

KINGS JUNIOR HIGH SCHOOL

“THERE IS NO BETTER PLACE TO LEARN”

Welcome to Kings Junior High and the Home of the Knights. Our staff welcomes you and looks forward to working with you to make this a great year. Becoming a Knight of Excellence is a hallmark of Kings Junior High and the Kings School District.

While called a junior high school, our philosophy is based on the teaming concept of middle schools. Each grade level contains three teams of students, with approximately 100 students in each team, assigned to a group of teachers for their core classes: Language Arts, Math, Science and Social Studies. These teams are located in the same general area of our building. They meet each day to discuss student concerns, to plan team activities, to coordinate curriculum, and to conference with students, parents, or the administration. Teams 7-1, 7-2 and 7-3 are for the seventh grade. Teams 8-1, 8-2 and 8-3 are for the eighth grade. The Encore Team comprises the special areas of Art, Foreign Language, Health, Music, and Physical Education.

The new school year begins with all of the construction behind us as we utilize a newly renovated building. Technology has been upgraded in each classroom, building security has been enhanced, new lockers have been installed, lighting has been vastly improved, new office space has been provided and the cafeteria has been enlarged. We are excited about how our “new” building provides an exciting learning environment.

This building is rich with tradition, as it has served the Kings District since 1967. You are the next generation of students to carry on the tradition of excellence for which Kings Junior High School has become known. Challenge yourself to become the best you can be. Respect is the core value of all interactions at Kings Junior High School. You are expected to respect yourself, others and property. You are responsible for your own behavior and the choices that you make.

Experience has taught us that the junior high school experience is enhanced for those students who get involved in extracurricular activities. There are a variety of activities, clubs, groups, and/or teams to join. We are committed to assisting you succeed in becoming the best that you can be. Don't be afraid to ask your teachers, counselors, staff members and principals for help. We are here for you and always willing to lend a hand.

Let's make this a great year.

Go Knights!

ACADEMIC PROBLEMS

1. Utilize this Student Plan Book to write down assignments and track due dates.
2. Check Edline on a regular basis.
3. Talk to your teacher(s).
4. Have your parent contact the teacher.
5. Parents may schedule a meeting with their child's team. Contact the Team Leader to arrange.

AFTER SCHOOL HOURS

All students should be out of the building by 2:35 p.m. EXCEPTIONS: Students may remain in the building after this time if participating in a supervised activity with a teacher directly in charge. The students must be with the teacher in the specific area of the activity and not be loitering in the hallway. Any student found in the hallway, either at the junior high or senior high is in violation of this policy and may face some type of disciplinary action.

APPOINTMENTS

We prefer that parents/guardians call for an appointment rather than just coming into the office. By calling, you will be assured that someone will be available to see you. Also, we can do some preliminary investigations into the problem/concern to save everyone time.

ARRIVAL AND DEPARTURE PROCEDURES

Students should arrive at school between 7:20 and 7:25 each day. Students arriving after the 7:25 tardy bell must report to the office for a tardy pass. If a student is tardy and does not check in to the office, they will be counted absent. We encourage punctuality. Parents bringing students to school should not arrive at school before 7:05 since no teachers are on duty before this time. The school cannot be responsible for the supervision of children before this time. The school is directly responsible for student supervision only while they are on school property during school hours, practices and games, and during extracurricular activities. After practice, games, performances, or a detention,

students are to leave immediately. It is the parents' responsibility to arrange transportation. It is not the teacher or coach's responsibility to baby-sit. Once students leave practice or school property, they become the parents' responsibility. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school. Generally, misbehavior that occurs off school property is a police matter.

ATHLETICS

Athletes are expected to serve as examples for others. For this reason, we expect our athletes to always behave in a way that positively represents themselves, their families, and the school. Misbehavior committed while representing the school will not be tolerated. The team's coach, athletic director, and/or principal/assistant principal will determine consequences for such behavior.

We at Kings Junior High School feel that athletics can be an important part in the growth of our youth. Many skills, such as teamwork, work ethic, and sportsmanship provide self worth and self-discipline. The following sports are offered at Kings Junior High for both 7th and 8th grade students:

Football	Cross Country	Boys and Girls Tennis
Girls Basketball	Wrestling	
Girls Volleyball	Boys & Girls Golf	
Cheerleading	Track	
Boys Basketball	Swimming/Diving	
Girls Softball	Boys Lacrosse	
Dance	Boys Soccer	

ATHLETICS – ELIGIBILITY POLICY FOR PLAYERS AND CHEERLEADERS

Extracurricular Eligibility Policy

BY GRADING PERIOD (NINE WEEKS)

A student is academically ineligible to participate in extracurricular activities when that student has failed two subject areas for a nine-week grading period. (Two half-credit courses is the equivalent of one course.) The student is ineligible for the entire grading period following the failure of two or more classes. A student failing the last quarter of school is ineligible for the first quarter of the next year.

Students, who during a grading period of extracurricular eligibility, receive more than one "F" during a weekly eligibility check, regardless of their credit value, will be given a warning with one week to change the grade to passing. If the student has not raised his/her grade(s) during that next week he/she will be declared to be ineligible for the remainder of that grading period. Students ruled to be ineligible in this manner will not be permitted to continue to attend and participate in practice and interscholastic competitions.

A student must not be under suspension or expulsion for any reason for eligibility.

ATHLETICS – ATTENDANCE POLICY

1. Athletes (grades 7 – 12) must check in to school by 8:30 a.m., or they are not eligible to participate in a practice or interscholastic contest that day.
2. Excusable reasons for entering school after 8:30 a.m. and remaining eligible:
 - a. Personal illness
 - b. Medical/dental appointments
 - c. Death of a relative
 - d. Observance of religious holidays
 - e. Emergency or set of circumstances which the athletic director or principal judges as good and sufficient cause for entering school after 8:30 a.m. Unless impossible, those circumstances should be communicated with the principal in advance of the lateness.
3. To be eligible due to reasons listed in section 2, letters a, c, d, or e, a written excuse from the athlete's parent/guardian is necessary. To be eligible due to a medical/dental appointment (2b), a written excuse from the attending doctor or dentist is due at the time the athlete checks into school.
4. To be eligible, without a note after 8:30 a.m., due to reasons listed in section 2, a through e, the parent/guardian must make contact by phone with the athletic director or principal by 2:30 p.m. that day.
5. Students who miss ten or more days due to illness must follow the procedures listed in the Board-adopted attendance policy.
6. The athletic director or principal will evaluate, on an individual basis, further discipline due to excessive tardiness.
7. Athletes who miss a practice session the day prior to a contest will not start in that contest and will not participate the equivalent of one fourth of the playing time in that contest.
8. Excusable reasons for missing a practice prior to a contest and fully participating in that contest will be evaluated by the athletic director and principal.
9. Students participating in individual sports shall be permitted two violations. Upon receiving the second, the athlete will not be permitted to participate in one full contest.
10. Any student scheduled for In-School Isolation is not permitted to practice or participate in a contest on that same day.
11. Athletes that quit a team after the first game, are dismissed from the team, or become ineligible for any reason are not permitted to practice with the team for the remainder of that athletic season. They are eligible to tryout for the team during the following season.
12. Athletes who conduct themselves so as to bring discredit to the school, team, or themselves at any time will not be permitted to participate.

ATHLETICS – TRAINING RULES

The following training rules must be adhered to:

1. Absolutely no smoking, drinking, or use of drugs by athletes participating in any sport will be permitted in and out of season. Also, any theft from locker room area will not be permitted by any team member. Violation of these rules will result in immediate removal from the sport being participated in at that time. Suspension will be indefinite until the player appears before the principal, assistant principal, athletic director, and coach of the sport. They will hear the case and make a decision.
2. All team members must travel to and from out of town contest by means of transportation provided by the school. Athletes may ride home with their parents only if they have written permission signed in advance by the athletic director, principal or assistant principal. Special consideration will be given only in case of an injury or illness.
3. It is felt that our athletes should be well groomed at all times, both on and off the field of competition. Neat appearance should be consistent with all athletes.
4. Improper attitude or response to coaches' standards of team discipline will result in suspension from or removal from the sport being participated in.

ATTENDANCE – ATTENDANCE POLICY FOR ALL WARREN COUNTY SCHOOLS (2010-2011)

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, or custodian to report the child's absence or tardy each day.

- The parent should phone the school within one (1) hour from the start of school on the day of the absence.
- Upon the child's return to school the parent shall provide written documentation stating the day(s) absent and reason for such absence. Written documentation of absence(s) includes parent notes and physician notes as may be required by this attendance policy.
- If within two (2) school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."
- The parent (and not the school) maintains responsibility to make certain the absence note was submitted to the proper school attendance authority in timely fashion.

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 vacations. 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 two (2) excused absences (two occurrences per year, maximum.). Days beyond the two (2) day limit (2 occurrences per year) are unexcused.
- 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 vacation 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 note. 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.

The foregoing general rule is for the convenience of school officials in the administration of this attendance policy. This rule 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 rule 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 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 administrator.

Nothing contained in this attendance policy 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 policy 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

For students with a chronic medical condition (asthma, migraines, etc.), the school nurse and treating physician, nurse practitioner, or physician assistant shall discuss the child's case. If the school nurse and physician (et. al.) agree the child may be absent/tardy due to this on-going condition and decide it is not necessary for the child to be seen by the physician (et. al.) for each instance, the parent shall be allowed to write a note to excuse the child's absence/tardy for this condition - even though the absence/tardy may exceed the number of days for which a medical note is typically required.

Tardy to School

Five (5) unexcused tardies = one day unexcused absence.

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.

Tardy to Class

Class tardies are handled on an in-school basis.

Truancy Defined

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

Consequences of Truancy

Besides school-imposed discipline, unexcused absences (truancies) may be handled as follows:

- 2 Unexcused Absences. Formal warning via letter to parent/student.
- 5 Unexcused Absences. Juvenile Court truancy intervention meeting.
- 7 Unexcused Absences. Unofficial court hearing.

Important Note: Formal court proceedings may be initiated without utilizing the above sequence.

Truancy Charges Filed in Court

Truancy charges may be filed against students who become chronic (or habitual) truants. In addition, "contributing" charges may be filed against the parent(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 may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or tardies until graduation. A Violation of Court Order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been found guilty of "contributing" charges. Juvenile Court may retain jurisdiction of students until they 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.).

Approval Dates

April 2006, Original Date of Approval.
May 2007, Revision (grammatical corrections).
May 2009, Revision (Chronic Illness and Nurse Practitioner/Physician Assistant additions).

ATTENDANCE – CALL IN PROCEDURES / REQUIREMENTS (THIS IS AN ABSOLUTE "MUST READ"!)

Parents should call the school within one (1) hour after the start of school on the morning a student is absent, is late to school, or is in need of an early release (Warren County Policy). If the school does not receive a call on the day of a student's absence, it must, by law, contact the parent either by phone at home or work, or by mail. Additionally, for the absence to be excused there must be a written note, which meets established guidelines and is signed by the parent/guardian. Notes are required for all absences, late arrivals and/or early dismissals, previously excused or not. An absence note must contain the student's name, the reason for the absence, date(s) of the absence, and the parent's signature and phone number (where the parent can be contacted that day – or a message left).

All notes meeting the established guidelines will be excused. All others will be unexcused. The note is expected the day the student returns to school. However, the student has two (2) school days in which to present an excusable note. Otherwise the absence remains unexcused. If an excusable note is not turned into the front office by the end of the second school day, the absence will be recorded as unexcused.

ATTENDANCE – CHECKING IN AND CHECKING OUT

Students must check in and check out of school properly in order to comply with the attendance policy (refer to ATTENDANCE – CALL IN PROCEDURES/REQUIREMENTS). Failure to follow proper attendance procedures may result in disciplinary action.

ATTENDANCE – EXCUSED ABSENCE

An absence, which meets the established guidelines, will be excused. It is the student's responsibility to request and arrange make-up work with his/her respective teachers on the day of his/her return.

ATTENDANCE – FAILING GRADES DUE TO ABSENCES

Students who have excessive class absences, both excused and unexcused, may receive failing grades in all classes where the following limits are exceeded:

1. Ten (10) or more absences for a semester course.
2. Twenty (20) or more absences for a year-long course.
3. The principal must approve exceptions.

ATTENDANCE – HEAD LICE

Students excluded from school due to head lice are allowed two (2) excused absences (two occurrences per year, maximum). Days beyond the two-day limit (two occurrences per year) are unexcused. Warren County Attendance Policy, Revised May 2007.

Thus the court will allow two occurrences with up to two days each (for a total of up to four missed days) for the treatment of head lice. Any occurrences beyond the two (2) for the year are unexcused.

ATTENDANCE – HOTLINE

The Attendance Hotline Number is 398-8050, Option #3 for KJH, and Option #2 for the Attendance Hotline.

ATTENDANCE – LATE TO SCHOOL

Students arriving at school after the start of the school day must sign-in at the main office and obtain an "Admit Slip" from the office before going to any classes. Obtaining an "Admit Slip" is required for all students even if the note has been forgotten. Unexcused tardies include: sleeping in, forgetting to set clock, parent running late, having to help parents, having to help brother or sister, parent's failure to get the student up on time, ride being late.

A student not in his/her assigned area when the 7:25 a.m. tardy bell starts ringing is late to school. Students are not penalized for being late to school for excused reasons. Our concern centers on those students who are late for unexcused reasons. Each period or partial period missed (unexcused) results in demerits being assigned. The time missed is cumulative with resulting increases in the penalty.

Per Semester (for each period or partial period or homeroom time missed)

Consequences for being late:

- a) 1 – 2 Verbal reminder
- b) 3 – 4 2 demerits for each time
- c) 5 – 9 1 In-School Isolation for each time
- d) Over 9 Suspension (increasing number each time)

The following guidelines will be used to calculate time missed by students:

Arrival 7:25 – 8:55 Tardy – am
Arrival 8:56 -10:55 Absent ½ day a.m.
Arrival 10:56 – 2:26 Absent whole day
Dismissal 7:25 – 8:55 Absent whole day
Dismissal 8:56 – 1:00 Absent ½ day p.m.
Dismissal 1:01 – 2:26 Tardy – pm

ATTENDANCE – LEAVING SCHOOL BEFORE DISMISSAL TIME

Once a student arrives on the school grounds he/she needs to immediately enter the building and not leave the building without securing permission/clearance of the proper

school authority.

- **Appointments.** A student having an excusable/acceptable reason for leaving school early must present a note from his/her parent. This note must be turned into the attendance secretary before the start of school. The school asks that the parent confirm these early dismissal notes. Parents must come into the building to sign the student out at the designated departure time in the main office. A student returning the same day must sign back in at the main office and obtain an "Admit Slip." Parents are asked to schedule medical/dental appointments after school hours, if at all possible.
- **Illness/Emergency.** Illness and emergency concerns need to be cleared through the junior high school office. Any student wanting to leave school must follow the guidelines noted under Procedures for a Student Leaving School during the Day.

ATTENDANCE – LEAVING SCHOOL BEFORE DISMISSAL TIME PROCEDURES

ILLNESS AT SCHOOL: Any student needing to go home because of not feeling well or because of an emergency must report to the main office. The office will contact the parent/guardian for arrangements. **Any student calling home without contacting the main office first will face disciplinary consequences.** Upon the student's return to school, the student needs to sign in at the office and present a note.

If it is necessary for a student to leave school early for a doctor's appointment, dental appointment, etc., the student must bring a signed note from the parent/guardian to the office on the morning he/she is to leave early. The parent or guardian must come to the office to sign out and pick up the student. Children will be released only to the custodial parent or guardian or to an adult designated by the custodial parent or guardian. If you will be having someone pick your child up for any reason, please have that person's name on your emergency medical authorization sheets and/or a note from you with a number where you can be reached so that we can call and confirm the note. The office staff must make positive identification of the adult checking out the child. Parents should be reminded that each period missed because of a doctor or dental appointment will be a period of excused absence. In order that our records are more efficient, we request a note from the dentist or doctor to be brought back. If not, we must make the absence unexcused.

Students failing to follow proper attendance procedures and requirements can expect an unexcused absence, which could lead to disciplinary action.

ATTENDANCE – TARDY TO CLASS

A student is tardy to class if he/she is not inside the classroom when the tardy bell starts ringing. Students are not penalized for excused tardies. Our concern centers on those students who are getting unexcused tardies. Tardiness to class is generally unnecessary and avoidable. If an emergency arises, see your teacher. If detained by a teacher, ask the teacher for a late slip. Teachers will establish appropriate guidelines and consequences and review these with the students.

ATTENDANCE – TARDY TO CLASS CONSEQUENCES

1. Late to class – one demerit; 2nd offense – three demerits.
2. If a student is late to a class by over five minutes, then he or she is considered to be skipping class. If the student is unable to provide a note to excuse their tardiness, they will be sent to the office. The consequence for skipping a class is In-School Isolation.
3. If a student is sick in the restroom, then a teacher should be sent for immediately. Being with a sick friend in the restroom is not an excuse – same as late to class or skipping (depending upon the length of time).

ATTENDANCE – TRUANCY

Truancy is any unexcused absence. If truancy is involved, disciplinary action will be taken. Disciplinary action may include, but is not limited to, In-School Isolation, suspension from school, referral to juvenile court, or a combination of these is possible.

ATTENDANCE – UNEXCUSED ABSENCE

Absences not meeting the excused requirements shall be unexcused. An unexcused absence is considered truancy. It will be brought to the attention of the principal for appropriate disciplinary action. Some examples of unexcused absences are truancy and single-period truanies ("skips"), forgery of statements (physician's/parents'), work, personal transportation problems, oversleeping, missed bus, alarm clock failing to work, non-medical absences after the eight-day limit has been reached, reasons stating "personal" or "needed at home" unless the reason for absence is more specific, absences not excused within two days, absences for reasons not found in "Excusable Reasons for Absence."

BEHAVIORS – BEHAVIORS AND CONSEQUENCES GRID

Category I Behaviors– minor violations that will result in an immediate verbal correction with a possible consequence.

Running in the building	Out of Assigned Area
Horseplay	Failure to follow rules
Put-downs	Electronic devices used at school
Classroom disruption	Unprepared
Defiance/Non-compliance	Tardy to class
Cell Phone (see separate section)	

Category I Consequences – students who engage in Category I behaviors will be asked to identify inappropriate behavior and describe the appropriate replacement behavior. Students may receive a consequence delivered by a staff member designed to discourage the inappropriate behavior from occurring in the future. Consequences for Category I behaviors may include by are not limited to:

Verbal Correction	Correction of violation (dress code)
Time Out	Detention – lunch
Apology – written and/or verbal	Demerits 1, 2 or 3
In-School Isolation plus 5 demerits	Confiscation of electronic device

BUS – PRIVILEGES

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 junior high school administration for disciplinary action. The parent/guardian will receive a copy of the "School Bus Incident Report." It may result in the assignment of demerits; the loss of the student's riding privilege, In-School Isolation (ISI), and/or suspension from school depending on the severity and number of infractions. Once students exit the buses in the morning, they must enter and remain in the building until dismissed to class.

Students must always ride their own bus and get off at their own stop unless they submit a note written and signed by their parent/guardian. Approval by the junior high administration is necessary. Students should submit these notes before 10:00 a.m.

BUS – PROCEDURES

FOLLOW THESE RULES SO YOU DON'T LOSE YOUR BUS PRIVILEGES

Bus Rules

1. Pupils will arrive at the bus stop 5 MINUTES before the bus is scheduled to arrive.
2. Pupils must stay in Safety Spot assigned by driver.
3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to assigned seat.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils must carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out the bus windows.
15. No radios or tape players.
16. No disruptive conduct. (Loud noises, changing seats, being rude to other students and driver.)
17. Students are not to carry any pop cans, bottles, knives, etc. on bus.
18. Students will be financially and legally responsible for any vandalism they create.
19. If there is a discipline problem, the student may be taken home that afternoon. Disciplinary action will be taken the next day by a building administrator.
20. All Student Code of Conduct Rules apply to bus riders and at the bus stop both before and after school.

BUS – RIDING PASS

Students must have a parent note signed by the principal or assistant principal in order to ride a different bus or to use a different bus stop on that day. Student's must have a note on file in the office, from their parents, before they may ride home with anyone from school

CALL COMMAND

The Call Command System will be utilized to notify students, parents and staff of school delays and/or closures. This system will also be used to communicate important announcements and updates to parents.

CALLING THE OFFICE

The principal, assistant principal, counselors, and athletic director are often not in their office when parents call. You may leave a message on their voice mail, and they will return your call as soon as possible. To expedite matters, please leave your name, child's name, phone number, and the nature of your concern.

CELL PHONES

Students are not permitted to have cell phones with them at any time during the school day, including lunch or breaks between classes. Cell phones must be turned off and left in their lockers during the day. Possessing a cell phone or having it ringing in a locker during the school day will result in three (3) demerits and confiscation of the phone. Using a cell phone during the school day will result in an In-School Isolation, five (5) demerits and confiscation of the phone. The contents of the device may be searched by school administrators with the intent of determining whether or not the device was used to violate other aspects of the Student Code of Conduct, in which case a student may face additional consequences. Parents may arrange to pick up the phone by contacting the Assistant Principal.

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.

CHANGES IN ADDRESS/PHONE

It is the parents' responsibility to inform the school of any changes of home, work, and/or cell phone numbers. Also, if the emergency contact person has changed, please contact us. It is very disturbing to have a child sick or hurt and not be able to do anything because of being unable to reach the parents.

All changes of address must be processed through the Central Registration Office, which is located in the KEC. The Central Registrar may be contacted at centralregistration@kingslocal.net or by calling 513-398-8050, extension #10002.

CHEATING/FORGERY

1. If a student misuses a pass, forges a pass or steals a pass – five-day suspension reduced to three days In-School Isolation with a satisfactory parent conference.
2. Cheating, which includes plagiarism, in any way is a very serious offense and may result in an In-School Isolation and parents being notified.
3. Copying another student's work and/or providing another student work to copy may result in an In School Isolation and parents being notified.
4. Forging a parent's note will result in an In-School Isolation.
5. Providing a forged medical note to excuse an absence or tardy may result in an In-School Isolation. The absence or tardy will be marked "Unexcused" and the Warren County Attendance Office and the Juvenile Court's Assistant Prosecutor may also be notified.

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).

The school cooperates with helping agencies such as children's services and juvenile court. The school is required by law to report any suspicions or reports of child abuse.

CLASSROOM MATERIALS

Students should come to class prepared with the proper classroom materials for that subject.

No book bags, purses which include "Vera Bradley" type bags, coats, jackets and/or hats in any classroom due to safety concerns. Personal items should be kept in the student's locker and obtained between classes or with teacher permission during class.

CLOSING OR DELAY OF SCHOOL ANNOUNCEMENTS

Details about the closing or delay of school will be communicated through the Call Command System. If you do not receive a phone call to notify you of a school closing or delay, please contact the school office. We will make sure your phone number is in the system.

School closings or delays will also be announced on the following stations and frequencies: WCKY (1530), WKRC (55/FM-102), WLQA (FM-98.5), WLW (700), WSAI (1360/FM-94.1), WUBE (1230/FM-105.1), WCIN (1480), WKRC-TV (CHANNEL 12), WLW-TV (CHANNEL 5), WYYS (FM-95), WKRQ (FM-102), WCPO-TV (CHANNEL 9).

Parents can also call the District Central phone number for school closing announcements. Information is updated on the district's web-site. Several news organizations provide updated school closing information on their websites, as well.

CODE OF HONESTY AT KINGS JUNIOR HIGH SCHOOL

1. I will not cheat.
2. I will keep my eyes on my own paper and always do my own work.
3. I will not copy or lend out homework.
4. I will be honest at all times and in all situations.
5. I will always try to be on my best behavior.
6. I will respect other people's property.
7. I will not take what doesn't belong to me.
8. I will not take advantage of others (substitutes, students, and teachers).
9. I agree to follow the rules in the student handbook and accept the punishment and/or consequences.
10. I will report any violations of this code.

The Kings Junior High National Honor Society wrote this code.

COMMUNITY SERVICE

Each Kings Student is currently required to have 75 hours of community service in order to graduate from high school. Students may begin earning those hours during the second semester of their 7th grade year. Junior high students may carry up to 25 hours with them into high school. It's a great idea to earn those hours during junior high. Community Service Forms, which are available in the office or on-line, must be completed and turned into the junior high office. Information about community service may also be found on our school website. Please go to www.kingslocal.net. Click on "general info," and find Community Service Program in the scroll down. Questions regarding community service hours should be directed towards your School Counselor or our Community Service Coordinator.

COMPUTER USE

Students may only use school computers after a signed Computer Usage Form is on file with the office. Misuse of computer privileges may result in demerits being assigned and/or computer access being suspended. Students are not allowed to check their home e-mail accounts from a school computer.

CONFERENCES

Conferences should be set up through team leaders. Scheduled conferences dates are: September 22, November 22, January 13 and March 2

We are furnishing you with the following information so that you will feel free to visit the school at anytime during the school year. You have a standing invitation to meet with the teachers, guidance counselors, and administration. Please make an appointment.

Normally, the best time to check on your child's progress is at the middle of a grading period when interim reports are sent home or at the end of a grading period when report cards are sent home.

All teachers on our staff are available for conferences one preparation period during the day and during their team meetings. We think it is very important that you call at least two days in advance for a conference. Proper conference scheduling will be made for the benefit of all concerned. Due to the fact that your child has so many different teachers

and that our teachers see approximately 160 students per day, we have found it much better to schedule conferences in this manner. Conferences can be set up with individual teachers if requested. Interim reports and report cards should clearly indicate to you if you need a conference and with what teacher(s). If you would like to set up a meeting with the entire teaching team, please contact the Team Leader.

Please call teachers before or after school or during their team or preparation period. Check the staff schedule. We will not call a teacher out of class for phone calls.

CONTRABAND – ITEMS NOT ALLOWED IN SCHOOL

1. Possession of water guns and other unacceptable items in this category – three demerits (Permanent confiscation).
2. Walkmans, I-pods during the school day, video games, tape recorders, video cameras, electronic pets, laser pens, cameras, other electronic equipment, trading cards, etc. are not permitted at school – three demerits and confiscation.

CONTROVERSIAL TOPICS

It is impossible to avoid all controversial topics when we are dealing with the inquisitive minds of the junior high student. If there is a topic to which you do not want your child exposed or there is an assignment or book that you find offensive, please call the principal. We will try to make other arrangements for that student.

COURSE OFFERINGS

7th Grade

Core Academic Subjects - required

- Language Arts
- Mathematics – students take either General or Accelerated. This placement will be determined by their score on the 7th Grade Math Placement Test.
- Science - general
- Social Studies

Encore Options – your total encore options should equal two (2) full credits

- Physical Education (1/2 credit) – required
- Music (required – must choose one of the following)
 - Choir (1/2 credit)
 - Band (1 credit)
 - Percussion (1 credit)
 - Strings (1/2 credit)
- QUEST – A year long Intervention Class. Students who do not pass the Ohio Achievement Test or are determined by their teachers to need additional assistance will automatically be placed in this required year-long intervention class working directly with their Team of teachers. (1 credit)
- Art (1/2 credit)
- Health (1/2 credit)
- Exploratory Spanish (1/2 credit)

8th Grade

Core Academic Subjects - required

- Language Arts
- Mathematics – students take either General or Accelerated
 - Math Placement
 - If you were in Math 7, your placement will be Pre-Algebra
 - If you were in Accelerated Math, your placement will be in Algebra I
 - If you were in Algebra I, your placement will be in High School Geometry
 - During 7th Grade, your teacher would have notified you at the end of 3rd quarter if there were any changes in your placement.
- Science
- Social Studies

Encore Options - your total encore options should equal two (2) full credits.

- Year-long Intervention Class. Students who do not pass the Ohio Achievement Test or are determined by their teachers to need additional assistance will automatically be placed into a year-long intervention class working directly with their team of teachers. (1 credit)
- Band (1 credit)
- Percussion (1 credit)
- Strings (1 credit)

- ___ Choir (1 credit)
- ___ Art (½ credit)
- ___ PE (½ credits)
- ___ Health (½ credits)
- ___ HS Spanish (1 credit) *
- ___ HS French (1 credit) *
- ___ Exploratory Spanish II (½ credit)
- ___ Exploratory French II (½ credit)

* Teacher recommendation is required.

COVER DESIGN

David Williams, Special Needs Aide at KJH, provided the photograph for the cover of this year's Student Handbook. Mr. Williams is an accomplished photographer and has several of his photos published. Thank you Mr. Williams for sharing your talents with all of us.

CUSTODY CHANGES

Parents have an obligation to inform the school anytime the custody of a child changes. The school officials will need to see and copy court orders pertaining to a child's custody. Without official court documents stating otherwise, both birth parents have equal rights to educational decisions regarding their child, which include access to records and to their child. Either parent may sign their child out of school early unless we have an official court document stating otherwise. .

DANCE RULES

1. Students enter the dance and stay until their ride comes to pick them up, or a parent gives permission over the phone for us to release them. Students may not leave without permission from the principal.
2. Students must remain in designated areas:
 - Cafeteria
 - Restrooms on the North side of the cafeteria
 - If weather permits – recess area
3. Students may not bring friends from other schools. Only KJH students are permitted.
4. The dress code will be enforced for school dances. No backpacks are allowed at school dances.
5. Students should only use the phone in the cafeteria area, and then only to call for a ride home.
6. Misbehavior at a dance will lead to exclusion from other extra-school activities.
7. Students who have been regular discipline problems will be excluded from all dances. (Level II students may not attend dances)
8. We will not be responsible for students who have their parents drop them off at the dance, but never come into the dance

DISCIPLINE POLICY

Students at Kings Junior High School are expected to behave. Failure to do so will result in disciplinary action. Students who do behave will be rewarded. Rewards include, but are not limited to, dances, field trips, awards, varieties of parties, plays, field days, etc.

In order to know how each student is behaving, we keep a record of the number of times a student receives demerits. The following are demerits to be given for each punishment:

Warning	1 demerit
Violation	3 demerits
In-School Isolation	5 demerits
Suspension	6 demerits

DEMERITS

The following is what happens with the accumulation of demerits. All students start each quarter with zero demerits. Each student is responsible for tracking the number of demerits assigned to them. There is a page in the Student Handbook to assist in this. If a student is unsure of the number, they may check with the Assistant Principal. Students who accumulate demerits faster than we can notify parents will receive the lower punishment only if the student does community service of one hour for each demerit. Example: A student has eight demerits on Monday and misbehaves on Tuesday in two classes receiving an additional six demerits. This would cause the student to have a total of 14 demerits before we could notify the parents. The student would receive the greater punishment of an In-School Isolation and being on Level II unless the parent brings the student in with proof that he/she has done five (5) community service hours. If that were done, we would drop the demerits back to nine (9). This process will only be done three times during the year.

5 Demerits	Parents notified
9 Demerits	Parents notified
12 Demerits	In-School Isolation or Friday School, student is now on Level II. This means assigned seat in cafeteria, loss of extracurricular activities (sports, dances, assemblies, etc.) They will also be ineligible for the end of the quarter enrichment field trip. If this occurs during 4 th quarter, the student is not eligible for the 8 th grade Washington D.C. trip. Please call the Assistant Principal to schedule a conference.
16 Demerits	Three-day suspension – reduced to a one-day In-School Isolation with a successful parent conference and the completion of community service hours or completion of a home discipline action plan.

20 Demerits	Five-day suspension - reduced to three with satisfactory parent conference and the completion of community service hours or completion of a home discipline action plan.
24 Demerits	Ten-day suspension - reduced to five with satisfactory parent conference and the completion of community service hours or completion of a home discipline action plan.
28 Demerits	Recommendation for expulsion

IF A STUDENT HAS BEEN ON LEVEL II TWICE DURING THE SCHOOL YEAR, THE FOLLOWING PROCEDURE WILL BE FOLLOWED:

5 Demerits	Parents notified
9 Demerits	Parents notified. Please schedule conference with the Assistant Principal.
12 Demerits	Five-day reduced to three-day suspension with a successful parent conference and the completion of community service hours or completion of a home discipline action plan. (Student is now ineligible for the 8th grade Washington D.C. trip.)
16 Demerits	Five-day suspension – no reduction of suspension, but reduction of demerits with completion of satisfactory community service hours.
20 Demerits	Ten-day suspension – no reduction of suspension, but reduction of demerits with completion of satisfactory community service hours.
28 Demerits	Recommendation for expulsion. Demerits will be reduced with completion of satisfactory community service hours.

IF A STUDENT HAS BEEN ON LEVEL II THREE TIMES DURING THE SCHOOL YEAR, THE FOLLOWING PROCEDURE WILL BE FOLLOWED:

5 Demerits	Parents notified
9 Demerits	Parents notified
12 Demerits	Ten-day suspension
16 Demerits	Recommendation for expulsion

ANY STUDENT ACCUMULATING 55 DEMERIT POINTS DURING THE YEAR WILL BE RECOMMENDED FOR EXPULSION.

DISCIPLINE – PROCEDURE FOR APPEALING A CONSEQUENCE

1. The student should ask the teacher to discuss the problem after class (it is inappropriate to argue during class).
2. Write a letter to the teacher explaining the problem as he/she perceives it. (If the student would like to have the principal look at the letter before it is shown to the teacher, he/she can come to the office for advice).
3. If the student is still not satisfied, it is suggested that the parent call the teacher to discuss the situation.
4. If the parent is not satisfied at this point, ask the teacher to set up a conference with the teacher, student, principal, and parent.

DISCIPLINE – PUNISHMENTS

Punishments increase for repeat offenders, and suspensions increase for students who have received earlier suspensions. (Example: A student receives an In-School Isolation for smoking then gets in a fight – he or she can receive a greater punishment than listed.) If a student receives an In-School Isolation before previous In-School Isolations have been served, then the student will receive a suspension.

We may also require selected students to not socialize or associate themselves with other students during school hours.

DISCRIMINATION POLICY

See “Hazing and Bullying”

DRESS CODE

Part of the total education of the student body is learning to dress appropriately and behave responsibly in a variety of situations. Attendance at school and school-related functions is a specific situation, which requires the student to use good judgment. Kings students are expected to dress in a manner that is appropriate to the school environment and does not cause a disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting.

These guidelines will assist parents, students, faculty, and administrators in determining appropriate standards for dress. While at school or school-sponsored activities:

1. Parents and students maintain responsibility for the dress and personal appearance.
2. When any dress or grooming interferes with the cleanliness, health, welfare, or safety of students or when any dress or grooming disrupts the educational process by being distracting, indecent, or inappropriate to the educational process, it shall be prohibited.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
4. The building principal, with the assistance of the faculty, shall have the responsibility of uniformly administering the dress code. The decision of the building principal shall be final.
5. As new trends in fashion or dress are accepted or become out-of-date, the school district will review the changing standards of the community served.

General Guidelines:

1. No shorts or miniskirts that end above extended arms and fingertips. Wearing leggings under a skirt does not change the skirt or short length requirement.
2. No shirts or blouses that expose the midriff, cleavage, or are off of the shoulder.
3. No tank tops, muscle shirts, or halters. Boys must wear shirts with sleeves. A shirt or other garment must cover sports bras.
4. Hats, coats, bandannas, and sunglasses are not to be carried to or worn in class.
5. No dress that promotes hates, profanity, vulgar, or negative messages. Anything advertising or related to alcohol, tobacco, and drugs, or anything sexually explicit, is not

permitted.

6. No transparent garments, open mesh garments, or garments with large open sides may be worn without an under liner. (Example: a tee shirt could serve as a good under liner for football-type mesh shirts.)
7. Shoes must be worn and must not present a safety hazard.
8. No biking pants or spandex.
9. Hair must be clean, worn out of the eyes, and groomed at all times. No extreme or distracting makeup or hair.
10. Body-piercing adornments are to be worn in the ears only and are not to be extreme or distracting.
11. Lower garments are to be worn at waist level. If a belt is worn, it must be of proper length. Undergarments are not to be exposed.
12. No "dog collars," spiked bracelets, or chains that could be dangerous to others or yourself or destructive to school property.
13. No gang or cult-related items of any kind.
14. No cutoffs, tattered or frayed clothing, or clothing with holes. Pants are not to drag the ground.
15. Tattoos must remain covered and not visibly seen.

DRESS CODE VIOLATION

Violation of the dress code can result in removal from class (until the violation can be resolved) and/or disciplinary action. If a staff member deems an item of apparel as inappropriate and a distraction to the educational environment, this may be considered as a violation of the dress code. Extreme dress or appearance, which is contrary to Board policy, may result in the following consequences:

1st offense – One demerit

2nd offense – Three demerits

3rd offense – One day In-School Isolation

4th offense – Five-day suspension

5th offense – Ten-day suspension

If the student cannot resolve the dress code violation, they will be sent to the office until the violation can be resolved. The student will be sent back to class only after the dress code violation is resolved. The student may need to change to more appropriate clothing, borrow from a friend, call home and wait until a suitable outfit is brought to school, or they may be asked to change into proper clothing provided by office. Wearing school-issued garments until the end of the day may reduce demerits.

DRILLS

State Law requires that the following emergency drills are practiced regularly. Procedures are posted in each classroom.

- Fire
- Lock Down
- Tomado

DROP-OFF ZONE

Students not riding the bus should be dropped off in front of the junior high school in the "Drop off Zone." Extreme care must be taken as students will be crossing over the route used by buses in the morning.

Students will enter the building at 7:05 AM and report directly to the junior high gym. Students are not permitted to go to their lockers or classrooms prior to the bell ringing at 7:20.

EARLY DISMISSAL

Each Wednesday, school is dismissed one hour early (1:26 p.m.) in order that staff members may attend professional development activities. The complete bell schedule will be handed out on the first day of school.

EDLINE

A valuable communication tool provided to all of our families and students with internet access. Please contact the school office with any questions.

ELECTRONIC BLACKBOARD NEWS (EBBN)

An electronic newsletter published regularly by the district to keep families and residents up-to-date on district events and news. You may subscribe by emailing that request to tblair@kingslocal.k12.oh.us or by contacting the school office.

ELECTRONIC DEVICES

- Includes, but not limited to cellular phones, pagers, I-Pods, pagers, radios, cameras, etc.
- * Cell phones – see "Cell Phones"
- Students are encouraged not to bring items of value to school. Electronic items are tempting targets for theft and extortion. The school can not be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.
- During the school day, students are to place these personal electronic devices in their locker. They are not permitted to have out or use personal electronic devices. Violations will result in three demerits being assigned, and the devices will be confiscated and kept in the office until picked up by a parent.
- Picture cell phones can and will be viewed by administration with consequences per the Student Discipline Code.

- History of phone usage can and will be viewed by administration. More severe consequences may result if the device was used during school hours.

EMERGENCY MEDICAL TREATMENT

Parents are responsible for informing the school of emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat the child and the hospital they wish to care for the child in an emergency.

A completed Emergency Medical Form must be on file with the school office by the end of the first week of school. Failure to do so will result in the following consequences: 1 day late = 1 demerit, 2 days late = 2 demerits, 3 days late = 3 demerits, 4 days late = 4 demerits, 5 days late = 5 demerits & being placed into In-School Isolation until the form is turned in.

ENRICHMENT TRIPS

Students are eligible for the end of the quarter enrichment trips if they meet the following criteria:

1. No more than 11 demerits in the quarter the trip represents
2. No failing grades in the quarter the trip represents
3. No more than two (2) unexcused absences in the quarter the trip represents. (5 unexcused tardies = 1 unexcused absence)

EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in an after-school activity such as athletics, Art Club, Power of the Pen, Math Counts, Yearbook, YES Club, etc. The Activity Bus is available for students who stay for an extracurricular activity. See "Activity Bus" for more details.

FEES

Technology, workbooks, and other consumable materials costs are \$45.00 for all junior high students. \$5.00 of this fee is specifically for technology purposes. We suggest when paying this fee that you write a check which will serve as your receipt. Checks should be made payable to Kings Junior High School. Put the student's first and last name in the lower left hand corner of the check. All school fees are due by the end of September. No student will receive a diploma until fees are paid. A separate check is required for each student.

FIGHTING

1. Fighting on or near school property or on the bus – three-day suspension. With a satisfactory parent conference, this can be lowered to three days In-School Isolation. Second offense – ten days suspension. Third offense – recommendation for expulsion.
2. Being in an area where a fight is happening, while not trying to leave – three demerits
3. There is absolutely no physical horseplay or contact allowed between students. Even though students often claim to be "playing around," it often leads to injury or conflicts. Excessive physical contact will result in an In-School Isolation.

FRIDAY FLYER

A weekly newsletter published to update upcoming events at Kings Junior High School. The Friday Flyer is posted on the Kings Junior High Website. Paper copies are available in the school office.

GIFTED

The State of Ohio recognizes and defines four areas of giftedness: Superior Cognitive Ability, Specific Academic Ability, Creative Thinking Ability, and Visual and Performing Arts Ability. Information on Gifted Services may be obtained at www.kingslocal.k12.oh.us > Department > Gifted.

GRADING SCALE

90 – 100	=	A	4 Points
80 – 89	=	B	3 Points
70 – 79	=	C	2 Points
60 – 69	=	D	1 Point
Below 60	=	F	0 Points

In averaging final grades:

3.6 – 4	=	A
2.6 – 3.59	=	B
1.6 – 2.59	=	C
1.0 – 1.59	=	D
Below 1.0	=	F

Honor roll will be a student with a 3.5 or higher grade point average. Those with a 3.0 to 3.49 are on the merit roll.

A student failing the last quarter may be retained.

GUIDANCE

Counselors are available for students to discuss academic, personal, and/or social issues, etc. Students are to schedule an appointment to see their counselor during study

hall. Students are not to meet with their counselor during an academic class or drop-in unannounced unless it is an extreme emergency. Parents may call the counselors at (513) 398-8050.

8th grade – Mrs. Vandegrift, extension #12008 (kvandegrift@kingslocal.net)

7th grade – Mrs. Cabral, extension #12007 (jcabral@kingslocal.net)

HALLWAY PROCEDURES

Violation of any of the following may result in a warning (one demerit), three demerits, or an ISI depending upon the severity of the actions and the number of times the student has been corrected for this behavior.

1. No shouting or loud disruptions.
2. No running.
3. Control aggression. (Physical and verbal) No horseplay permitted.
4. No use of lockers during class time or other undesignated times without permission.
5. No one is allowed in the hallways during class time without a pass. Student hall passes are found on the last page of the plan book. The hall pass is to be signed before the student leaves the class, and the purpose for leaving the room should also be filled out. The student should also sign out on the teacher's hall pass posted in each room.
6. Students will sign in and out each time they leave their classroom. If your son or daughter has a medical reason for leaving class, please send in the doctor's note. If you feel there are extenuating circumstances that should allow your child more than usual restroom privileges, please set up an appointment with the principal. Students are allowed to use the restrooms between periods and any time during lunch. This rule is in place because many of our student's use the time between classes for socializing then want to get out of class to use the restroom. Students are expected to use the restroom between classes, before school, or during lunch.

HALL PASSES

All students must use the hall pass located in the back of their Student Handbook. Students in the hallway without a hall pass may receive demerits. Students coming to the office without a hall pass will be directed to obtain a pass before they visit the office/nurse.

HAZING AND BULLYING – HARRASSMENT, INTIMIDATION AND DATING VIOLENCE (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 and

- 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**.

IN-SCHOOL ISOLATION

In-School Isolation was instituted to provide an alternative to suspension for discipline concerns of a less severe nature. The students must come prepared with enough work to keep busy for the entire day. Not having enough work, being uncooperative, causing a disturbance, talking, sleeping, listening to music, eating, drinking, or looking at magazines or books that are not subscribed to by our school or public library are not permitted. The breaking of this rule will result in one or more of the following: the student being sent home, additional In-School Isolation days, out-of-school suspension or expulsion. The junior high school code of conduct and dress code will be in effect for all students who attend In-School Isolation.

LOCKERS

Each student will be assigned a locker. These lockers are the property of the school and not the student. We reserve the right to examine the lockers at any time. We will at times randomly check lockers for neatness, cleanliness, and to insure that no illegal materials are present. Board Policy permits the use of canines to conduct searches for contraband on school property.

Students are not to share lockers, change lockers with another student, or give his/her combination to anyone. Students may not place another lock on these hall lockers. Locks put on these hallway lockers will be cut off. Lockers must have pictures of fully clothed persons. Students with items sticking out after their locker is shut will result in loss of the use of the locker for a teacher-designated length of time. Students may not write on lockers inside or out. Students writing on lockers will be punished for vandalism.

LOCKERS – DECORATING

It is normal for junior high student to want to celebrate their friends' accomplishments, birthdays, etc. One way they like to do this is by decorating lockers. The lockers at school are school property, and therefore, any decorations on lockers must first be approved by the principal or assistant principal. Any decorations not approved will be removed and the individual assigned to the locker will face consequences. Some basic guidelines to consider even before asking for permission are:

- Only decorate the individual's locker. Decorations are not to be put on walls, floors, and neighbor's lockers.
- Balloons are not permitted.
- Unless they are to remain for an entire sporting season, decorations should be removed at the end of the day.
- Anything written on the decorations, after they are put up that the administration finds inappropriate, will be cause for the decorations to be removed.
- 1st offense = One demerit
- 2nd offense = Three demerits
- 3rd offense = One day In-School Isolation
- The individual student to which the locker is assigned is ultimately responsible for what is on his/her locker.

LOST AND FOUND ARTICLES

The office maintains a lost and found center. If you lose any personal possessions, the office or the stage area in the cafeteria would be the best place for you to check.

LUNCH – COSTS

LUNCHES - \$2.50 (Class A – regular lunch menu) \$3.00 (Class B- basket meal choices) Milk = .55 cents Breakfast Meal (\$1.50)

Food service 398-8050, ext. 10027

Lunch is served in two lunch bells: one for 7th Grade Students and one for 8th Grade Students. Each lunch period is 30 minutes in length. There are two meal lines both of which provide entrance to the cafeteria. Each food line offers the same meal selections, therefore students may choose to enter through either entranceway. Once they have selected their food choices, they should proceed to the cashier. If students choose to pack their lunch, they are welcome to purchase additional items from the cafeteria. Students will be required to enter their ID number with every purchase. Meals can be purchased with cash, check, or by a prepayment made on our Lunch Pre-Pay System located at www.payforit.net.

Before bringing food in from the outside, a parent must get permission from the Principal.

LUNCH – FREE AND REDUCED

Parents may apply for free or reduced price meals by filling out an application for free and reduced price meals, which is sent home at the beginning of each school year. Students who were approved at the end of last year automatically temporarily qualify again this year (for 30 school days). Of course, anyone not previously approved may apply at any time during the school year. Applications can be obtained in the front office or on the Kings Local School District's Web Site at the Food Service Link. All information is kept confidential.

LUNCH – LUNCHROOM PROCEDURES FOR STUDENTS

1. Students are given a thirty-minute lunch period. There is always duty teachers assigned; they will assist students with proper cafeteria manners. Maturity, common sense, and common courtesy affect the necessity for cafeteria rules. Students may enjoy their lunch period for relaxation, eating, and socializing with friends if the behavior is as in a restaurant or in the dining room at home.
2. Students may get in line as soon as they enter the cafeteria, unless otherwise designated by lunchroom personnel. Students should enter the food lines from the aisles located by the windows. Students are permitted to talk to their neighbors in a quiet tone while eating their lunch. Once seated, students may not get up or move about without reasonable cause and/or the permission of a duty teacher.
3. Students may not wait at the end of the line and ask for money.
4. Students are not permitted to yell or talk loudly, throw food, become disruptive, or bother other students while eating. The duty teachers and/or administrator will discipline any student whose actions are not acceptable. Students late to lunch will receive warning (one demerit).
5. Students who pack their lunch may utilize silverware and napkins in the cafeteria. NO STUDENT IS PERMITTED TO PURCHASE FOOD FOR ANOTHER. Due to allergy concerns, students are not permitted to share food with another student.
6. When students finish their lunch, they take their trays to the kitchen window, place trash and utensils in the proper containers, and go outside to socialize until the dismissal bell rings. AS THE TEMPERATURES DROP, STUDENTS MAY BRING A COAT TO LUNCH WITH THEM FOR WHEN THEY GO OUTSIDE AFTER THEY ARE DONE EATING.
7. Menus are posted monthly on the school website, but are subject to change due to supplies, deliveries, and other varying factors.

LUNCH – LUNCHROOM RULES

Violation of any of the following may result in a warning (one demerit or three demerits) and/or clean-up duty depending upon the severity of the actions and the number of times the student has been corrected for this behavior. Students misbehaving in the cafeteria may be assigned permanent seating assignments.

1. Students are to talk quietly.
2. Stay in seats.
3. No throwing of food (or other objects) or stomping milk cartons. Loss of cafeteria privileges and/or clean-up duty and a written apology to the custodial staff (signed by parent) and/or one to three demerits.
4. Keep tables neat. Return trays to their proper places. No food is to be left on the table. Loss of cafeteria privileges and a written apology to the custodial staff (signed by parent) and one to three demerits.
5. No running. No physical or verbal aggression; one to three demerits.
6. Be on time; one to three demerits.
7. No improper disposal of garbage and eating utensils; one to three demerits and/or clean-up duty.
8. Unacceptable group behavior will result in one or more quiet days or assigned seating.
9. Students are not to get into line before their turn. There is no cutting into the line. Loss of cafeteria privileges and a written apology to the principal (signed by parent) and/or one to three demerits.
10. Students who are regular discipline problems or have an accumulation of punishments will be given permanent seating away from others in the cafeteria.
11. Students are not to tamper with other students' food.

LUNCH – OUTSIDE AFTER LUNCH FREE TIME

1. No shoving, pushing, or dangerous activities. No physical horseplay!
2. All games will be played in a controlled manner.
3. All paper and plastic wrappings should be placed in the trash container before entering the building. Failure to pick up trash will result in loss of outside eating privileges for the entire lunch group.

LUNCH – RULES FOR STUDENTS ON LEVEL II

1. Report to your assigned seat at the beginning of lunch period.
2. You will be permitted to enter the lunch lines when the lines shorten and **the teacher gives you permission**.
3. You are to **face the wall at all times**. You are not permitted to talk to any students.
4. You may only leave your seat **with permission from a teacher**.
5. You are not permitted to ask students to buy your lunch when they are in line. Again, **you must wait to get your lunch until a teacher gives you permission**.
6. Students on Level II who break these rules are subject to **eating lunch in the office, cafeteria clean-up duty, and/or ISI and suspension**.
7. Students on Level II are **not permitted to purchase snack items** from the vending machines nor have other students purchase it for them.
8. Students on Level II are **not permitted to go outside** for free time after lunch.

MAKE-UP WORK

We will only send home make-up work to those students who are going to be absent three or more days. If your child is going to be absent for three or more days, call us at the end of the second day. You may pick up the work at the end of the third day. You may leave the message with the school secretary, and she will hand it over to the team leader. We must have at least 24 hours to get assignments. Students who have an excused absence will be given an opportunity to make up all work missed. However, some work by its very nature cannot be "made up." When a student is absent from class, some things, which are missed, are often difficult, if not impossible, to experience at a later time. A lecture missed would be very difficult to "make up," while a written test or examination could be. Make-up work will be given at the teacher's convenience within two days after the student returns to school. Tests should, when possible, be made up after school.

MAKE-UP WORK – STUDENT (EXTENDED ABSENCE)

In order for teachers to adequately plan assignments, whenever a student knows in advance that they will be absent from school for an extended period of time, they will do the following:

1. Present a written request to be absent to the principal at least five (5) days in advance of the absence. The request shall stipulate the reason for the requested absence and be signed by parent/guardian. The student will have the note signed by the principal or counselor and then show it to each teacher. The secretary should also receive a copy of the note with the dates the student will not be in school for attendance purposes.
2. Homework assignments are due upon the day of return to school unless there are medical reasons why a student cannot complete the assigned work.
3. Tests are to be made up after a reasonable amount of time.
4. Remember that if a student has been absent for over eight accumulated days, any further absences are unexcused unless we receive a note from a doctor or dentist. Vacations with families are unexcused if the student has missed eight or more days.

MAKE-UP WORK – RETURN TO SCHOOL

A student shall be given the opportunity to do make-up work. If an assignment is given when the student is in school and the student is absent on the due date, the assignment is due when the student returns to school. It is the responsibility of the student to contact his/her teachers and request make-up work. Students are responsible for seeing that all work is made up, completed, and submitted in a timely fashion. Make-up work will be given at the teachers' convenience within two days after the student returns to school.

Students are to make up all assigned work within five (5) days after receiving assignments. The principal can extend the number of days allowed for make-up work for a lengthy student absence with extenuating circumstances. A single missed test is required to be made up on the same day of the student's return.

MEDIA CENTER STUDENT POLICY

The fully functional media center is open throughout the school day. Arrangements must be made with study hall monitors and/or teacher.

Checking out materials

1. Students must show their Kings ID cards to check out materials.
2. Student may have up to four materials checked out at a time.
3. Materials may be used for two weeks. At the end of this time, the materials should either be returned or renewed.
4. Students are charged for lost or damaged materials.

Proper media center behavior:

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

MEDICAL - CONCERNS

A. Bee Stings and other Allergies

1. Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings.
2. In the case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered.

B. Immunization Law

1. Children who do not have evidence of proper immunization will be excluded from school after 14 days.

C. Medication at School

1. State Board policy on the administration of medication at school will be followed.
2. Children are not allowed to carry medication (prescription or non-prescription) on their person at anytime.
3. Children are not allowed to self-medicate. A school staff member must dispense all medication taken at school.
4. Usually children needing medication can better be cared for at home.

D. Students with restrictions and/or requiring assistance at school with crutches, slings, etc.

1. **MUST** have a note from a doctor stating the **specific** restriction and length of time needed.
2. Report to the school nurse to obtain pass for use during the restricted timeframe.

This pass will allow the student to leave class a couple of minutes early to negotiate the halls preventing further injury or discomfort. It is the right of the teacher to question and/or deny this privilege if it is abused. Also a teacher may question or deny this pass if the injury has been misrepresented or is no longer a problem.

The student will sign the pass agreeing not to abuse this privilege. They will be allowed to select a friend from class to help with books to their next class with teacher's permission. The teacher always has the option to pick the person to accompany the student to your next class.

MEDICAL – ILLNESS AT SCHOOL

1. Children who become ill at school can be better cared for at home by their parents.
2. Ultimately, the care of sick children is not the responsibility of the school.
3. The school will release sick children only to the child's custodial parent or a person identified by the custodial parent or on the emergency medical form.
4. Parents are responsible for providing the school with work phone numbers or information about where the parent can be reached during the day.
5. The parents are responsible for providing information about someone who can care for the sick child if the parents are not available.

MEDICATION – PLEASE READ THIS – IT IS THE LAW!

Medication administration at school may be necessary in order for a student to attend school on a regular basis or benefit from the educational program. If possible, all medication should be given by the parent/guardian at home. If this is not possible, it is done in compliance with the following.

1. The school nurse or an appropriate person appointed by the Board supervises the secure storage and dispensation of medications. A locked cabinet is provided for the storage of the medication. Accurate records of medications given must be kept.
2. Written permission must be received from the **physician or licensed provider** and the **parent/guardian** before any medications, **prescription** or **nonprescription**, may be administered by school personnel.
3. This written request must include instructions as to the name of the medication, dosage, time of dosage, duration of the medication and possible side effects. This written request will be valid for the present school year or until discontinued.

4. The parent/guardian must agree to submit a revised statement, signed by the physician or other licensed provider who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed provider changes.
5. The medication must be received in the original pharmacy-labeled or manufacturer's container with the student's name clearly noted.
6. Medications should be brought to school by the parent/guardian or a designated responsible adult.
7. Students may self-carry and/or use prescribed inhalers for asthma, or any prescribed emergency medications such as, but not limited to, Glucagon, Epipen, or Diastat as long as written approval for self-carry is received from the parent/guardian and prescribing physician or licensed provider. This written approval would allow the student to self-carry emergency meds at school or at any school sponsored activity, event or program.
8. Alternative method: The parent may choose to schedule medication before and after school or to bring the medication to school and administer it personally during the student's lunch or recess. This may be more convenient when a child needs medicine on a short-term basis, such as antibiotics, cold medicine, etc.

NATIONAL JUNIOR HONOR SOCIETY

Every year the staff selects outstanding students to become members of the Kings Junior High School National Honor Society. In order to become a member, a student must be an excellent student (3.8 or higher average), be a good citizen, and serve as a good example for other students to follow. Students must get their applications for admission to this service organization from the honor society advisor. A staff committee will review all applications. The four areas reviewed by the staff committee include character, leadership, scholarship, and service.

NURSE

- Students wishing to visit the nurse must have a pass from their teacher. If between bells, student should go to their next class, obtain a pass from that teacher, and return to the office.
- The hall pass in the back of the Student Handbook should be filled out. If the student does not have their plan book that day, a note from the teacher will be accepted to see the nurse.
- If the school nurse is unavailable, our office staff will assess the situation to determine how the situation will be handled.
- * Any student who calls home regarding a medical issue without going through the nurse or office may be assigned demerits and/or In-School Isolation
- Medical questions should be addressed to Mrs. Hunkemoeller, our school nurse (ext. # 12043).

ORGANIZATIONAL DEMERITS

1. Failure to bring needed materials will result in organizational demerits. The teaching team will deal with students accumulating organizational demerits.
2. Students must have books covered – Demerit (organizational)
3. Not bringing plan book to class – Demerit (organizational)
4. Not bringing proper materials to class – Demerit (organizational)

OUT OF TOWN POLICY

See "Attendance Policy"

PARENT CONFERENCES

See "Conferences"

PARENT COUNCIL

Parent representatives from each team meet with school administration to discuss issues at Kings Junior High School. Parents plan Team Breakfasts, "Teacher Tee Time," Eighth Grade Recognition, etc.

PARKING DURING SCHOOL

Automobiles should not park in front of the building except in designated visitor spots. When dropping off a student for school, they should be dropped in the parking lot "Drop Off Zone" in front of the junior high school. Buses are waiting for student drop off/pickup, and it is ILLEGAL to pass buses. Students who walk through the bus line are posing a danger to themselves and other students. Students caught doing so will receive three demerits.

Junior high students are not permitted to drive to school.

PHOTO/WORK RELEASE

Each student must have a Release Form on file indicating their parent's preference on the Kings Local School District publishing their child's work and/or photograph on the Kings Local District web page and/or school and/or local papers and/or district print publications.; This would also include the student's work and/or image to be on videotape for school productions and/or local news media. The Release Form is found at the beginning of the Student Handbook and must be returned by September 21st.

PHYSICAL EDUCATION

The required dress is gym shorts, white t-shirt, white socks, tennis shoes. Sweat suits are acceptable.

1. Failure to dress one time (unexcused). Warning (1 demerit)
2. Failure to dress two times for gym in a quarter (unexcused) will be (three demerits) and parent contact made.
3. Failure to dress three times for gym in a quarter (unexcused) will result in In-School Isolation to be dropped with satisfactory parent conference.
4. Four times of failure to dress (unexcused) will result in an In-School Isolation. All other misses will result in suspensions.

5. During P.E. class, store property in one of the small lockers. A lock must be on the locker; do not keep clothes on benches. Locks and clothes should be removed daily.
6. Students not dressed correctly will complete a written assignment.
7. We will accept a parent note for not taking gym for one day. After that we need a doctor's note in order for the student to be excused. If longer is required, please call the gym teacher to explain the situation.
8. Students are not allowed in locker room during class.
9. Students not able to take gym for medical reasons will be required to do a report assigned by the teacher dealing with some area of physical education or health. This paper will be graded.
10. Students who have a religious or medical reason for not wearing shorts should bring in a letter from your religious leader or a note from your doctor. You will then be allowed to wear sweat pants instead.

A student may use gym lockers only during his/her gym period. He/she may put (and is encouraged to) his own lock on these gym lockers. All locks are to be removed at the end of the period and clothes and the lock should be placed in his/her hall locker. All locks will be cut off in the evening if they are left on a locker.

PLEDGE OF ALLIANCE TO THE FLAG

All students are expected to stand and respectfully recite the Pledge each morning during announcements. Exceptions to standing for the pledge must be approved by the principal after a conference with the student's parent/guardian.

POLICY MANUAL

School district School Board Policy Manual is located in the Media Center. Any person wishing to review this manual can make an appointment with our Media Specialist.

RESOLVING A PROBLEM AND/OR CONCERN

The most effective way for parents/guardians to address problems and concerns about their children and/or instructional or extracurricular activities is by following the chain of command. The chain of command will normally be as follows:

- | | |
|----------|--|
| 1st Step | Teacher, coach or activity sponsor |
| 2nd Step | Building principal, assistant principal or athletic director |
| 3rd Step | Superintendent's Office |
| 4th Step | Board of Education |

The classroom teacher, coach or activity sponsor should be the first to answer questions.

REPORT CARDS/INTERIM REPORT CARDS

Interim reports are approximate grades, as teachers do not necessarily calculate exact averages. If you are concerned about your son or daughter's grades and wish weekly information, please contact your guidance counselor and they will arrange for your child to get a weekly progress report from his or her teachers. Please go over assignment books with your child daily; this may provide the encouragement students need to keep up with assignments.

REPORT CARDS/INTERIM REPORT CARDS – SENT HOME

<u>INTERIM REPORTS (selected students)</u>	<u>REPORT CARDS</u>
September 17	October 29
December 3	January 21
February 18	March 25
	June 10

RESPECT

The foundation of all behavior at Kings Junior High School is respect. Students are expected to respect:

1. Themselves Strive to do the best they can be. It's OK to make mistakes. That's how we learn.
2. Others Treat others the way that you want them to treat you.
3. Property Leave it better than how you found it.

RETENTION

Promotion or retention of a student shall be based solely on the premise that each student shall be placed in the best environment for learning.

1. The building principal shall be accountable for the promotion or retention of each student.
2. Age, maturity, grades, and achievement level shall be the basic factors governing promotion or retention.
3. When retention is being considered, the teacher shall confer with the principal and other staff members involved with the child by the end of the first semester.
4. The parents shall be invited to a conference with the teacher(s) and the guidance counselor for a discussion of the possible retention no later than February 1. Parents shall be given an explanation of their child's current academic standing and goals shall be set for the third quarter.
5. The parents shall be invited to a conference with the teacher(s) and the guidance counselor early in the spring quarter to review the student's progress.
6. The parents of students to be retained shall be invited to a conference with the teacher(s) and the guidance counselor within the last three weeks of school. The purpose is to communicate the retention decision and to consider needs and goals for the following year.

7. A yearly average of F (failing) in two major academic classes or in one major and two minor academic classes will result in retention, grades 1 - 8.
8. Achievement test scores, attendance, and approved summer school attendance may be considered in making the final determination. Social or age factors are not cause for exceptions.

SCHOOL HOURS

SCHOOL: M, T, Th, F – 7:25 a.m. – 2:26 p.m.; W – 7:25 a.m. – 1:26 p.m.

OFFICE: 7:15 a.m. – 3:15 p.m.

Students may enter the building at 7:05 a.m. and report to assigned area. They will be dismissed at 7:17 a.m. to lockers.

First Bell begins at 7:25 a.m.

SCHEDULE

Scheduling questions and concerns should be addressed to your school counselor.

SCHOOL TELEPHONE

Students may use the office telephone, with the permission of office staff, to call parents. If the student is not feeling well, they should see the School Nurse first.

STATE TESTING

A number of state tests will be administered in late April. Students in 7th Grade will take tests in Reading, Math and Writing. Students in 8th grade will take Reading, Math, Science, and Social Studies. Parents will be notified of any changes in this testing schedule which is determined by the State Department of Education. Parents will receive results of this testing with a narrative report from the testing company in the fall.

STUDENT 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, removal from extracurricular activities. 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 CODE OF REGULATIONS

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 FOLLOWS:

1. Damage or destruction of school property on or off school premises
2. Damage or destruction of private property on school premises or in areas controlled by the school
3. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises
4. Assault on a school employee, student or other person on school premises, while in the custody or control of the school, or in the course of a school-related activity
5. Possession or use of dangerous weapons or look-alikes (including but not limited to stun guns, sprays, etc.)
6. Fighting
7. Chronic misbehavior, which disrupts or interferes with any school activity
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers (Insubordination)
9. Any disruption or interference with school activities
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
11. Leaving school during school hours without permission of the proper school authority
12. Distribution of pamphlets, leaflets, buttons, insignia, etc., without permission of the proper school authorities
13. Demonstrations by individuals or groups causing disruption to the school program
14. Disrespect to a teacher or other authority
15. Threats made to administration, teachers, students, or any other school personnel
16. Skipping detention
17. Refusing to take detention or other properly administered discipline/refusing lesser punishment
18. Falsifying of information given to school authorities in the legitimate pursuit of their jobs
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)
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

21. Possessing, using or being under the influence of any alcoholic beverage or intoxicant of any kind, or smelling of drugs or alcohol on school premises or at a school-sponsored function
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 anywhere on school premises and/or at any school activity regardless of its location.
23. Turning in false fire, tornado, bomb, disaster alarm or calling the emergency number, 911
24. Placing of signs and slogans on school property without the permission of school authorities
25. Extortion of a pupil or school personnel
26. Forgery of school-related documents
27. Cursing
28. Truancy
29. Cheating or plagiarizing
30. Hazing
31. Gambling (including possession of related items such as but not limited to: playing cards, dice, etc.)
32. Tardiness
33. Improper or suggestive dress (no chains)
34. Engaging in sexual acts or displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex on school premises or at a school related function
35. Publication of obscene, pornographic or libelous material
36. Use of indecent or obscene language in any form
37. Indecent exposure
38. Arson and unauthorized use of fire
39. Harassment or bullying in any form, including, but not limited to racial, sexual, verbal or physical
40. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education
41. Failure to abide by rules and regulations set forth by the administration and/or court
42. Disobedience of driving regulations while on school premises
43. Presence on school property with a communicable disease
44. Willfully aiding another person to violate school regulations
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
46. Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs)
47. Carrying concealed weapons
48. Aggravated murder
49. Murder
50. Voluntary manslaughter
51. Involuntary manslaughter
52. Felonious assault
53. Aggravated assault
54. Rape
55. Gross sexual imposition
56. Felonious sexual penetration
57. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises or at a school-related activity regardless of location shall be reason for expulsion, suspension, removal or permanent exclusion from school
58. 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
59. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity while 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
60. Stealing; possession of property belonging to others
61. Possessing or use of any type of communication device(s)/system(s), including, but not limited to, "beepers", cellular phones, etc.
62. Violation of the acceptable use policy
63. The use of the following recreational devices is not permitted, including but not limited to CDs, radios, electronic games, laser pointers, and MP3 players.

STUDENT PLAN BOOKS

Students will receive a plan book at the beginning of the year. We are hoping to help build important organizational skills and hope to have good cooperation. Parents should be able to tell student progress by looking at these plan books. Student hall passes are also found in the plan book and should not be removed. Students will not be issued a hall pass from class unless they have their planner. These hall passes should not be shared with other students. No student should be in the halls without a hall pass except

when changing classes. Failure to show a hall pass or planner could result in a referral to the assistant principal's office for not following instructions. The cost of replacement planners is \$5.00.

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. The only groups with whom we have shared this information is the athletic and band boosters and P.T.O.

STUDENT RECORDS – PARENT ACCESS

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 a natural parent to his/her 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 educational decisions requested by the school. Stepparents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them.

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 and 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.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The school can not be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

SUBSTANCE ABUSE POLICY – DRUGS AND ALCOHOL

Underlying reasons for policy:

Because 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 recognizes 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 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 on 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 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:

1. To sell, supply, disburse, give or attempt to sell, supply, and traffic, disburse or give 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.

2. 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

Educational Diversion Program

Students expelled for a first offense in accordance with the above policy, except students expelled for selling, supplying, or trafficking in prohibited substances, upon completion of their ten-day suspension, shall be eligible to return to school upon recommendation of the principal based upon the following factors:

- a. The results of an evaluation of the student by a trained and appropriately certified/licensed chemical dependency professional. The student may be re-admitted to school prior to this evaluation occurs provided that the school is presented with verification in writing from the agency that an evaluation is scheduled and is pending. These results and any subsequent recommendations will be put into writing and forwarded to the appropriate school administrator.
- b. Drug screening from a qualified licensed agency (administrative approval required), which must follow the required chain of custody and must be completed within 24 hours of the initial disciplinary action.
- c. A written statement to the principal from the student and parents outlining definite plan for follow-up. The plan must include a commitment to follow the recommendations of the chemical dependency professional completing the evaluation.
- d. The student and parent's commitment to participate in a prescribed program by the chemical dependency professional and school.
- e. A conference and discussion between the delegated school district administrator, the parents, and the student to outline the conditions which must be adhered to if the student is to again become a member of the student body will be conducted after the items outlined in above items a, b, c, and d have been received by the principal. This conference will determine whether the student and parent(s) have satisfied the above factors and whether the attendance of the student, upon re-admission, would be disruptive to the school program and might interfere with the orderly conduct of the school. Having made these determinations, the principal will take appropriate action to waive or not waive the balance of said expulsion in their absolute discretion.
- f. If the school administrator determines that the student or parent(s) failed to complete the prescribed program, the student's expulsion shall be immediately reinstated. If necessary to insure that the student serve the full original term of the expulsion, the superintendent may extend the expulsion into the next school year. The student and parent(s) shall have the right to appeal a determination under this section to the superintendent, or his designee, and the Board of Education.
- g. A second or subsequent offense occurring at any time during the student's enrollment in the district shall result in a recommendation for expulsion by the principal to the superintendent.

SUBSTANCE ABUSE POLICY – TOBACCO

There is no reason why junior high school students should be using tobacco. It is unfair for students who do not use it to be worried about going into the restrooms.

For each of the following situations, the discipline will be as follows: Tobacco use or possession in the building or on school property: first offense. Ten-day suspension, with a satisfactory parent conference dropped to three days In-School Isolation; for second offense, ten days suspension, dropped to a five-day suspension with a satisfactory parent conference; third offense, ten days out-of-school suspension; fourth offense, recommendation for expulsion. Also, due to changes in state law, it is now a crime for a person under the age of 18 to purchase, use, or possess tobacco products. School officials may involve law enforcement officials if students are in possession of tobacco.

The following are considered to be punishable.

1. Caught actually smoking
2. Caught standing in a group where someone is smoking
3. Caught with cigarettes or tobacco products in your possession
4. Caught being in a stall with smoke coming out of it
5. Two or more people in the same restroom stall
6. Serving as a lookout at the restroom
7. Leaving the building and going to an unauthorized area
8. Being in an unauthorized restroom after being caught in any of the above situations.

MATCHES, CIGARETTE PAPERS, AND CIGARETTE LIGHTERS ARE TOOLS FOR SMOKING. STUDENTS IN POSSESSION OF THESE WILL BE SUSPENDED.

Students caught doing any of the above, for the remainder of the year, are allowed only in the restroom in the junior high office.

We have no intention of playing games with students who feel that they can do as they please and then make up a ridiculous story to stay out of trouble. It is insulting to hear some of the stories explaining why two or three people were in a stall with smoke coming out of it, and then parents agreeing with them. This, I feel, undermines the authority of the school and encourages further problems. If there is any doubt in our minds as to a student's innocence, we will give them the benefit of the doubt.

There is no reason to congregate in a restroom. If students are in a group smoking, then don't get in that group. Use the restroom, then leave. It is that simple. Students congregating in the restrooms, or playing around in the restrooms, and not in a smoking situation, will be given three demerits.

1. Tobacco use or possession in the building or on school property – first offense, ten-day suspension. With a satisfactory parent conference dropped to three days In-School Isolation.
2. For second offense, ten-day suspension dropped to a five-day suspension with a satisfactory parent conference.
3. Ten days out of school on the third offense.
4. Fourth offense will result in a recommendation for expulsion.

SUBSTITUTE TEACHERS

Classes are expected to be on their best behavior with substitutes. Students reported to the principal for misbehavior will be severely punished. Being a substitute is one of the hardest jobs in education. We expect our substitutes to be treated with respect. Students having to be removed from a classroom by a substitute will be sent to the office to meet with a building administrator. If a teacher is not present in class, the students are expected to notify the office immediately. Failure to do so will result in three demerits.

TEACHER AUTHORITY

Every student is under the jurisdiction of all teachers, substitute teachers, aides, secretaries, custodians, bus drivers, and all school employees (on school property at all times) regardless of whether that teacher has the student in class or not. Disrespect to School Personnel will not be tolerated.

TEXTBOOK RESPONSIBILITIES

Students are responsible for their own textbooks and workbooks. If they lose these, they must pay for replacements. If students properly care for these books, then others will not have the opportunity to steal them. Please encourage your child to not give others the combination to his/her locker. Also tell them to not let others look over their shoulder to see their combination. We do require all students to cover their textbooks.

TRANSFERS

Students will be transferred from one class to another at the teacher's request. This may be done for academic or disciplinary reasons. If a parent would like the school personnel to consider any student movement, please make requests to the guidance counselor. We will discuss new placement at the next teachers' meeting. Movement will not take place without a consensus. Other moves will be made if the staff and administration feel it to be to the benefit to all students involved.

UNAUTHORIZED MATERIALS- POSSESSION

1. Possession of smoke bomb, stink bombs, fireworks, throw pops, etc. – five-day suspension.
2. Use of any of the above at school – ten-day suspension – charges filed
3. Possession or use of articles which are hazards to the safety of others or interference with school procedure is against the law – Suspension with police involvement
4. Carrying any type of knife or weapon of any kind – ten-day suspension, recommendation for expulsion, charges filed. STATE LAW REQUIRES A ONE-YEAR EXPULSION.

UNAUTHORIZED MATERIALS – 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 require 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 onto 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 propel-

lant 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.

VANDALISM

Destruction, defacing or vandalism of school property – police involvement plus pay for damages and a suspension.

VISITORS/GUESTS

Parents and other adults are always welcome to visit our school. As per the district-wide policy, all visitors MUST report directly to the office. A sheet is available to sign in for conferences, visit an employee, to sign out a student, etc. The purpose is two-fold: 1) maintain security for the students and the building contents, and 2) eliminate unnecessary interruptions in the classroom educational process. All visitors will be required to wear a "Visitors" ID badge.

We do not allow students from other schools to "visit" our building for the day or for lunch. We do not allow any students from other schools into our school dances.

WARREN COUNTY JUVENILE COURT

Any violation of the Student Code of Conduct, which is also a violation of the laws of the State of Ohio such as attendance, may also, be referred to the Warren County Juvenile Court for appropriate action.

WEB SITE

www.kingslocal.net > Schools > Kings Junior High

WITHDRAWAL FROM SCHOOL

Parents should notify the office in the event a student must withdraw from Kings Junior High School. Prior to leaving, the student will have an official withdrawal record sheet completed by his/her teachers and other school personnel. Upon arrival at the new school, you will need to sign a request for school records. They will send it to KJH, and we will send all records to them.

