

# Kings Mills Elementary

1780 King Avenue, PO Box 912  
Kings Mills, OH 45034

Phone: (513) 398-8050, Option 7  
Fax: (513) 398-4863  
[www.kingslocal.net](http://www.kingslocal.net)

*“A Hall of Fame Award School”*



**Parent & Student Handbook  
2010-2011**

**“Kings Means Excellence and Success”**

**Kings Local School District**

**August 24, 2011**

Dear Students and Parents,

Welcome to Kings Local School District! The purpose of this handbook is to provide you with some useful information about our school system. The policies, rules and regulations, schedules, and general information will help you to know more about our daily operation. Your acceptance and adherence to the policies will enhance everyone's educational experience.

As school opens, you can be sure that the teachers, administrators, and your PTO have resolved that this school year will be the best one yet! We want to do everything we can to help our students succeed. If there is anything that you feel we can do to help our students have a successful year, please do not hesitate to let us know.

We always stress good attendance. It is a fact that students who attend regularly and miss only a few days during the school year achieve higher standards than those students that have poor attendance habits. Please take a few minutes to review the attendance section of the handbook.

Research shows that when home and school work together, education is enhanced for your child. When educators, parents and students work together as a unit, we can provide workable solutions to help solve our country's problems. A solid education for each child is necessary to insure our country's unity and success. Our children hold the key to the future and we as parents and educators need to do our part to help them realize and achieve their goals.

Sincerely,

Kings Local School District

**THE MISSION OF THE KINGS LOCAL SCHOOL DISTRICT IS TO EDUCATE THE INDIVIDUALS OF OUR COMMUNITY FOR ADULT LIFE SUCCESS**

**KINGS LOCAL SCHOOL DISTRICT BOARD OF EDUCATION - 398-8050 #9**

- Mr. Toby Darkins, President
- Mr. Todd Overturf, Vice President
- Mrs. Bonnie Baker-Hicks, Member
- Mrs. Rebecca Holloway, Member
- Mr. Hale Husband, Member

**ADMINISTRATION**

- County Superintendent.....Mr. John Lazares
- Kings Local Superintendent.... Dr. Valerie Browning
- Secretary.....Mrs. Kim Ackerman
- Assistant Superintendent.....Mrs. Tina Blair
- Secretary.....Ms. Amy Andrews
- Transportation Supervisor.....Mrs. Sharon Earnhart
- Treasurer..... Mr. Michael Mowery
- Athletic Director.....Mr. Matt Koenig
- Cafeteria Supervisor.....Mrs. Jennifer Arlinghaus

**KINGS LOCAL PHILOSOPHY OF EDUCATION**

The philosophy of education of the Kings Local School District is based upon the belief that children are the most valuable resource in any community, city or nation. The maximum educational development of each student is our ultimate objective, and we formulate our curriculum around two major premises.

First, we endeavor to equip your children with the increasingly complex knowledge and skills to prepare them for vocations, or for further formal education in college and professional schools. Second, we strive to introduce your children to practices and ideals of personal and group behavior that will perpetuate and advance the aims and benefits of a democratic way of life.

Knowing that the causes of democracy and free education are bound together, we believe that one cannot survive without the support of the other. The responsibility rests with the school to project ideals of our democracy and to create an awareness of our American heritage sufficient to confront the conditions of a changing world.

We believe that the major purposes and goals of education are all inclusive and should be centered on the individual needs and natures of your children.

**Kings Local School District empowers each learner to develop and maximize their capacity for success.**

**The guiding principles that enable us to achieve this mission are:**

**Student achievement is our priority.**

- We believe that all children can learn.
- We empower students to make positive choices.
- We provide rigorous curriculum and instruction.
- We provide quality intervention to meet the needs of all students.
- We are anchored in academic excellence.

**Community partnerships are essential.**

- We communicate openly, effectively and in a timely manner.
- We partner with parents and community members in the education of all children.

**Teacher learning drives student learning.**

- We use data to make instructional decisions.
- We research, develop and use best practices.
- We are committed to quality professional development.

**Positive learning environment is a key to success.**

- We provide quality facilities for quality learning.
- We foster a positive and safe learning environment.
- We promote physical, social, and emotional wellness.
- We value our diverse population.
- We build positive relationships with students.

**Responsible fiscal management is our commitment.**

- We report in accordance with generally accepted accounting principles to manage district funds.
- We will conduct periodic reviews of the five-year operational plan to assess our financial condition.
- We will review the five-year permanent improvement plan and resources necessary to meet facility needs.
- We will make financial data available to the community.
- We utilize technology to improve all district programs and departments.
- We utilize a preventative maintenance program to maintain facilities.

**A LETTER FROM MRS. PEGGY PHILLIPS,**  
**PRINCIPAL**

Dear KME Families,

The staff and I would like to welcome you to Kings Mills Elementary School. We hope the new school year will be challenging, rewarding, and filled with opportunities for all children.

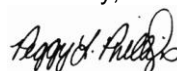
The purpose of this handbook is to provide you with information about school policies and procedures. Please take time to read this handbook with your child. It is our hope that the information found in this book will help maintain an open and effective communication between home and school.

We believe that the school and parents are active partners in education. It is therefore important that we work together in providing the very best learning environment and opportunities for our children.

Our goal at KME is to provide a warm, caring environment where children develop a positive self-image and self-initiative along with the basic skills they need to carry them into the future. I urge you to discuss each school day with your child, conference with his/her teachers, and be involved in your child's education in as many ways as you can.

I wish each of you an enjoyable and exciting school year! I am always willing to talk with you to discuss any concerns or questions that you may have. KME is the place to be!

Sincerely,



Peggy Phillips  
Principal  
[pPhillips@kingslocal.net](mailto:pPhillips@kingslocal.net)

# KINGS MILLS ELEMENTARY

## MISSION STATEMENT

**We at Kings Mills Elementary encourage our students and parents to be a community of learners. We expect academic excellence, achievement of individual goals and the development of caring, responsible children.**

**At Kings Mills Elementary we strive for:**

- ❖ **Parent and student involvement**
- ❖ **Continual communication**
- ❖ **Understanding diversity**
- ❖ **A nurturing environment**

**"Kings Means Excellence and Success"**

## ACADEMICALLY TALENTED PROGRAM (ATP)

Students who have demonstrated high intellectual ability and academic achievement on district approved standardized tests may qualify for placement in the academically talented program. Teacher recommendations are sought and parents may decline participation of their child. For more information, call Mrs. Angie Thompson, 398-8050, ext. 10005 or your building principal.

## ARRIVAL AND DISMISSAL

### School Hours

#### **Full-Day Kindergarten, First, Second, Third and Fourth Grades**

8:40 AM- 3:20 PM (Monday, Tuesday,  
Thursday, Friday)  
8:40 AM- 2:20 PM (Wednesday)

#### **District Half-Day AM Kindergarten**

8:40 AM-11:45 AM

School begins at 8:40 and dismisses at 3:20. Students should not arrive at school any earlier than 8:40 and they must be in their classroom promptly. The school cannot be responsible for supervision of students before 8:40 AM or after 3:30 PM.

\*EACH WEDNESDAY, school will be dismissed one hour early so that teachers can have continuing staff **professional** development within the district. Students in grades Full Day Kindergarten - 4 will be dismissed at 2:20 p.m. and half-Day AM Kindergarten will be released at their regular time of 11:45. \*Please make sure that you have made arrangements for your child.

When your child needs to be picked up early, please write a note or email the office and the teacher. Remember to come into the building and sign your child in/out. For your child's safety, we will not permit your child to leave the building without adult supervision.

## ASSIGNMENT OF STUDENTS TO CLASSES

It is the responsibility of the building principal with input from the staff to assign students to classes. During the last four weeks of the school year, teachers are required to turn in their class list with basic information on each child. We strive to make the best possible teacher/student assignment to achieve the best academic and behavioral results for each child.

Non-requests are accepted, particularly if a parent wants their child not to have a teacher that a sibling had previously. Non-requests are taken in the spring. You may non-request one teacher.

## ATTENDANCE

All students are expected to attend regularly and to be on time for classes in order to gain the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. We will work towards perfect attendance each day; however, your child should stay home if they have a fever or are ill. Students who are absent from school during the day are not

permitted to take part in after school programmed activities unless special permission has been approved by the principal.

### 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. **\*Please call the 24 hour attendance line: 398-8050, press 72.**

- 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 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 are:

- 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/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 and Tardies** -

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 note and shall require documentation by the child's physician, etc.

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 previously been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing), excused absences shall be granted only on the condition of a note from a physician (see next section) 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 examination by a physician, nurse practitioner, or physician assistant. Physicians, et.al., may only excuse absences or tardies to school for the specific dates the student was under his/her direct medical care (during the time the student was medically unable to attend school). Excessive medical excuses may result in the school contacting the physician for additional medical documentation.

### **Chronic Illness**

For students with a chronic medical condition (asthma, migraines, etc.) the school nurse and treating physician shall discuss the child's case. If the school nurse and the physician 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 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 doctor's note is typically required.

**Tardy to School** - **Important Note:** 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** - Ohio Revised Code, Section 3313.609, defines truancy 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 pleaded or been found guilty of "contributing" charges. Juvenile Court may retain jurisdiction of students until they attain 21 years of age.

**\*Tardies and Early Releases:** An early dismissal will be counted the same as a morning tardy.

- Arrival between 8:50 - 10:00.....\*Tardy AM
- Arrival between 10:00 - 12:00 .....Absent ½ day AM
- Arrival between 12:00 - 3:20.....Absent whole day
- Leave between 8:40 - 12:00.....Absent whole day
- Leave between 12:00 - 2:20.....Absent ½ day PM
- Leave between 2:20 - 3:20 .....\*Early Release

**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.).

**Vacations** – We encourage families to plan vacations for a date when school is not in session. However, if the need does arise for your child to be absent due to vacation, a letter must be written by the parent and submitted to the principal for approval seven (7) days prior to the absence. No more than five (5) days a year will be permitted for vacation purposes. Please be aware that vacation absences are included in the eight (8) days of absences allowed prior to requiring a physician's note.

**Early Dismissals\*** - If it is necessary for a child to be dismissed prior to the end of the school day, the following procedure should be used:

- A. Notify the school office by written note, indicating the reason, date, time, and the person who will pick up your child from the office. Your child should bring the note to school, give it to the teacher and then it will be sent to the office.
  - B. The person picking up your child must report to the office and sign the student out on the attendance sheet.
  - C. The person picking up your child may have to prove his/her identity through a driver's license.
- \*Early dismissals will be counted the same as morning tardies.

These rules and procedures are designed to protect the children while in the school's custody and to reduce unnecessary interruption to the classroom.

**BOARD POLICY BOOKS**

Board of Education Policy Books are available for staff, parents, and community members and may be checked out from the library or from the main office. The Board Policy Book is also available on the Kings website.

**CAFETERIA INFORMATION**

Eating lunch is a special time of day for children. This is when many socialization skills are developed.

Menus - Sent home monthly and are available online. **Menus are subject to change due to supplies, deliveries, and other varying factors.**

**Prices: Lunch - \$2.25, Milk - 55¢**

The cafeteria utilizes a computerized cash register system. This system allows quick, secure access to any pertinent student information (i.e., free meal eligibility, allergies).

When students purchase items (i.e., lunch, milk, snacks, etc.) regardless of the method of payment (cash or check), students will be required to enter their student ID number. As the ID is entered, the student's name, picture and other detailed information will appear on the cashier's register. We appreciate your assistance in helping your child to memorize this number. Lunch payments can be made in two ways.

Payment Methods

- 1. Student can turn in money on the first school day of each week to their teacher. We encourage parents to pay on a weekly or monthly or quarterly basis. The money will be placed onto their account by Food Service staff;
- 2. Parent(s) can place money onto student's account utilizing a web-based prepayment lunch fee system called PayForIt ([www.payforit.net](http://www.payforit.net)).

Lunch Charges - Charged lunches will be limited to two charges unless an emergency exists. Report cards are subject to being held at the end of each nine weeks until such charges are paid in full.

Free and Reduced Lunch - Parents may apply for free or reduced lunches by filling out an application for free and reduced priced meals. The form for Free/Reduced Lunch can be accessed on the Kings Local School District website, or in the KME office.

Students who are approved for free or reduced priced meals at the end of the last school year are temporarily qualified to begin the new school year in that manner. New forms must be completed and approved each year. **The deadline to re-apply is October 1.** Failure to re-apply will result in the suspension of the meal program until the new application is received. Parents will be responsible to pay full price lunches until the new application has been processed. All information is kept confidential.

"It's in The Bag" Sack Lunch - A sack lunch is available to all elementary students for any field trip or event with two days prior notice. To order a sack lunch, please contact your child's school kitchen. The cost of this sack lunch is \$2.25. Parents are always welcome to have lunch with their child at anytime.

**Students are NOT permitted to purchase or share food with one another, due to allergy concerns!**

The cafeteria behavior is the same, as you would expect around your table at home. We ask that students make good choices, show respect, and take **responsibility** while in the cafeteria.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Desks and lockers are subject to inspection at any time.

Students, who disfigure property, break windows or do other damage to school property or equipment, will be required to pay for the damage done or replace the item. If necessary, local law enforcement will be notified.

### **CHANGE OF ADDRESS**

It is very important that KME always has your correct contact information. Therefore, whenever your address changes please contact, Tammy Schnetzer at Central Registration so the appropriate forms can be filled out and notarized; 513-398-8050 extension 10002 or [centralregistration@kingslocal.net](mailto:centralregistration@kingslocal.net).

### **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 the proper authorities. (ORC2151.421)

### **CLASSROOM VISITATIONS BY PARENTS**

Requests to visit your child's classroom are to be made at least 24 hours in advance with the building principal. Your child's teacher will be notified in advance and given the opportunity to request an alternative date if the time requested is not appropriate. Parent's **MUST** come into the office and receive a Visitor's Pass and sign in. This policy safeguards the rights of all students and the teacher. Classroom visits will be limited to thirty minutes and multiple visits to the same class are discouraged unless the reasons are judged acceptable by the principal. Only parents of students in the classroom may visit the classroom upon following the procedures. Visiting classrooms for the purpose of selecting a future teacher is not permitted.

### **CLINIC/NURSE**

Mrs. Julie Muskal, our school nurse, is available on a daily basis for our students from 9:30 to 3:30. She can be reached at Ext. 14415. It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses.

**Chicken Pox:** A skin rash consisting of small blisters, which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over, usually 5 - 7 days after the appearance of the first crop of blisters.

**Common Cold:** Irritated throat, watery discharge from the nose and eyes, sneezing, chills and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

**Fever:** If your child's temperature is 100 degrees Fahrenheit or greater (or 1 or 2 degrees above the child's normal temperature) (s) he should remain home until (s)he has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

**Flu: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.**

**Head Lice:** Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks, which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo. Upon returning to school a re-check by the school nurse is required.

**Pain:** If your child complains, or behavior indicates that (s)he is experiencing persistent pain, (s)he should be evaluated by a physician before your child is sent to school.

**Pinkeye:** Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy, as determined by your physician, and discharge from the eyes has stopped.

**Skin Rashes:** A physician should evaluate skin rashes of unknown origin before your child is sent to school.

**Strep Throat and Scarlet Fever:** Strep throat usually begins with fever, sore and red throat, possibly pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection.

**Vomiting and Diarrhea (Intestinal Viral Infections):** Stomachache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night, (s)he should not be sent to school the following day.\*

PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE. \*Adapted from School Nursing Services – Hamilton County Educational Service Center.

## CODE OF CONDUCT

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) that are to be followed in order to guarantee each student the educational climate they deserve. This handbook is part of the rules. Violation on the part of a student of any one or more of the rules may result in disciplinary actions. Disciplinary actions include but are not restricted to: student conference, parent conference, denial of privilege(s), restrictions placed, payment of damages, detention(s), in school discipline, confiscation, suspension, emergency removal, and involvement of the proper legal authorities and/or expulsion. Counseling may be required. Penalties will increase in severity for repeated violations of school rules and regulations.

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

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

The state of Ohio has laws collectively known as "Student Due Process Law" that set out the circumstances and procedures under which a student may be denied school attendance. Full details of the rules of the Kings Local School District are available to parents, guardians and students in the office of each school in the district and at the superintendent's office.

## CODE OF REGULATIONS FOR CONDUCT OF STUDENTS

Any student engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to, in school suspension, out of school suspension, expulsion, 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.
2. Damage or destruction of private property.
3. Damage or destruction of property belonging to a school.
4. Assault on a school employee, student or other person.

5. Possession or use of dangerous weapons (including but not limited to stun guns, sprays, etc.).
6. Fighting.
7. Chronic misbehavior that 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/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.
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, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance.
20. Buying, selling, transferring or using any drug, medication, inhalant or other substance which can be taken internally where the student or student 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.
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 at any time. As provided in 3313.751 of the Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time.
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 student 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.
34. Engaging in sexual acts or displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
35. Publication of obscene, pornographic or libelous material.
36. Use of indecent or obscene language in any form.
37. Indecent exposure.
38. Arson-unauthorized use of fire.
39. Harassment or bullying, in any form, including, but not limited to verbal, physical, racial, or sexual.
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.
42. Disobedience of driving regulations.
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, (trafficking drugs), or possess a controlled substance.
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 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.
59. Any other activity by a pupil that the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
60. Any violation of the Computer Acceptable use Policy.
61. Stealing/possession of property belonging to others.

62. Possessing or use of any type of communication device(s)/system(s), including but not limited to beepers, cellular phones, etc.
63. The use of the following recreational devices are not permitted including but not limited to CD's, radios, electronic games, laser pointers.

Dangerous Weapons Policy: The Board of Education 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.

Sections 3313.66 and 3313.61 of the Ohio Revised Code requires that the superintendent of a city, exempted village or local school district expel a student for a period of one year for possession or bringing a firearm and/or knife on school property, in a school vehicle or to any school sponsored event. In addition, a student may be expelled for reasons beyond the possession of a firearm or knife. The definition of a firearm shall include any weapon (including a starter gun) that will, or is designed to 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), that includes, but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, a mine or device similar to any of the devices described above.

Students are prohibited from possessing or bringing a firearm and/or knife (a cutting instrument consisting of but not limited to, a sharp blade fastened to a handle) on school property, in a school vehicle or to any school sponsored activity. If a student brings a firearm and or knife 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.

The Board of Education 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, that 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, parent or community members, may be subject to expulsion.

Respect for One Another: Students shall conduct themselves in a manner that recognizes the worth of

all individuals, regardless of class, race, nationality, gender or creed. Any student's conduct that is a threat to the rights and property of others is prohibited.

**Hazing and Bullying (Policy)  
(Harassment, Intimidation and Dating Violence)**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

**Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.**

Bullying, **harassment and intimidation** is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. **The intentional act also includes violence within a dating relationship.** The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. **This behavior is prohibited on school property or at a school-sponsored activity.**

Permission, consent or assumption of risk by an individual subjected to hazing, bullying **and/or dating violence** does not lessen the prohibition contained in this policy.

**The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.**

Prohibited activities of any type, including those activities engaged into via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying **and/or dating violence.** If **any of the prohibited behaviors are planned or** discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all **such activities immediately.** All hazing, bullying **and/or dating violence** incidents are reported immediately to the Superintendent/**designee** and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and

substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

**NOTE: *The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.***

**Violence within a dating relationship is also included in this prohibition against harassment, intimidation and bullying.**

#### **Hazing and Bullying (Regulation) (Harassment, Intimidation and Dating Violence)**

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**.

#### **Sexting Policy**

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under the schools code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

#### **COMMUNICATION**

Community Safe is an instant alert and communications system that allows for the dissemination of important school information to District or KME families quickly and effectively. We will use this form of communication to let you know about:

- School closing
- Delays
- Emergency Dismissals
- Special programs or events

#### **CONFERENCES**

Conferences are held with parents to assist them in keeping up to date of their child's academic and social progress. Teachers will conduct individual parent teacher conferences whenever there appears to be a need. There are four scheduled evening parent-teacher conferences held each year. Please consult the school calendar for dates and times. We request 24 hours notice for conferences and appointments.

#### **CUSTODY CONCERNS**

State law requires that a child's parents or legal guardians reside within the school district unless other arrangements for tuition have been made. The school must have a copy of the custody agreements provided in divorce settlements.

Non-custodial parents, unless prohibited by a court ordered custody agreement, are permitted to obtain copies of student report cards and interim reports, and to have a conference with their child's teacher(s). Only the custodial parent may make or approve educational decisions for the child. Stepparents have no rights to records, reports or conferences unless the custodial parent confers these rights.

### DRESS CODE POLICY

Basic considerations for dress and appearance are that they must be in good taste, not disruptive to the educational process, and not pose a threat to the health, welfare, or safety of the individual or of other students. Dress is also expected to be clear and free of ornamentation that can cause damage to school property. Clothing that could constitute a safety hazard to the wearer is also prohibited. The determination about whether an item or style is objectionable under these guidelines is left to the judgment of school officials.

Violation of the dress code can result in removal from class until the violation can be resolved, and/or disciplinary action can be taken. 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. It is a violation of KLS D Code of Regulations for Conduct to be in violation of the dress code. General guidelines are as follows:

1. No short shorts and miniskirts that end above extended arms and fingertips or six-inch inseam.
2. No shirts and blouses that expose the midriff.
3. No tank tops, muscle shirts and halters. Boys must wear shirts with sleeves. A shirt or other garment must cover sport bras.
4. Hats, coats, bandannas, and sunglasses are not to be carried to or worn in class.
5. Clothing that promotes hate, profanity, vulgar or negative messages are not permitted. Anything advertising or related to alcohol, tobacco and drugs, or anything sexually explicit is not permitted.
6. Transparent garments, open mesh garments, or garments with large open sides cannot be worn without an under liner or T-shirt.
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, distracting makeup or hair
10. Body-piercing adornments are to be worn in the ears only and are not to be distracting.
11. Pants, jeans or shorts 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, self, or school property can be worn.
13. No gang or cult related items of any kind will be tolerated.
14. Cutoffs, tattered clothing, and clothing with holes should not be worn. Pants are not to drag on the ground.

### EARLY RELEASE DAYS

Beginning September 1, 2010 students will be released from school every Wednesday at 2:20 PM for grades Full Day Kindergarten through 4. Half-Day AM Kindergarten will be released at their regular time of 11:45. This time will be used for district and building professional development.

### EMERGENCY MEDICAL AUTHORIZATION FORMS

Emergency Medical Authorization forms are required to be on file for all students in the school. Make sure that all items on the form have been completed. If during the year there is a change of address on any of the information that is on the forms, please make an appointment with Tammy Schnetzer, Central Registrar, at 398-8050, ext. 10002. If a phone number is changed, **contact your school office immediately** - the information contained on the form is needed if your child becomes ill or is injured, and it is of the utmost importance to be able to reach a parent or person listed on the form as quickly as possible for the welfare of the child.

### EMERGENCY SCHOOL CLOSING

In the event that inclement weather or another emergency would require the cancellation or a delay of the school day, the community will be notified by the "Call Command" system, local radio, television stations and the Kings Local School District website (kingslocal.net). Please listen to any of the major radio stations in the area. We ask that you NOT call the school line in order to keep it open for emergencies.

### FEES AND COLLECTION

Supply fees for consumable materials (paper, workbooks, science items, etc.) are charged each year by the Board of Education to all students. The Board sets the cost of fees from recommendations by the building principals and staff. The fee amount is **\$45.00** per student.

Parents are asked to pay for fees no later than September 10, 2010, and must **not** combine checks for other costs (school pictures, lunches, milk, etc.). Parents are encouraged to pay by check with the students full name(s) in the memo section. Families experiencing financial difficulty may request a payment plan through the principal. Outstanding

school fees are carried over from year to year. They do not go away and could cause your child not to participate in graduation from high school.

Students enrolled during the second semester are required to pay half of the fee amount.

### **FIELD TRIPS**

Field trips can be a valuable learning experience for students as an extension of the education received in the classroom. All students are required to take part in the field trip experiences (unless excused for medical reasons) because field trips are a part of their education.

Field trips do require fees to cover the cost of admission, bus charges, etc.; however, we do not want this to be a reason for a student not to participate. Please contact the teacher or principal if the costs are prohibitive for your family.

Parents receive a field trip form at the beginning of each school year to update. This form is good for all field trips throughout the year and gives your permission for your child to attend all trips. Information on each trip will be given at least a week in advance by your child's teacher. The school will NOT accept permission over the telephone. Parent chaperons are very welcome and also needed! Even if the parent is a chaperon, all students are required to ride the bus to and from the field trip. Younger siblings will not be permitted to go on field trips with their parents due to legal and safety regulations.

### **FRIDAY FOLDERS**

A folder with the student's work as well as other school communications will go home every Friday with the students. Parents are requested to please review the contents of the folder with their child each week.

### **GRADING SCALE**

The district grading scale is as follows:

<b>90 - 100 = A</b>	<b>80 - 100 = S</b>
<b>80 - 89 = B</b>	<b>70 - 79 = N</b>
<b>70 - 79 = C</b>	<b>0 - 69 = U</b>
<b>60 - 69 = D</b>	
<b>0 - 59 = F</b>	

### **GUIDANCE PROGRAM**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social

concerns, or any question the student may feel they would like to discuss with the counselor. Occasionally a student may require ongoing treatment by a private counselor or psychologist. If this need becomes apparent, or if suggested by the school, the Warren County Center for Metal Health is available (933-1354).

### **HOMEWORK**

Homework should be a top priority for your child. Parents can help their children make homework a positive learning experience by helping them establish a daily homework time in a quiet environment. Provide positive support for your child to do his/her homework independently and then take a few moments to discuss the work they've completed and check over it with them. If your child is having difficulty with homework assignments, please contact your child's teacher.

Homework does not necessarily mean paperwork. It can be a continuation of work in class, independent reading drill in fundamental skills (flash cards, spelling lists, and vocabulary), research, studying for tests or gathering materials.

Homework for Vacations: Vacation homework requirements vary with individual teachers. Many teachers prefer not to assign homework until the student returns. General rather than specific assignments are usually made. Please discuss and make arrangements with your child's teacher.

### **ILLNESS/INJURY AT SCHOOL**

In case of illness or injury, the student must notify the teacher/office immediately. Every attempt will be made to contact the parent by phone. If we are unable to contact the parent the next emergency person listed will be contacted.

The school will release sick children only to the child's custodial parent or person listed on the emergency medical form or nurse's card. Children who become ill at school can be better cared for at home by their parents. The parents are responsible for informing the school of emergency medical treatment that 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. The school must have an emergency medical form on file in order for students to receive this emergency treatment.

### **IMMUNIZATION REQUIREMENTS**

In compliance with the Ohio Revised Code, it is mandatory for the school to have a copy of your child's immunization records on file. This must be a dated record listing the month, day and year of each

required immunization. Following is the fall 2010 Immunization requirements for school:

Vaccines	Requirements for School*
DtaP/DTP/DT/TD Diphtheria, Tetanus, Pertussis	<b>Kindergarten</b> - 5 doses of DtaP, DTP, or DT or any combination, if the fourth dose was administered prior to the 4 <sup>th</sup> birthday <b>Grades 1-12**</b> - 3-4 doses of DTaP, DTP,DT,Td or Tdap or any combination.
Polio	<b>K-12</b> – The final dose must have been administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses;*a minimum of 4 doses if a combination of OPV & IPV.
MMR Measles, Mumps, Rubella	<b>K-12</b> – 2 doses of MMR. Dose 1 must be administered on or after the 1 <sup>st</sup> birthday. The 2 <sup>nd</sup> dose must be administered at least 28 days after dose 1.
Hib Haemophilus Influenzae Type b	<b>None</b>
HEP B Hepatitis B	<b>K-11</b> - 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first. The third dose should be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (3 <sup>rd</sup> or 4 <sup>th</sup> dose) should not be administered before age 24 weeks. ***
Varicella (Chickenpox)	<b>KG</b> – 2 doses of varicella vaccine must be administered prior to entry. <b>1-4</b> – 1 dose of varicella vaccine must be administered on or after the first birthday.

\*For students age 7 or older, if the third dose is Td or Tdap a fourth dose is not required.

**NOTES:**

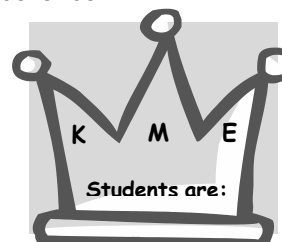
- The 4<sup>th</sup> day “grace” period applies to all age and interval minimums. If MMR and Varicella have not been given on the same day, they must be separated by 28 days with no grace period.
- The 5<sup>th</sup> dose of DTaP, DTP or DT, and 4<sup>th</sup> dose of Polio will not be required until Kindergarten. At Kindergarten, these doses will be required if the 4<sup>th</sup> DTaP and 3<sup>rd</sup> Polio were administered prior to the 4<sup>th</sup> birthday.
- The Hepatitis B and Varicella requirements will be progressive.
- Only full doses of vaccine using proper intervals shall be counted as valid doses.
- For additional information please refer to the Ohio Administrative Code 5101:2-12-37 for Day Care, Head Start, Pre-School and the Ohio Revised code 3313.67 and 3313.671 for School Attendance. These documents require certain immunizations, as well as provide for certain exemptions to immunizations.

ODH Immunization 4/13/2010  
SchReq2010-11.doc

If you have any questions regarding your child’s required immunizations, please contact Julie Muskal at Ext. 14415, your physician/pediatrician or the Nursing Division of the Warren County Health Department, 695-1464. Please act on this information as quickly as possible so that your child is eligible for a happy experience when he/she begins school. Students who fail to comply with the immunization requirements will be excluded from school until they are compliant.

**KME POSITIVE BEHAVIOR PLAN**

We are excited about the success of our building wide positive behavior plan for KME. During the first few days of school all children will experience what it means to be responsible, respectful and safe in and around our school. Ask your child about “KME’s Crown of Excellence“



- Responsible
- Respectful
- Safe

The purpose of the KME positive behavior plan is to ensure that every student, teacher, administrator, parent, and staff member is explicitly aware of and comprehends the rules of KME. It describes the appropriate procedures that will enable students to follow those rules. It elicits clear and consistent school-wide consequences when those rules are not followed. Finally, it provides incentives and rewards when those rules are followed.

Students who engage in major problem behaviors will be referred to the principal for immediate corrective action.

After consulting with the parents and appropriate school personnel, the principal will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her behavior. It should be noted that progressive discipline is used for students who are seen frequently in the office for major problem behaviors. For additional information about expectations and possible consequences see the Code of Conduct information on page 8 of the handbook.

**KME SCHOOL SONG**

Kings Mills Elementary, we all know is the Place to Be  
Our school is the best because Kings Means Excellence and Success.  
Respect and Responsibility is our rule, we follow it day by day,  
We have the best students, best staff, best school in each and every way.  
Red, White and Columbia Blue, to these colors we are true,  
Kings Mills Elementary is the Place to Be!  
KME, KME, KME is the Place to Be, YEAH!

## **KINDERGARTEN SCREENING**

The incoming Kindergarten children are given an assessment called the **Kindergarten Readiness Assessment-Literacy (KRA-L) during the first three days of the new school year. This assessment tool will help teachers identify skill areas important to becoming a successful reader. The KRA-L is made up of activities that include: answering questions, repeating sentence, identifying words that rhyme, rhyming production, identifying letters, and listening and identifying beginning sounds of words. Information gained will help teachers better meet the needs of children with respect to their literacy development. It is a student friendly test that takes about fifteen (15) minutes to administer. The date and time of the screening are sent out in the summer letter. KRA-L is an assessment tool, not a test, and the results will be used to assist in the identification of children who would benefit from additional instruction in readiness activities.**

## **KINGS ELECTRONIC BLACKBOARD NEWS**

Staying up-to-date with current events in the Kings School District is vital to a healthy community. That's why, on a regular basis, Kings sends out an electronic newsletter to subscribers within the district. This newsletter, the Electronic Blackboard News (EBBN), includes information about events going on in the district. It often features pictures of students and articles about upcoming events and classroom activities. Press releases and urgent information are also sent out through EBBN. To sign up for EBBN, send an e-mail to Community Relations Coordinator Lindsay Braud at [lbraud@kingslocal.net](mailto:lbraud@kingslocal.net)

## **KINGS LOCAL SCHOOL DISTRICT**

Kings Knights  
Red & Columbia Blue  
[www.kingslocal.net](http://www.kingslocal.net)  
Ohio Department of Education -  
[www.ode.state.oh.us](http://www.ode.state.oh.us)  
Nettrekker – [www.nettrekker.com](http://www.nettrekker.com)  
Easy Tech – [www.learning.com](http://www.learning.com)  
Reference website – [www.infohio.org](http://www.infohio.org)

## **KINGS LOCAL SCHOOL DISTRICT POLICY REGARDING DRUG AND SUBSTANCE MISUSE AND ABUSE**

Below is a description and reasons for adopting this policy:

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

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, sell or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or possess, use, transmit or sell drug paraphernalia, or counterfeit drugs, or possess, use, transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

This policy shall apply to all students before, during and after hours at school, 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 any other

school-sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the missions or operation of the school district or the safety or welfare of students and employees.

This policy will 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 per (false ID) violation is suspected or the pupil is under the influence of drugs or abuse.

Prohibited Activity: It shall be against school policy for any student:

- A. To sell, supply, disburse or give or attempt to sell, supply, traffic, disburse or give to any of the substances listed in this policy, or any substance that the student represents or believes to be a substance listed in this policy.
- B. To possess, procure, purchase, or attempt to purchase, or to be under the influence of (legal intoxication not required), or to use or consume, or attempt to use or consume, any substance listed in this policy or represented by or to the student to be 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 will be subject to the penalties set out below:

a) Alcohol or any alcoholic beverage

Penalty: 1<sup>st</sup> 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 school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student is not eligible for participation in the educational diversion program.

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

b) Possession or use of any controlled substance or dangerous drug as defined by the Ohio Revised Code, or as defined by Section 812, Schedules 1-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: 1<sup>st</sup> offense: (Please refer to (a) above).

Any subsequent offense: (Please refer to (a) above).

c) Any abuse of glue or aerosol paints 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: 1<sup>st</sup> offense: (Please refer to (a) above).

Any subsequent offense: (Please refer to (a) above).

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

Penalty: 1<sup>st</sup> offense: (Please refer to (a) above).

Any subsequent offense: (Please refer to (a) above).

e) Prohibited activity: selling, supplying, giving or trafficking, etc. of any substance subject to the policy.

Penalty: 1<sup>st</sup> offense: (Please refer to (a) above).

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) will, (upon completion of their ten day suspension), be eligible to return to school upon recommendation of the principal and school counselor, based upon the following factors:

1. The results of an evaluation of the student by a trained and licensed, certified Chemical Dependency counselor (CCDC-3). These results and any subsequent recommendations will be put into writing and forwarded to the principal and school counselor.
2. Drug screening from a qualified licensed agency (administrative approval required) that must follow the required chain of custody.
3. A written statement to the principal and school counselor from the student and parents outlining definite plans for follow-up. The plan must include a commitment to follow the recommendations of the CCDC-3 of the evaluator and school counselor.
4. The student and parent's commitment to participate in a prescribed program by the CCDC-3 professional and school counselor.
5. A conference and discussion (between the principal, the school counselor, the parents and the student) to outline the conditions that 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 the above 1-4 have been received by the principal and school counselor. This conference will determine whether the student and parents have satisfied the above factors and whether the attendance of the student, upon readmission, would be disruptive to the school program or would interfere with the orderly conduct of the school.

Having made these determinations, the principal and the school counselor will take appropriate action to waive or not waive the balance of the expulsion in their absolute discretion.

6. If the principal and school counselor determines that the student or parents failed to complete the prescribed program, the student's expulsion will be immediately reinstated. If necessary to insure that the student serves the full original term of the expulsion, the superintendent may extend the expulsion into the next school year. The student and parents will have the right to appeal a determination under this section to the superintendent, or his designee, and the Board of Education.
7. A second or subsequent offense occurring at any time during the student's enrollment in the district will result in a recommendation for expulsion by the principal to the superintendent.

### **MEDICATION**

**Administering Medicines:** It is the policy of the Kings Local School District that a parent(s) administers all children's medication at home prior to coming to school. Under exceptional circumstances, school personnel following administrative regulations may administer medication:

- The administration of any drug, prescription or over the counter medication, without the order of the physician and the permission from the parent or guardian, could be interpreted as practicing medicine and is prohibited by law.
- A written request must be obtained on a Kings Local School District Medication/Procedure Request Form, signed by the physician and the parent/guardian, before school personnel can administer any medication. This includes all medications, prescriptions, aspirin, cold medicines, cough syrup, etc. The Medication/Procedure Request Form must include instructions as to the name of the medications, dosage, time of dosage, duration of the medication and possible side effects.
- ALL medication MUST be in the original container and have an affixed label including the student's name, type medication, dosage, route of administration and the time of administration.
- The school nurse, and other staff members that have been approved by the nurse, will supervise the storing and administering of all medications. A locked cabinet will be provided for the storage of all medication.
- Accurate records of the medication given must be kept.
- The school nurse will be responsible for monitoring medication administered by school personnel and for providing education including specific instructions pertinent to the medication given.

- A new Medication/Procedure Request Form **MUST** be filled out and signed each year and/or whenever any medication change is made.
- Parents should bring the medication to school for grades K-12.
- **Alternative method:** The parent can schedule medication before and after school or bring the medication to school and administer it to their child during the student's lunch or recess. This might be more convenient when a child needs medicine on a short-term basis.

### **PARENTS ACCESS TO RECORDS**

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

### **PROMOTION AND RETENTION OF STUDENTS**

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average. Promotion procedures demand continuous analysis and study of the cumulative student case history records.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teacher(s) of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared, means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

## **SCHOOL BUSES**

Third grade students who receive a limited proficient score on the third grade reading achievement test are provided one of three options:

1. promotion to the fourth grade if the principal and reading teacher agree that other evaluations of the student's skill in reading demonstrate that the student is academically prepared for the fourth grade;
2. promotion to the fourth grade and provide "intensive intervention" services or
3. retention in the third grade.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

## **RECESS**

Elementary school schedules include daily recess. This provides a period of relaxation and social interaction for the students. Students can be excluded from recess for discipline reasons, to receive extra help on an academic subject, or to complete work not finished during the time allotted by the teacher.

Children go outside for recess when the weather is dry and the temperature is **320** or above unless a student is kept indoors by their teacher, or- if a parent has sent in a note requesting indoor recess for medical reasons.

Please dress your child according to weather conditions so that they will be able to go outside. If your child wears a jacket to school in the morning, they will be required to wear it outside for recess also. If you feel it will be warm enough for your child not to wear the jacket outside for recess, please send a note to the teacher to that effect.

## **SAFE SCHOOL HELPLINE**

The Safe School Helpline is an anonymous, toll free tip line that students, parents, and staff can access 24/7. The purpose of the Safe School Helpline is to promote school safety and report wrongdoings or illegal activities. Callers have the option of leaving a message on the automated system or speaking to a mental health counselor. Reports can be made about school safety issues such as theft, drugs, weapons, discrimination, abuse, harassment, threats, and facility safety. All messages are transcribed to ensure anonymity, then documented and disseminated to the appropriate school authority. The Safe School Helpline can also be accessed through a secured website at [www.safeschoolhelpline.com](http://www.safeschoolhelpline.com).

All school rules apply to students riding school buses. Each bus has rules posted that are unique to this privilege. Students must follow the direction of bus drivers and the posted rules. Bus drivers will refer any inappropriate behavior incident to administration for disciplinary action. A parent/guardian will receive a copy of the "School Bus Incident Report". This could result in the loss of bus riding privileges. After the students are released from their buses in the morning, they will enter the building and remain there until dismissal.

For the safety of our students, King's schools no longer allow students to ride any bus other than their own. All students are assigned a bus to ride according to their residence address. Any student needing transportation to a different location on a daily/regular basis must complete a Bus Change Form and send the form to the Transportation office. No child will be permitted to ride another bus or get off at a different stop without having completed a Bus Change Form. PLEASE make these arrangements prior to your child coming to school.

If you have any specific questions, e.g.: routes, time of pickup/drop-off, bus stops, etc., please call our Transportation Department supervisor, Mrs. Sharon Earnhart at 398-8050, ext. 10024.

## **STUDENT CONDUCT ON SCHOOL BUSES**

1. Students will be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing.
2. Students will be at the bus stop five minutes in advance of the scheduled time in order to permit the bus to follow the time schedule.
3. Students will sit in assigned seats. Drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom.
4. Students will reach assigned seat on the bus without disturbing or crowding other students and remain seated while the bus is moving.
5. Students will obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
6. Students will keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food, or drinks on the bus at any time.
7. Students will refrain from loud talking or laughing. Unnecessary confusion diverts the driver's attention and might result in a serious accident.

8. Students will keep head, arms and hands inside the bus at all times.
9. Students will be courteous to fellow students and to the bus driver.
10. Students will treat bus equipment as one would treat valuable furniture in his/her home.
11. Students will remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus, i.e. bus suspension. Board Policy – EEACC-R (also JFCC-R)

### **STUDENT DROP-OFF/PICK-UP**

Your cooperation with regards to the use of the front drive/fire lane drop off is requested. If you must drive your child to school in the morning, please be sure that he/she is ready to just open the car door and go. Please let your child off directly at the designated “zone” that is just beyond the front door. It is imperative that the cars along the Fire Lane/Curb keep moving. **If you must stop your car to help your child exit your vehicle, PLEASE park in a designated parking spot and assist them to the building.** If you stop and/or park in the drive, it causes a backup. If you arrive prior to 8:40 there is no supervision for your child.

If you are picking up your child after school, you must park your car and enter the school through the main lobby. Supervision of students is only until 3:30 on Monday, Tuesday, Thursday and Friday; and until 2:30 on Wednesday, Early Release Day.

Remember: **NO double-parking** and keep a single lane of traffic at all times for the safety of all our children. We continue to recommend that children ride the bus when at all possible.

### **STUDENT RECORDS**

All student records are confidential and are protected by the Privacy Act. Only school staff and the child’s natural parents/legal guardians have access to the records. The Privacy Act does not protect directory information on the child. Directory information includes names, address, phone number, etc. Parents can request that this information not be released.

### **TARDY**

**Students that arrive late to school are required to have an adult sign them in at the office.** Any student arriving after 8:50 AM will be counted tardy.

For PM Kindergarten students the time is 12:35 PM (with the exception of Wednesday at 12:05 PM).

### **TESTING**

The Kings Local School District tests students in the fall and spring of each school year. Student results are shared with parents and parents may always request a conference to discuss the assessment results. The following tests will be administered:

#### **October**

**Grade 3:** Reading Achievement Test (mandated state test)

#### **December**

**Grade 3:** CogAT (school ability test)

#### **April**

**Grade 3:** Reading and Mathematics Achievement Tests (mandated state tests)

**Grade 4:** Reading, Writing and Mathematics Achievement Tests (mandated state tests)

All of the assessment tests are used to define and teach the curriculum, to provide intervention to students and improve instruction. Specific dates for each of the tests are listed on the school calendar.

### **TWO HOUR DELAY DUE TO INCLEMENT WEATHER**

If Kings School District decides to go with a two hour delay of schools due to inclement weather, we will follow the following schedule regardless of the day. **If a two hour delay occurs on a Wednesday the Early Release of Students will be cancelled.**

**\*Full Day Kindergarten, First, Second, Third and Fourth Grades**

10:40 AM- 3:20 PM

**\*Half Day AM Kindergarten**

10:40 AM-11:45 AM

Please note: The students will be served lunch but the schedule may need to be adjusted in order to allow time to prepare the food.

### **VISITORS**

Visitors are always welcome at our school! A sign is posted at each entrance of the building requesting all visitors to report to the office to sign in and obtain a visitor’s pass. If you enter the building without receiving a pass, someone will stop you and escort you back to the office to receive one. This is done for the safety and protection of our children according to law.

### **VOLUNTEERS**

If you would like to volunteer in the school, contact your child’s teacher, a PTO officer or the school

office. Volunteers must sign in at the office and wear an approved name identification badge.

### **WELLNESS POLICY**

The Kings Local School District shall support the students' overall health and well being. The District will require that good health be promoted through healthy eating and physical activity.

#### **Food and/or Meal Standards**

- The National School Breakfast and National School Lunch meals served on school premises will meet U.S.D.A. Dietary Guidelines and shall be consistent with the recommendations of the Dietary Guidelines for Americans and federal, state and local safety and sanitation regulations;
- All foods and beverages sold individually (apart from the reimbursable school meal) shall meet District Nutrition standards;
- Students will have access to a clean, safe lunchroom environment while having convenient access to hand washing or hand sanitizer before meals;
- Students will have 10 minutes for Breakfast meal and 20 minutes for Lunch;
- Schools should NOT permit students to share food/beverages given allergy concerns and/or dietary restrictions;
- The schools' approval of students for Free or Reduced meal programs staff will prevent overt identification of these students maintaining privacy of their eligibility for free or reduced meals;
- Classroom celebrations should include healthy choices, with district providing parents/guardians education on what items are appropriate and what items should be limited;
- Encourage parents to pack healthy lunches, with the goal that students refrain from including non-nutritious beverages (i.e., soda) and snacks (i.e., candy)'
- Discourage retail fast food products from being brought into the school during the lunch period.

### **WITHDRAWING FROM SCHOOL**

Parents must notify the school office if the student must withdraw so that the teachers can complete an official withdrawal record sheet. The student's new school must request school records in writing. Records will be forwarded within 24 hours after receiving the request from the new school. Student records will not be given to a parent/guardian to take to the new school.

**“Thank you for taking the time to read the handbook.”**

**\*The Staff listing, a Map of KME, the Kings Local School District School Calendar 2009/10, and a Medication Request Form are attached for your convenience.**

**“KME is the Place to Be!”**

