6. Physical Assault/Severe Verbal Assault of Student or 	<p>1st Offense – 10 Days OSS with a Recommendation For Expulsion</p>
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<p>School Employee</p> <p>7. Possession or Use of a Deadly Weapon or a Look Alike Weapon</p> <p>8. Possession, Sale, Distribution, Use or Having Consumed Drugs, Alcohol, Anabolic Steroids, Inhalants, Controlled Substances, or Counterfeit Drugs</p> <p>9. Sexual Crimes</p> <p>10. Unauthorized Activation of a Fire Alarm/Calling in False Alarms/Unauthorized or Improper use of a Barracade Device</p> <p>11. Unauthorized Fire</p>	
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KINGS LOCAL SCHOOL DISTRICT POLICY
DRUG/SUBSTANCE MISUSE & ABUSE

Underlying reasons for policy:

Because of the use of drugs, alcohol, and other chemicals among young people has become a major problem in our county and because the use and availability of these substances on school campuses interferes with the educational process, this policy is adopted and implemented. The policy is designed to help remove the influence of drugs, alcohol and other chemicals from the school environment. While the family has the primary responsibility for the treatment of chemical abuse as a health problem, the board recognized that the schools have a responsibility to advise parent/guardians of instances when chemical use by a student is witnessed or discovered. The Board shares the family concerns as they deal with this problem because of the adverse effect that chemical abuse has on the individual, the family, the school environment, and the educational process. For this reason, and because the Board is responsible for providing a climate conducive to learning, the Board has authorized the superintendent, principals, and appropriate core staff members to develop and implement rules and regulations to carry out this policy and to provide appropriate prevention and intervention programs for our students. It is also the intent of the Board to provide students, staff members, both classified and certified, and community members with an educational program which is preventative in nature, designed to help students and staff who are having problems related to drugs or alcohol.

Therefore, the district will maintain a K-12 drug and alcohol prevention curriculum, develop and maintain a system of identification and referral, keep the community aware of the problems in the district and the approaches being used by the district for combating substance abuse and establish working relationships with community groups to help address the issues of chemical abuse.

Basic Policy

No student shall possess, use, transmit, or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or possess, use, transmit or sell drug paraphernalia, or counterfeit drugs, or possess, use, transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

This policy shall apply to all students before, during and after hours at a school, in any school building and on any school premises, including designated transportation stops; on any school-owned vehicle or in any other school-sponsored or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel. This policy applies to all students on school property; in attendance at school, or at a school sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students and employees.

This policy shall not apply to the authorized use and possession of medication pursuant to the district's medication policy, or the legal possession of any of the above listed substances in connection with an approved school project.

The parents will be notified if a pupil is involved in the sale, transfer, distribution, or possession of drugs of abuse, including counterfeit controlled substances; and, if any alcohol permit (false ID) violation is suspected, or the pupil is under the influence of drugs or abuse.

Prohibited Activity

It shall be against school policy for any student:

- a. To sell, supply, disburse or give or attempt to sell, supply, traffic, disburse or give to any of the substances listed in this policy, or any substance which the student represents or believes to be a substance listed in this policy.
- b. To possess, procure, purchase, or attempt to purchase, or to be under the influence of (legal intoxication not required), or to use or consume, or attempt to use or consume, any substance listed in this policy or represented by or to the student to be any of the substances listed in this policy, including possession of drug paraphernalia or counterfeit drugs.

Penalties for Violation

Any student engaging in the prohibited activities listed above (possession, etc.) with respect to the following prohibited substances shall be subject to the penalties set out below:

a. Alcohol or any alcoholic beverage

Penalty: 1st offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days, or (b) the number of school days remaining in the current semester in which the

incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy.

Any subsequent offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) 80 days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.

b. Possession or use of any controlled substance or dangerous drug as defined by the Ohio Revised Code, or as defined by Section 812, Schedules I-V, or Title 21, United States Code, Section 801, et, seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.

Penalty: 1st offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy.

Any subsequent offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) 80 days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.

c. Any abusable glue or aerosol paint as defined by the Ohio Revised Code, or any other chemical substance, including but not limited to, lighter fluid and reproduction fluid, for inhalation.

Penalty: 1st offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy.

Any subsequent offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) 80 days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.

d. Any prescription, non-prescription, or counterfeit drug, medicine, vitamin or other chemical including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other types of vitamins, pep pills, “no-doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the district’s authorized medication policy.

Penalty: 1st offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy.

Any subsequent offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) 80 days, or (b) the number of school days remaining in the current semester in

which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.

e. Prohibited activity (a) (selling, supplying, giving or trafficking, etc.) of any substance subject to this policy.

Penalty: 1st offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion.