

KINGS HIGH SCHOOL

Student Handbook

2011-2012

Principal

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ext. 11001

Assistant Principals

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Kings Mills, OH 45034

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HANDBOOK OVERVIEW

- 3 – Mission Statement, Non-Discrimination Policy, Board of Education and Central Office Staff
- 4 – Attendance Policy
- 8 – KHS Specific Attendance Guidelines
- 11 – KHS Code of Conduct
- 16 – Harassment, Intimidation, and Dating Violence Policy
- 19 – Description of Disciplinary Consequences
- 20 – Consequences Grid
- 23 – Cell Phone Policy, Dress Code Policy
- 25 – Drug/Substance Abuse Policy
- 27 – Academic Overview, Academic Honesty
- 30 – Exam Exemptions, Grading Scale
- 32 – Graduation Requirements
- 34 – Guidelines for Community Service
- 35 – Senior Late Arrival/Early Release
- 36 – General Information and Policies
- 39 – Locker Policy, Student Searches
- 41 – Student Transportation, Bus Passes
- 42 – Parking Information
- 43 – Acceptable Use Policy
- 44 – Personal Use of Student-Owned Laptops

KINGS HIGH SCHOOL

MISSION STATEMENT

“Students Are Our Highest Priority”

We believe that Kings High School will

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

NON-DISCRIMINATION POLICY

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

BOARD OF EDUCATION

Bonnie Baker-Hicks	Becky Holloway
Toby Darkins	Hale Husband
Todd Overturf	

CENTRAL OFFICE

Dr. Valerie Browning.....	Superintendent
Tina Blair	Assistant Superintendent
Michael Mowery.....	Treasurer
Steve Waldman	Business Manager
Sharon Earnhart	Transportation
Jennifer Arlinghaus.....	Food Service Director
Kim Ackerman.....	Superintendent’s Secretary

**KINGS HIGH SCHOOL CONTACT AND CALENDAR
INFORMATION**

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

WARREN COUNTY COMMON ATTENDANCE POLICY

2011-2012

Legal Requirement

Ohio Revised Code, Section 3321.01:

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

Ohio Revised Code, Section 3321.03:

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

Reporting and Monitoring Student Absences

It is the obligation of the parent, guardian, or custodian to report the child's absence or tardy each day.

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

Excused Absences

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Funeral of immediate family member or relative.
- Quarantine.
- Religious holiday (not counted against the eight (8) day rule).
- Appointments for court.
- Pre-approved vacations. Five (5) days per year approved in advance by the principal. These days shall be included in the eight (8) day absence rule.
- Head lice. Children excluded from school due to head lice are allowed two (2) excused absences (two occurrences per year, maximum.). Days beyond the two (2) day limit (2 occurrences per year) are unexcused.
- Emergencies and other reasons deemed good and sufficient by the principal.

Unexcused Absences and Tardies

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

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

Documentation of Absence/Tardy

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

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

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

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

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office or hospital examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care - during which the student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician’s office for additional medical documentation.

Chronic Illness Waiver

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

Tardy to School

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

Make-Up Work

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

Truancy Defined

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

Consequences of Truancy

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

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

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

Final Court Warning - Verbalized or sent to parent who missed both 5/9-day meetings.

Important Note: 1) Parents who attend the 5-day intervention meeting need not attend any further truancy meeting unless they request a special meeting with the principal, attendance officer and/or a truancy court official. 2) Formal court proceedings may be initiated without utilizing the above sequence. 3) Schools may also impose their own sanctions for students who accumulate unexcused absences/tardies.

Truancy Charges Filed in Court

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

Chronic Truancy (Delinquency)

- 7 consecutive unexcused absences
- 10 unexcused absences in four (4) week.
- 15 unexcused absences in a school year

Habitual Truancy (Unruly)

- 5 consecutive unexcused absences
- 7 unexcused absences in four (4) weeks
- 12 unexcused absences in a school year

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

Warren County Inter-School Attendance Agreement

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

KINGS HIGH SCHOOL ATTENDANCE GUIDELINES AND PROCEDURES

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

Procedure for Reporting Absences

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

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

Attendance Accounting Procedures

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

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

ATTENDANCE VIOLATION CONSEQUENCES

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

Procedure for Early Dismissal

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

Early Dismissal - Medical

1. A student who becomes ill during school hours must report to the school nurse or the Attendance Office in order to secure authorization to go home. The absence will be considered excused only if the school nurse sends the student home for medical purposes. Simply visiting the nurse does not make this an excused absence.
2. Permission will be granted only after a parent/guardian has been contacted.
3. No student is to leave the building without authorization of the school nurse, Attendance Office, or school administrator.

Notes regarding all Early Dismissals

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

Make Up Work

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

- It is the student's responsibility to request and arrange make-up work with each teacher the day they return to school.
- If a student has a previously planned absence on a day when a major assignment is due, he/she is expected to, whenever possible, turn the work in prior to their absence.
- Students who miss any part of the school day are expected to check in with their teachers prior to leaving or upon returning and turn in any work which is due that day.

- The student is responsible for seeing that all work is made up, completed and submitted within the same number of accumulated absences up to five (5) days. Extensions may be granted by the principal (due to extraordinary circumstances).

College Visits

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

Participation in Extracurricular Activities

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

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

Procedure for Tardiness to School

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

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

Unexcused Tardies to Class per Semester

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

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

Kings High School CODE OF CONDUCT

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

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

Student Rights and Due Process

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

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

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

Code of Regulations for Conduct of Pupils

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to: expulsion, in school discipline, out of school suspension, emergency suspension or removal

from curricular or extracurricular activities pursuant to 3313.66 Ohio Revised Code.

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

1. Damage or destruction of school property [4.2]
2. Damage or destruction of private property [4.2]
3. Damage or destruction of property belonging to a school employee or anyone connected with the school district [4.2]
4. Assault on a school employee, student or other person [5.5]
5. Possession or use of dangerous weapons or look alike, including but not limited to stun guns, sprays, etc. [5.5]
6. Fighting [4.6]
7. Chronic misbehavior which disrupts or interferes with any school activity [5.2]
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers (Insubordination) [3.8; 4.7]
9. Any disruption or interference with school activities [1.3; 2.1]
10. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher. [1.3; 4.10]
11. Leaving school during school hours without permission of the proper school authority [2.5; 3.10]
12. Distribution of pamphlets, leaflets, buttons, insignia, etc., without permission of the proper school authorities [3.13]
13. Demonstrations by individuals or groups causing disruption to the school program [3.13]
14. Disrespect to a teacher or other authority [3.4; 4.3]
15. Threats made to administration, teachers, students, or any other school personnel. [4.9]
16. Skipping detention [2.2; 2.3; 3.5]
17. Refusing to take detention or other properly administered discipline/refusing lesser punishment [4.7]
18. Falsifying of information given to school authorities in the legitimate pursuit of their jobs [3.11]
19. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance) [5.7]
20. Buying, selling, transferring or using any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance. [5.7]
21. Possessing, using or being under the influence of any alcoholic beverage or intoxicant of any kind, or smelling of drugs or alcohol. [5.7]
22. No student shall smoke, use or possess any substance containing tobacco, including but not limited to, cigarettes, cigars, a pipe, a clove cigarette,

- and chewing tobacco, or use tobacco (or paraphernalia used in lighting these substances) in any form. As provided in 3313.751 Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time. [4.11]
23. Turning in false fire, tornado, bomb, disaster alarm or calling the emergency number, 911 [5.9]
 24. Placing of signs and slogans on school property without the permission of school authorities [3.13]
 25. Extortion of a pupil or school personnel [4.5]
 26. Forgery of school related documents [3.6]
 27. Cursing [3.4; 3.9; 4.3; 5.5]
 28. Truancy [3.14 – Also see truancy guidelines in Attendance Policy]
 29. Cheating or plagiarizing [3.1 – Also see KHS Plagiarism Policy]
 30. Hazing [4.1 – See definition in Code of Conduct]
 31. Gambling (including possession of related items such as but not limited to: playing cards, dice, etc.) [3.7]
 32. Tardiness [See Attendance Policy]
 33. Improper or suggestive dress [1.1]
 34. Engaging in sexual acts or displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex [1.1; 4.4; 5.8]
 35. Publication of obscene, pornographic or libelous material [3.9]
 36. Use of indecent or obscene language in any form [3.16]
 37. Indecent exposure [5.4]
 38. Arson-unauthorized use of fire [5.3; 5.10]
 39. Harassment or bullying in any form, including, but not limited to racial, verbal, physical or sexual. [4.1 – See Harassment/Bullying in Code of Conduct]
 40. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the board of education. [1.1]
 41. Failure to abide by rules and regulations set forth by the administration and/or court. [3.8; 4.7]
 42. Disobedience of driving regulations [2.6]
 43. Presence on school property with a communicable disease [3.2]
 44. Willfully aiding another person to violate school regulations [See Complicity/Compliance]
 45. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the board of education [5.7]
 46. Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs) [5.7]
 47. Carrying concealed weapons [5.6]
 48. Any Criminal Violation of the Ohio Revised Code
 49. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity [3.13]
 50. Stealing-possession of property belonging to others [4.8]

51. Use of any type of communication device(s)/system(s) (including but not limited to “beepers”, cellular phones, etc.) If confiscated the device(s)/system may be inspected [1.4 – See Cell Phone Policy]
52. Violation of the acceptable use policy [3.12]
53. The use of the following recreational devices is not permitted including but not limited to CD’s, radios, electronic games, laser pointers, MP3 players). [1.4 – See Cell Phone Policy]

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

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

Dangerous Weapons Policy

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

Sections 3313.66 and 3313.61 of the Ohio Revised Code requires that the superintendent of a city, exempted village or local school district expel a student for a period of one year for possessing/bringing a firearm and/or knife on school property, in a school vehicle or to any school sponsored event. In addition, a student may be expelled for reasons beyond the possession of a firearm or knife. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. S

Sections 921-924), which includes, but is not limited to any explosive, incendiary, or poisonous gas: bomb, grenade or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

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

Students are also prohibited from possessing/bringing knives on school property, in a school vehicle or to any school activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student possesses/brings a knife on school property, in a school vehicle or to any school-sponsored activity, the

superintendent may, if authorized by the board, expel the student from school with the same expulsion implications as noted above.

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

Administrative Procedure for Disciplinary Problems

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

Complicity/Compliance

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

Respect for Each Other

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

Specific Student Expectations

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

General School Rules

All students are expected to observe the following rules:

1. Follow directions.
2. Bring necessary learning materials to class to complete assigned tasks.
3. **No book bags, big "purses" are to be in class, hallways. It is the expectation that all books/items are to be carried by hand unless cleared by school administration. Failure to follow this rule will be**

considered a violation of the school dress code. Further violations will be viewed as insubordination and will be treated as such per the student code of conduct.

4. No running or excessive physical contact.
5. Abusing property will not be tolerated.
6. There is to be no profane, indecent, lewd or vulgar student expression in any manner.
7. Students must have their handbook in their hand when they are in the halls during class time.
8. Do not be in the halls or class with food, drink or **book bags**.

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

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

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

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

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

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies

and other web-based/online sites (also known as “cyber bullying”), such as the following:

- A. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, web site postings or comments, instant messages, text messages, phone calls, and/or voicemails;
 - C. using camera phones or other photographic devices to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online;
 - D. using web sites, social networking sites, blogs or personal online journals, e-mails, instant messages, text messages, phone calls, and/or voicemails to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

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

Teachers and Other School Staff

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

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. **Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. **Informal Complaints**

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

3. **Anonymous Complaints**

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

Kings High School Description of Disciplinary Consequences

Teacher Detentions

Teacher-assigned detentions are to be served in an area designated and supervised by the teacher. Teacher-assigned detentions take precedence

over administrative detentions; however, they do not replace the administrative detentions.

After School Detention (DT)

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

Extended School Day (ESD)

Extended School Day is a discipline measure assigned at an administrator’s discretion. Extended school days are held for two hours from 2:30 – 3:30 PM on Wednesdays. Students are expected to be on time and bring sufficient materials for studying or reading. Misbehavior or refusal to attend the extended day will result in additional consequences.

Friday School (FS)

Friday School is a discipline measure assigned at an administrator’s discretion. It will be held from 2:30-5:00PM in an assigned room on each designated Friday during the school year. Since Friday School is also considered an alternative to detention in most cases, any misbehavior during Friday School or failure to show for an assigned Friday school may result in in-school suspension or out-of-school suspension.

In-School Isolation (ISI)

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

Suspension (OSS)

Suspension is a disciplinary measure assigned at an administrator’s discretion. A student may be suspended from school for up to 10 days. A suspended student is not allowed on school grounds or permitted to attend or participate in any school activities. In accordance with board policy, students who are suspended from school do not receive make-up privileges. Appeals to detentions should be done first through contacting the building principal and making an appointment.

Expulsion

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

KINGS HIGH SCHOOL CONSEQUENCES GRID

CATEGORY I OFFENSES/CONSEQUENCES

1. Dress Code Violation 2. Hallway, Lunchroom or Study Hall Disruption (Throwing Food – Cat. III) 3. Loitering 4. Nuisance Items (except cell phone – see Cell Phone Policy) 5. Public Display of Affection	1st Offense – Warning 2nd Offense –DT 3rd Offense – ESD 4th Offense – FNS Chronic – See Chronic Misbehavior (Cat. V)
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CATEGORY II OFFENSES/CONSEQUENCES

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

1. Academic Dishonesty 2. Creating a Hazardous Situation 3. Damage to School, Personal, or Private Property 4. Disrespect 5. Failure to Serve FS 6. Falsifying/Providing False Information	1st Offense – FS 2nd Offense – 2 FS 3rd Offense – 3 Days OSS 4th Offense – 5 Days OSS Chronic - See Chronic Misbehavior (Cat. V)
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<ul style="list-style-type: none">7. Gambling8. Insubordination9. Intolerant Communication or Verbal Abuse10. Leaving School Building or Grounds W/O Permission11. Lying During an Investigation12. Misuse of Computer/Internet13. Participating in or Inciting a Disruption14. Skipping Class15. Stalking16. Unauthorized Attendance at a School Function	
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NOTES REGARDING ALL CATEGORY IV AND CATEGORY

V OFFENSES – For any situation which is applicable, any restitution will be expected by student and/or parent. Also, if applicable, charges may be filed with local authorities.

CATEGORY IV OFFENSES/CONSEQUENCES

1. Causing Injury to Another Student – Including Hazing, Piercing, Tattooing, etc. 2. Defacing School, Staff, or Student Property* 3. Disrespect 4. Engaging in Sexual/Intimate Activity with a Willing Partner 5. Extortion (Including Coercion and/or Intimidation) 6. Fighting/Aggressive Contact 7. Insubordination 8. Theft, Knowledge of Theft, Receipt/Sale or Distribution of Stolen Property 9. Threat Made to a Student or a Staff Member 10. Trespassing 11. Use/Possession of Any Tobacco Product on School Property or School Function (Item will be confiscated) 12. Violation of Emergency Procedures	1st Offense – 3-5 Days OSS 2nd Offense – 5-10 Days OSS 3rd Offense – 5-10 Days OSS with possible Recommendation for Expulsion Chronic - See statement on Chronic Misbehavior (Cat. V)
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CATEGORY V OFFENSES/CONSEQUENCES

1. Bomb Threat 2. Chronic Misbehavior 3. Exploding, Igniting, Selling, Distributing, or Possessing Fireworks, Smokebombs, or Other Similar Devices 4. Indecent Exposure 5. Physical Assault/Severe Physical Assault of Student or School Employee 6. Possession or Use of a Deadly Weapon	1st Offense – 10 Days OSS with a Recommendation For Expulsion
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<p>7. Possession, Sale, Distribution, Use or Having Consumed Drugs, Alcohol, Anabolic Steroids, Inhalants, Controlled Substances, or Counterfeit Drugs</p> <p>8. Sexual Crimes</p> <p>9. Unauthorized Activation of a Fire Alarm/Calling in False Alarms</p> <p>10. Unauthorized Fire</p>	
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Cell Phone Policy

The increased availability and complexity of technology places all schools in a difficult position with regard to all technological items, especially that of cell phones. While the majority of individuals only use or intend to use these devices for worthwhile purposes, there have been several instances where they have been used to trade inappropriate or pornographic content, to bully or harass, to transmit test answers or other inappropriate academic information, or to arrange for the exchange of illegal or illicit materials such as drugs, tobacco, or alcohol. **For these reasons, students are not permitted to use any such devices at any time during the school day, including lunch or breaks between classes.** The intent of this policy is to assist in the mission to provide a safe environment and to prevent any violations that might compromise the academic reputation of Kings High School.

As a result, any device that a student is caught using during any part of the school day (a violation of the school rule regarding nuisance items) the device will be confiscated and turned into the school administration. The contents of the device may be searched by school administrators with the intent of determining whether or not the device was used to violate other aspects of the student code of conduct in which case a student may face additional consequences.

Provided that the device was not used for other violations, the following consequences will be imposed:

1st Offense – Extended Day (2 hour Detention)

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

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

Any Subsequent offenses – Out of School Suspension

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

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 which can cause damage to school property. Clothing that could constitute a safety hazard to the wearer is also prohibited. The determination about whether an item or style is objectionable under these guidelines is left to the judgment of school officials. ***Violation of the dress code can result in disciplinary action. If a staff member deems an item of apparel as inappropriate and a distraction to the educational environment, this may be considered as a violation of the dress code. A student may be removed from the traditional academic setting if the dress code issue cannot be resolved. See Category I Offenses.***

It is a violation of the Kings High School Code of Regulations for Conduct to be in violation of the dress code.

General Guidelines:

1. No shorts or miniskirts that end above extended arms and fingertips. Wearing leggings under a skirt does not change the skirt or short length requirement.
2. No shirts and blouses that expose the midriff, cleavage, or off the shoulder.
3. No tank tops, muscle shirts and halters. Boys must wear shirts with sleeves. Sport bras must be covered by shirt or other garment.
4. Hats, coats, bandannas, hoodies, and any head covering and sunglasses are not to be carried to or worn in class or hallways during school.
5. No dress that promotes hate, profanity, vulgar or negative messages. Anything advertising or related to alcohol, tobacco and drugs, or anything sexually explicit, is not permitted.
6. No transparent garments, open mesh garments or garments with large open sides may be worn without an under liner. (Example: a tee shirt could serve as a good under liner for football-type mesh shirts.)
7. Shoes must be worn and must not present a safety hazard. No biking pants or spandex.
8. Hair must be clean, worn out of the eyes and groomed at all times. No extreme or distracting makeup or hair.
9. Any facial or other bodily piercings which are deemed to be a distraction must be either covered or removed. School administrators will make this determination.
10. Lower garments are to be worn at waist level. If a belt is worn, it must be of proper length. Undergarments are not to be exposed.
11. No “dog collars”, spiked bracelets or chains that could be dangerous to others or yourself or destructive to school property.
12. No gang-or cult-related items of any kind
13. No cutoffs, tattered clothing and clothing with holes above the knees. Pants are not to drag on the ground.
14. Tattoos that violate other aspects of the dress code policies must remain covered during the school day.

KINGS LOCAL SCHOOL DISTRICT POLICY
DRUG/SUBSTANCE MISUSE & ABUSE

Underlying reasons for policy:

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

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

Basic Policy

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

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

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

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

Prohibited Activity

It shall be against school policy for any student:

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

Penalties for Violation

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

a. Alcohol or any alcoholic beverage

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

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

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

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

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

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

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

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

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

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

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

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

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

KINGS HIGH SCHOOL ACADEMIC OVERVIEW

Academic Honesty

The Kings Local School District is dedicated to providing a challenging curriculum while also promoting an atmosphere that fosters high achievement. However, we believe that achievement should be attained in a manner that demonstrates integrity and respect for academic honor and honesty.

Presenting someone else's work as your own in order to obtain a grade or credit is cheating. This includes, but is not limited to, copying others' assignments, quiz or test answers, and plagiarism. ***Cheating includes (but is not limited to) the following:***

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

PLAGIARISM

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

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

Unintentional plagiarism is still plagiarism.

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

CONSEQUENCES FOR VIOLATION OF ACADEMIC HONESTY POLICY

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

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

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

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

Academic Advising

Counseling assignments are as follows:

Mrs. Heidi Murray, Counselor, (A-G) – Ext. 11005

hmurray@kingslocal.net

Mr. Stan Kiehl, Counselor, (H-N) – Ext. 11003

skiehl@kingslocal.net

Mrs. Ann Delehanty-Koenig (0-Z) – Ext. 11004

adelehanty-koenig@kingslocal.net

In order for three counselors to be available and effective in meeting the needs of more than 1,100 students, a specific procedure for requesting a meeting may be established. This procedure will be based on counselor availability and the number of students who are requesting to speak with the counselors. The Kings High School Academic Advising team is committed to serving their students in all capacities. If a specific counselor is not available for a student in a crisis situation, another member of the team will work with the student. There may be instances in which students need additional support from resources that are not provided by the Kings Local School District. The KHS team will work with the network of resources at their disposal and with families of the student in order to assure the safety and security of a student when appropriate and necessary.

Course Changes

Request to drop a class and add a study hall

1. A drop will not be permitted if it **results in more than one study hall**
2. A “W” (no penalty to final average) will be assigned to any class dropped before the following deadline:

Semester-long courses – 10 days after the semester begins

Year-long courses – 10 days after the school year begins

Course Changes (continued)

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

- 3. All honors classes cannot be dropped or changed until the conclusion of the 1st quarter.
- 4. All changes must be approved by the administration.

Request to drop a course and add another

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

Mid-term and Final Exam Policy

Exams will be scheduled during both semesters. A modified schedule will be posted and distributed prior to exams.

Exam Exemptions/Senior Exams

Kings High School may establish exam exemption policies that provide the opportunity for students to be exempt from exams. This policy may include an academic, an attendance, and a disciplinary component. If an exemption policy is in place, there may be some courses for which the exemption may not apply due to Quality Core/End of Course Exams.

Kings High School also may choose to establish a policy that exempts seniors from exams unless the exam is needed to pass a class that a student needs for graduation.

The final decision will be left to school administration.

Grading Scale

Kings High School Grading Scale by Percentage is as follows:

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

Weighted GPA Information

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

NOTE: Students must have a D average to pass a course.
Below is the grade scale for averaging final grades:
3.6 – 4.0 = A; 2.6 – 3.59 = B; 1.6 – 2.59 = C; 1.0 – 1.59 = D
Below 1.0 = F

Assignment to Grade Level

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

Grade 10	4.75 units
Grade 11	10.0 units
Grade 12	15.0 units

Advanced Placement Courses

Because of the design of the course, the weighted grade, and the increased burden placed on teachers of AP courses, all students enrolled in an AP course are encouraged to take the exam. The AP exam has a fee to be paid by the student. This fee (\$87 for 2010-11 tests) is established by College Board and is subject to increase.

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

Graduation Requirements

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

- a. A total of twenty-one units of credit shall be required for graduation for students in classes 2010-2012. Students beginning with the class of 2013 must have twenty-three units of credit.
- b. Students whose grades in Honors/AP Courses for any quarter are less than a "B" will be placed on probation for the ensuing quarter. Students who do not raise their grades to at least a "B" during the probationary quarter may be removed from the Honors/AP courses and placed in a College Preparatory section.
- c. If a student receives an "I" (Incomplete), the student has two weeks after the quarter grade of "I" is given to make up the work, otherwise his/her grade automatically is recorded as an "F." Seniors cannot graduate with an Incomplete. Final determination of grade is at discretion of principal regarding extenuating circumstances.

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

Class of 2012 Graduation Requirements

English Language Arts	4 units
Mathematics	3 units
Science –Must include 1 unit of biological science and 1 unit of physical science	3 units
Social Studies – Must include 1 unit of Am. History and ½ Unit of Am. Government	3 units
Health	½ unit
Physical Education	½ unit
Business/Technology, Fine Arts, Foreign Language - ½ unit must be fine arts	1 unit or two ½ units
Community Service	75 hours
Electives	6.0 units
Total	21 units

Graduation Requirements Beginning with the Class of 2013

English Language Arts	4 units
Mathematics	4 units
Science –Must include 1 unit of biological science and 1 unit of physical science	3 units
Social Studies – Must include 1 unit of Am. History and ½ Unit of Am. Government	3 units
Health	½ unit
Physical Education	½ unit
Fine Arts, Foreign Language – ½ unit must be fine arts	1 unit or two ½ units
Personal Finance	½ unit
Technology Applications	½ Unit
Community Service	75 hours
Electives 6.0	6.0 units
Total	23 units

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

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

Honor Roll

KHS calculates and posts honor roll (3.6 GPA and higher) at the end of each 9 week grading period.

Academic Awards

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

- Recognition of Valedictorian and Salutatorian
- Recognition of Cum Laude, Magna Cum Laude, and Summa Cum Laude scholars

Valedictorian/Salutatorian Selection

The student with the highest GPA will be declared the valedictorian and the student with the second highest GPA will be declared the salutatorian.

- If more than one student earns all A's for his/her first seven semesters in high school, takes the same number of honors and AP courses, then both students will be rewarded and named co-valedictorians. The final decision rests with the building principal.
- If co-valedictorians are declared, then there will be no salutatorian. The final decision rests with the building principal.

This procedure promotes taking the challenging academic courses and rewards the student with the greatest accomplishment most appropriately.

Student Load

In the best interest of social, physical, emotional and intellectual well-being of the student, the number of courses and activities carried each year will be determined on the basis of needs, interest and capability.

Guidelines for Community Service

- 1) Students must spend 75 hours volunteering to complete this graduation requirement. No credit will be issued.
- 2) Community Service hours will not be accepted when there is an opportunity to earn money or payment for services.
- 3) Community Service hours may be earned during the school day a) when occurring during a study hall and supervised by a Kings Local School District staff member or designated program coordinator or b) when occurring as a service learning project as part of a curricular or co-curricular activity approved by a principal.
- 4) Up to 25 hours can be completed during the junior high school years beginning second semester of 7th grade year.
- 5) Community Service must be turned in during the year that they were performed.
- 6) Students must complete and turn in documentation of all required community service hours no later than Jan. 1 of their graduation year.
- 7) Beginning with the class of 2008, each student will be required to submit a reflection piece to an appropriate staff member for approval by April 1 of the senior year. (For example, a student might write an essay in his/her English class, create a portfolio of photographs in Photography or compose an instrumental piece and submit it to the orchestra instructor) This work must be approved by the instructor and submitted to the Community Service Coordinator by May 1.

** It is suggested that students keep their own copies of hours for use in completing applications and resumes. Students should have projects pre-approved if they do not already appear on the list of pre-approved projects.

Students who enroll in Kings after the 8th grade will be required to complete community services as follows:

Freshman Transfers	75
Sophomore Transfers	55
Junior Transfers	40
Senior Transfers	25

Senior Late Arrival/Early Release

1. Early dismissal is available only for the last period of the school day and late arrival is only available for the first period of the day unless other arrangements have been made with the administration.
2. The student must be on schedule to graduate in May of the current school year.
3. The student must have accumulated 15 credits toward graduation by the end of grade 11 and passed all parts of the Ohio Graduation Test.
4. The student must have on record at least two-thirds (50 hours) of their required hours of community service. The student must have all 75 hours by January 1st to keep early dismissal/late arrival. The LA/ER privilege will be removed from the student schedule at the beginning of the year if this number has not been met. It can be reinstated when the documented hours are recorded.
5. During the year, if a student is failing any class at the end of the quarter or semester, the student may lose the privilege until the end of the next quarter or until the student is on track to pass the class.
6. The privilege may be forfeited if tardiness (5 times), attendance (10 days), or behavior becomes a problem. Discretion is with the administration.
7. The student must leave the building, grounds and parking lot immediately for early release.
8. Students dismissing early may return for extracurricular events as scheduled after school.
9. Students must have a parent's signature on the course request form signifying permission to have late arrival or early release.
10. Students must return scheduling sheets with the appropriate parent signature by the designated registration deadline to qualify for late arrival or early release.
11. Schedule changes will not be made if the goal is for the purpose of early dismissal or late arrival.
12. If problems occur at school or in the community as a result of the early dismissal or late arrival, this privilege will be rescinded, and the student will be placed in a class or study hall.
13. Requests made by eligible students will be honored unless scheduling conflicts or class size make scheduling late arrival or early release impossible. The final decision will rest with the administration.

14. Students are expected to follow all school rules including those pertaining to dress code and cell phone usage until they have left the building.

Parents' Access to Records

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

Student Records

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

KINGS HIGH SCHOOL GENERAL POLICIES AND INFORMATION

Health Services

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

Students may receive medications that they need to take during school hours in the clinic with written permission from the physician and the parent. A *Medication Request Form* can be downloaded at the Kings Local website under forms and is also available in the office. **By Kings School Board Policy, written permission must be received from the physician or licensed provider and the parent/guardian before any medications, prescription or nonprescription (over-the-counter), may be administered.** Self-Carry medications are allowed when appropriate, as in the case of students

with asthma requiring prompt treatment with inhalers, but an *Authorization to Self-Carry Emergency Medication* form must be completed prior to the student bringing the medication to school. All other medications will be kept in the health clinic. Parents are responsible for bringing and picking up their teen's medication to and from school. Students are not allowed to have medication on their person at any time except for self-carry medication authorized by the school.

New students, by law, must show proof of an up-to-date immunization record within two weeks of admission. For foreign exchange students, this also includes a TB test dated after the student's arrival into the United States.

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

Child Abuse

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

Safe School Helpline

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

Morsene H. Bradford Media Center

The fully functional media center is open throughout the school day. Arrangements must be made with the study hall monitor and/or teacher to use the center. It is also open Monday through Thursday 2:45 pm – 4:10 pm.

Checkout policy:

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

Proper media center behavior:

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

Computer Usage

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

Assemblies & Special Productions

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

Food Services

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

Breakfast Meal: \$1.50

Lunch Meal: \$2.50, \$3.00, and \$3.50

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

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

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

Eighteen Years of Age

All students must abide by all rules and regulations (including rules pertaining to attendance) as set forth in this handbook. Eighteen-year old

students living at home must bring parental notes for absences and early releases.

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

Locker Policy

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

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

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

Student Searches

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

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

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

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

1. **School Property** – student lockers, desk and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school and required to cooperate with school officials to allow entry or access to them.
2. **Locker searches** – student lockers and school owned storage facilities are subject to search at any time without regard to whether there is reasonable suspicion that the contents include evidence of violation of a criminal statute or school rule.
3. **Automobile searches** – automobiles on school property are subject to search by a school official if a school official has reasonable suspicion to believe that contraband is in or on the automobile. School parking areas are school property and regarded as school premises. Students are permitted to park on school premises as a matter of privilege, not of right.
4. **Personal searches** – a student’s person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or contraband. If a pat-down of a student’s person is conducted, it will be conducted in private by a school official of the same sex with an adult and witness of the same sex present, when feasible. If extreme emergency conditions require a more intrusive search of a student’s person such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the superintendent or his designee, unless the health or safety of the student will be endangered by the delay which might be caused by following this protocol. Under no circumstances shall a student be subject to a body-cavity search by a school employee. In emergency conditions requiring a more intrusive search of the student’s person, administrators, if possible, will attempt to notify the parents; provided, however, that the presence of one or more of the pupil’s parents is not a prerequisite for proceeding with the search.
5. **Application of policy** – school officials are empowered to conduct reasonable searches of students and school property when there is reasonable suspicion to believe that students may be in possession of drugs, weapons, alcohol and other materials (“contraband”) in violation of school policy or state law. Students reasonably suspected of having possession of contraband may be searched in order to secure the school environment so learning can take place to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials, and shall be subject to search. The administration may also utilize canines and metal detectors (magnetometers).
6. **Use of canines** – the administration is authorized to utilize canines whose reliability and accuracy for detecting contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog’s

actions. An indication by the dog that contraband is present on school property or an automobile shall constitute reasonable suspicion for a further search by school officials.

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

Use of Outside Grounds

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

Visitors

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

Clubs, Organizations, and Athletics

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

Athletics

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

Kings High School Student Transportation

School Buses

All school rules apply to students riding school buses. Each bus has rules posted that may be unique to this privilege. Students must follow the directions of bus drivers and the posted rules. Drivers will refer any inappropriate behavior incidents to the high school administration for disciplinary action. The parent/guardian will receive a copy of the "School Bus Incident Report". It may result in the loss of the student's riding privilege.

Once students exit the buses in the morning, they must enter and remain in the building until dismissed.

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

Bus Passes

Due to both safety concerns and space, students will not be granted permission to ride another bus unless there is an emergency situation. In these events, these requests must be made with enough time for school administration to communicate with parents/guardians on both ends. Any long-term changes in transportation must be made thru the district transportation department.

Student Vehicles & Parking

KHS has a limited number of parking spaces. The privilege of driving to school and parking on school property is limited. Seniors have first priority and if spaces permit – juniors, 2nd priority. Parking priority is also restricted by the actual number of spaces – once they are filled, no more can be assigned. The student parking application/agreement contains most of the rules/regulations to which students should adhere. In addition, once students arrive at school, they are to leave the car (lock it) and immediately enter the high school building. The student may not return to that car during the day without permission from front office. If the arrival time is before 7:20 am, the students are to wait in the hall area between the cafeteria and gym.

Requirements:

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

Parking Restrictions

- All parking passes are the property of Kings High School and are NON-TRANSFERABLE. This means YOU MAY NOT GIVE YOUR PASS AWAY OR SELL IT TO ANOTHER STUDENT.
- Parking passes and PARKING FEES maybe forfeited for excessive discipline referrals, truancy, tardies, attendance violations, and / or reckless operation of your vehicle.

ACCEPTABLE USE AND INTERNET SAFETY POLICY **FOR THE COMPUTER NETWORK OF THE** **KINGS LOCAL SCHOOL DISTRICT** **2010-2011**

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

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

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

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

- The use of school networks or computers for commercial use is prohibited.
- Students are to follow all rules and observe all internet safety guidelines at all times. Students are not to share personal information while on school computers or networks.

Administrative Procedure: Personal Use of Student-Owned Laptops in School

Kings High School provides students access to a wireless network and the option of utilizing a personal laptop as a means to enhance their education. The purpose of this procedure is to assure that students recognize the limitations that the school imposes on their use of personal laptops. In addition to this procedure, the use of any school computer, including laptop computers (personal or school owned), also requires students to abide by the Kings Local School District's, *Acceptable Use Policy – Access to District Computers and Electronic Networks*. Students will only have access to the internet in the posted "Hot Spots" throughout the school. Students must be seated and working independently while on their personal computer.

During the course of the school year, rules regarding the use of personal laptops may become a part of this procedure.

- **Cell phones are still prohibited during school hours.**
- **All other handheld devices are still prohibited. (i.e. iPod-touch)**

General Usage

Kings High School provides the opportunity for students to bring a personal laptop to school to use as an educational tool. **The use of these laptops will be at the discretion of the teacher.**

1. Students must obtain teacher permission before using a personal laptop during classroom instruction.
2. Student use of a personal laptop must support the instructional activities currently occurring in the instructional environment.
3. Students must turn off and put away a personal laptop when requested by a teacher.
4. Students should be aware that their use of the laptop could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio must be muted, and headphones should not be used during instructional time.
5. Students may use their personal laptop before school, at lunch, and after school. The laptop should be used for educational purposes during these times. If an adult asks a student to put his/her laptop away because of games or other non-instructional activities during these times, the student must comply, or appropriate consequences will be assigned.

Consequences of General Usage

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

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

Laptop Security Risks

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

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

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

1. Student Responsibility

Kings High School or teacher accepts **no responsibility** for personal property brought to the school by students. This includes laptop computers and other personal digital devices.

Students who choose to bring a laptop to school assume **total responsibility** for the laptop. Laptops that are **stolen or damaged** are the responsibility of the student and their parents or guardians.

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

2. Physical Security

Users should take the following physical security preventative measures.

- Laptops should NEVER be left unattended for ANY period of time. When not in use, it should be locked in the owner's school locker.
- Laptop computers must not be:

- Left unattended at any time (**If a laptop is left unattended it will be picked up by staff and turned into the Office**).
- Left in view in an unattended vehicle.

3. Access Control and Authentication

- Students can only access the Internet via a wireless access. **Any student found connecting his/her laptop to the network using an Ethernet cable plugged into a wall jack will have his/her laptop confiscated and lose personal laptop access privileges.**
- No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.
- No student shall install District-owned licensed software on their personal laptop.