



**2011-2012**

**Kindergarten Registration Packet**

# Kings Local School District Student Registration Form

Enrolling for Grades 1-12 \_\_\_\_\_

Enrolling for Full Day Kindergarten \_\_\_\_\_

Enrolling for ½ Day Kindergarten \_\_\_\_\_ (If enrolling for ½ Day Kindergarten the location will only be at our Kings Mills Elementary Building on a A.M. Schedule)

## **PLEASE PRINT**

Student Legal First Name \_\_\_\_\_ Legal Middle Name \_\_\_\_\_

Legal Last Name \_\_\_\_\_ Called Name \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

Student's Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

**CITIZEN STATUS OF STUDENT:** \_\_\_\_\_ U.S. Citizen \_\_\_\_\_ Exchange Student \_\_\_\_\_ Other Non-U.S. Citizen

Gender M/F \_\_\_\_\_ Birthplace City \_\_\_\_\_ State \_\_\_\_\_ Native Language \_\_\_\_\_ Grade \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

School Previously Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

### **Student Lives With:**

\_\_\_\_\_ **Two parents present (natural or step)**

\_\_\_\_\_ Living with Mother and Father

\_\_\_\_\_ Living with Mother and Stepfather

\_\_\_\_\_ Living with Father and Stepmother

\_\_\_\_\_ **Living with Legal Guardian**

\_\_\_\_\_ **One parent present (natural)**

\_\_\_\_\_ Living with Mother

\_\_\_\_\_ Living with Father

\_\_\_\_\_ **Living with Foster Parents**

### **Parent Information:**

Status of Parents (check one) \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_ Separated \_\_\_\_\_ Single/Never Married

If divorced, who has legal custody? \_\_\_Mother or \_\_\_Father or \_\_\_Shared Parenting Custody Papers on file \_\_\_Yes \_\_\_No

Are you the natural/adoptive parent(s) of the child? \_\_\_Yes \_\_\_No Are you the Guardian of the child? \_\_\_Yes \_\_\_No

Was the child court placed in your home? \_\_\_Yes \_\_\_No If yes, Court Papers Provided \_\_\_Yes \_\_\_No

Date of Assignment \_\_\_\_\_ County \_\_\_\_\_

If foster/guardian, in which district did the natural parents reside at the time of placement? \_\_\_\_\_

**Name of Parent(s) or Guardian(s) listed above** \_\_\_\_\_

### **Other siblings in the Kings Local School District:**

Name \_\_\_\_\_ Grade \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_\_

IS THIS CHILD RECEIVING **SPECIAL EDUCATION** SERVICES? \_\_\_\_\_ Yes \_\_\_\_\_ No

IF YES, DOES THIS STUDENT HAVE A CURRENT I.E.P. & E.T.R.? \_\_\_\_\_ Yes \_\_\_\_\_ No

IS THIS CHILD RECEIVING SPECIAL SERVICES DUE TO A **504 PLAN**? \_\_\_\_\_ Yes \_\_\_\_\_ No

IS THIS CHILD RECEIVING **GIFTED EDUCATION** SERVICES? \_\_\_\_\_ Yes \_\_\_\_\_ No

IF YES, DOES THIS STUDENT HAVE A CURRENT WRITTEN EDUCATION PLAN? \_\_\_\_\_ Yes \_\_\_\_\_ No

**---OVER---**

Revised 03-2011

**STUDENT NAME** \_\_\_\_\_

**FATHER/GUARDIAN:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell/Pager \_\_\_\_\_

Email \_\_\_\_\_

Place of Employment \_\_\_\_\_

Work Phone \_\_\_\_\_

STEPMOTHER (if applicable) \_\_\_\_\_

Work phone \_\_\_\_\_

Cell \_\_\_\_\_

**MOTHER/GUARDIAN:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell/Pager \_\_\_\_\_

Email \_\_\_\_\_

Place of Employment \_\_\_\_\_

Work Phone \_\_\_\_\_

STEPFATHER (if applicable) \_\_\_\_\_

Work phone \_\_\_\_\_

Cell \_\_\_\_\_

I, the undersigned, do hereby state and declare under penalty of falsification (\*) that I am the parent or legal guardian of the student named on this form and that this registration information is true and correct.

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

(\*) Falsification under Ohio Revised Code section 2921.13 is a misdemeanor of the first degree punishable by a maximum of six months imprisonment or a fine of \$1,000 or both.

<b>OFFICE USE:</b>		
Enrollment Date _____	ID # _____	
KHS _____	KJH _____	CES _____
JFB _____	KME _____	SLE _____

## BIRTH CERTIFICATE INFORMATION SHEET

**Every child enrolling in school in the state of Ohio is required to present an official state birth certificate with the raised seal.** If you do not have a certified copy, you may obtain one by applying by mail. Complete a signed letter and mail to the address below requesting a certified copy. The cost is \$21.50. (Subject to change)

Ohio Department of Health  
Revenue Room  
246 North High Street  
PO Box 15098  
Columbus, OH 43215-0098  
[www.odh.state.oh.us](http://www.odh.state.oh.us)  
(614) 466-2531 or  
(614) 466-2532

Make your check or money order payable to: "Treasurer, State of Ohio". Please do not send cash.

Allow 3-4 weeks for delivery from the date your request is received.

Information to include in your letter:

- Child's full name and date of birth
- Hospital where your child was born
  - City and county of birth
  - Mother's maiden name
  - Father's full name
- Your current phone number
- Address to send the birth certificate
- Number of copies requested

Rush service for certified copies may be obtained by using the Vitalchek Network express service. You will need to pay by credit card to use this service. Additional fees will be charged with this service. It will take 7-10 business days to process the request. Vitalchek is a private corporation that provides expedited service for certified copy orders across the country. For more information, please call 1-877-828-3101 or visit [www.vitalchek.com](http://www.vitalchek.com).

**For Kentucky birth certificates**, please contact:

Kentucky Birth Certificates  
Office of Vital Statistics  
275 East Main Street  
Frankfort, KY 40621  
(512) 564-4212  
kentucky.gov

# KINGS LOCAL SCHOOL DISTRICT HOME LANGUAGE SURVEY

Date \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_  
First Name
Middle Name
Last Name

Parent or Guardian's Name \_\_\_\_\_  
First Name
Middle Name
Last Name

Address \_\_\_\_\_  
Street
City
State
Zip

Phone Number \_\_\_\_\_  
Home
Cell
Work

1. In what country did your child most recently reside? \_\_\_\_\_

2. Was your child born in the United States:  Yes  No

If yes, in which state? \_\_\_\_\_

If no, in what other country? \_\_\_\_\_

3. Has your child previously attended any (K-12) school in the United States?  Yes  No

If yes, please provide school name(s), state, and dates attended:

Name of School \_\_\_\_\_ State \_\_\_\_\_ Dates Attended \_\_\_\_\_

Name of School \_\_\_\_\_ State \_\_\_\_\_ Dates Attended \_\_\_\_\_

Name of School \_\_\_\_\_ State \_\_\_\_\_ Dates Attended \_\_\_\_\_

4. What is the language most frequently spoken at home? \_\_\_\_\_

5. Which language did your child learn when he/she first began to talk? \_\_\_\_\_

6. What language does your child most frequently speak at home? \_\_\_\_\_

7. What language do you most frequently speak to your child? (Father) \_\_\_\_\_

(Mother) \_\_\_\_\_

8. Please describe the language understood by your child. (Check only one)

- A.  Understands only the home language and no English.
- B.  Understands mostly the home language and some English.
- C.  Understands the home language and English equally.
- D.  Understands mostly English and some of the home language.
- E.  Understands only English.

9. If available, in what language would you prefer to receive communication from the school? \_\_\_\_\_

10. Please check if your child is:

- Native American Indian       Alaska Native       Native Pacific Islander       Native U.S. Virgin Islander

11. Has your child ever received English as a Second Language tutoring in a U.S. school?  Yes  No

\_\_\_\_\_ Parent or Guardian's Signature \_\_\_\_\_ Date

**OFFICE USE ONLY**

<b>Student ID#</b>	<b>Date Distributed</b>	<b>Date Received</b>	
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Attached is an important document from your child's school for you to complete. Please have this document translated for you, and provide the information requested. Return the completed document to the school as soon as possible. Thank you.

English

Joint est un document important de l'école de votre enfant pour que vous accomplissiez. Veuillez avoir ce document traduit pour vous, et fournissez les informations demandées. Renvoyez le document rempli à l'école aussitôt que possible. Merci.

French

完了すべきあなたのためのあなたの子供の学校からの重要な文書を添付する。この文書をあなたのために翻訳しなさい提供しなさい要求される情報を。学校に完了された文書をできるだけ早く戻しなさい。ありがとう。

Japanese

Приложен важный документ от школы вашего ребенка для вас, котор нужно завершить. Пожалуйста имейте этот документ переведено для вас, и обеспечивайте спрошенную информацию.

Russian

Se une un documento importante de la escuela de su niño para que le termine. Por favor tenga este documento traducido para usted, y proporcione la información solicitada. Vuelva el documento terminado a la escuela cuanto antes. Gracias.

Spanish

附上一個重要文件從您的為您的兒童的學校完成。請把這個文件被翻譯為您，和提供資訊被請求。儘快退回完整文件到學校。謝謝。

Chinese

Συνδέεται ένα σημαντικό έγγραφο από το σχολείο του παιδιού σας για σας για να ολοκληρώσει. Παρακαλώ μεταφράζει το παρόν έγγραφο για σας, και παρέχετε τις πληροφορίες ζητούμενες. Επιστρέψτε το ολοκληρωμένο έγγραφο στο σχολείο το συντομότερο δυνατόν. Σας ευχαριστούμε.

Greek

# Kings Local School District

1797 King Avenue, PO Box 910  
Kings Mills, OH 45034

## **AFFIDAVIT I**

***State of Ohio, Warren County***

I, \_\_\_\_\_, being duly cautioned, so solemnly swear or affirm the following:

1. I am the parent, guardian or legal custodian of \_\_\_\_\_  
and I live at \_\_\_\_\_  
\_\_\_\_\_, OH \_\_\_\_\_
2. This has been my place of residence since \_\_\_\_\_  
My address immediately prior to this date was \_\_\_\_\_
3. I acknowledge and understand that if the above information is not true and correct, that knowingly swearing or affirming the truth thereof constitutes criminal falsification, a violation of Ohio Revised Code Section 2921.13, a first degree misdemeanor, punishable by a maximum fine of \$1,000 and/or a maximum term of imprisonment of six months. Further, if the student is found not to be a legal resident, the district will seek remuneration for each day the student illegally attended school in the district.

I agree that Kings Local School District, if they deem necessary, have the right to investigate my residency. I agree to allow the release of rental information and also utility customer information to a representative of the Kings Local School District.

**TRUE    FALSE**

4.            The above address is where I eat and sleep overnight the majority of the time.
5.            The above address is where my child(ren) eats and sleeps the majority of the time.
6.            There is no other address where my child(ren) sleeps overnight on a regular basis.
7.            I do not own a house outside the Kings Local School District.
8.            I do not rent/lease a house or apartment outside the Kings Local School District.
9.            I am not provided with living space outside the Kings Local School District by a friend, relative or government agency.

If you marked FALSE on any of the above statements, please explain \_\_\_\_\_



**\*\*\*MUST BE SIGNED IN THE PRESENCE OF A KINGS LOCAL SCHOOL DISTRICT NOTARY\*\*\***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Sworn to or affirmed and subscribed before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_

**by** \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Revised 1/08

# Kings Local School District

1797 King Avenue, PO Box 910  
Kings Mills, OH 45034

**\*\*\*Complete this affidavit if you DO NOT own/rent property in the Kings Local School District but reside with someone who does. Please follow the instructions on the back.**

## **AFFIDAVIT II**

***State of Ohio, Warren County***

I, \_\_\_\_\_, being duly cautioned, so solemnly swear or affirm the following:

1. I am the owner/renter of the residence at \_\_\_\_\_  
\_\_\_\_\_, OH \_\_\_\_\_ located in the Kings Local School District.

2. The following individual(s) \_\_\_\_\_  
Name of Parent/Guardian  
\_\_\_\_\_  
Name of Student(s)

is/are living at my above-stated residence and have since the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

3. I acknowledge and understand that if the above information is not true and correct, that knowingly swearing or affirming the truth thereof constitutes criminal falsification, a violation of Ohio Revised Code Section 2921.13, a first degree misdemeanor, punishable by a maximum fine of \$1,000 and/or a maximum term of imprisonment of six months. Furthermore, by signing this affidavit you are accepting financial responsibility for tuition for the above named student(s) should the student(s) be found to live outside the Kings Local School District.

I agree that the Kings Local School District, if they deem necessary, have the right to investigate my residency. I agree to allow the release of rental information and also utility customer information to a representative of the Kings Local School District.



**STOP**

**\*\*\*MUST BE SIGNED IN THE PRESENCE OF A KINGS LOCAL SCHOOL DISTRICT NOTARY\*\*\***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Sworn to or affirmed and subscribed before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_

**by** \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Revised 1/08

If you presently reside with someone and DO NOT have a lease or rental agreement in your name, please follow these instructions:

1. In order to prove residency and enroll your child in the Kings Local School District, the person with whom you reside must provide **proof of residency** (Rental/Lease agreement, copy of deed, Settlement Statement, Land Contract or Purchase Contract), and **photo ID**.
2. **This Affidavit must be signed by the property owner/renter in the presence of a Kings Local School District Notary.**

**\*\*\* PLEASE BE AWARE THAT A STUDENT CANNOT ATTEND KINGS LOCAL SCHOOLS IF RESIDENCY CANNOT BE VERIFIED.**

**Residency affidavits must be renewed annually.**



**EMERGENCY MEDICAL AUTHORIZATION FORM**

(Required per HB 639)

Student Name \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_ Teacher/Team \_\_\_\_\_

**PARENT CONTACT INFORMATION**

**MOTHER/GUARDIAN:**

**FATHER/GUARDIAN:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email address \_\_\_\_\_

Email address \_\_\_\_\_

Home PH: \_\_\_\_\_ Cell PH: \_\_\_\_\_

Home PH: \_\_\_\_\_ Cell PH: \_\_\_\_\_

Work Place: \_\_\_\_\_ WK PH: \_\_\_\_\_

Work Place: \_\_\_\_\_ WK PH: \_\_\_\_\_

Is there a legal custody order that applies to this child? Yes \_\_\_\_\_ No \_\_\_\_\_ Copy of custody papers must be on file in office.

If yes, please explain: \_\_\_\_\_

PURPOSE: To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority. In the event that you can not be reached, please list (3) people to whom you give permission to pick up your child from school in case of **illness or injury**. If we are unable to reach you, we will contact the people listed below in the order they are listed.

Name	Home #	Cell #	Work #	Relationship to Child
1. _____ ( )	_____ ( )	_____ ( )	_____	_____
2. _____ ( )	_____ ( )	_____ ( )	_____	_____
3. _____ ( )	_____ ( )	_____ ( )	_____	_____

**Facts concerning the child's medical history including allergies, medications being taken or current health concerns:**

\_\_\_\_\_  
\_\_\_\_\_

May this health information be shared with appropriate school personnel such as your child's teacher(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

**COMPLETE EITHER PART I OR PART II**

**PART I – CONSENT FOR TREATMENT**

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by the named doctor, or in the event the designated practitioner is unavailable, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained to the performance of such surgery.

I hereby give consent for the following medical care providers and local hospitals to be called:

Doctor \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Dentist \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Hospital \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

**PART II – REFUSAL TO GRANT CONSENT FOR TREATMENT**

I do **NOT** give my consent for emergency medical treatment of my child. In the event of illness or injury requiring treatment, I wish the school authorities to take the following action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian  
*Sign only if refusal to consent*

**Kings Local School District  
Student Health History**

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_ Grade \_\_\_\_\_

**HEALTH CONDITIONS** – Please check any that this child has had:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Abnormal spinal curvature       | <input type="checkbox"/> Eczema                  | <input type="checkbox"/> Sickle cell disease      |
| <input type="checkbox"/> Anemia                          | <input type="checkbox"/> Emotional problems      | <input type="checkbox"/> Sinus infections (freq)  |
| <input type="checkbox"/> Arthritis                       | <input type="checkbox"/> Hay fever               | <input type="checkbox"/> Skin rashes (freq)       |
| <input type="checkbox"/> Asthma                          | <input type="checkbox"/> Headaches (freq)        | <input type="checkbox"/> Stool soiling            |
| <input type="checkbox"/> Behavior problems               | <input type="checkbox"/> Heart disease           | <input type="checkbox"/> Substance abuse          |
| <input type="checkbox"/> Birth/congenital malformations  | <input type="checkbox"/> Hepatitis               | <input type="checkbox"/> Suicide attempt          |
| <input type="checkbox"/> Bronchitis                      | <input type="checkbox"/> Kidney disease          | <input type="checkbox"/> Throat infections (freq) |
| <input type="checkbox"/> Cancer, type _____              | <input type="checkbox"/> Learning disability     | <input type="checkbox"/> Tics/nervous twitches    |
| <input type="checkbox"/> Chicken Pox (year)              | <input type="checkbox"/> Meningitis/encephalitis | <input type="checkbox"/> Urinary tract infections |
| <input type="checkbox"/> Constipation or diarrhea (freq) | <input type="checkbox"/> Nosebleeds (freq)       | <input type="checkbox"/> Wetting (day/night)      |
| <input type="checkbox"/> Cystic Fibrosis                 | <input type="checkbox"/> Pneumonia               | <input type="checkbox"/> Whooping cough           |
| <input type="checkbox"/> Diabetes                        | <input type="checkbox"/> Seizures                | <input type="checkbox"/> Other                    |

Please comment on any of the above checked items

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VISION AND HEARING**

Frequent ear infections? \_\_\_\_\_ Tubes? \_\_\_\_\_ In place? \_\_\_\_\_ Hearing loss? \_\_\_\_\_ Last exam? \_\_\_\_\_  
Wears glasses or contacts? \_\_\_\_\_ Reason \_\_\_\_\_ Last exam? \_\_\_\_\_

**INJURIES / ILLNESSES** –List any severe injuries or illnesses, as well as surgeries and hospitalizations (year)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERINATAL HISTORY**-Was this infant born: \_\_\_ full term \_\_\_ early \_\_\_ late Birth Weight \_\_\_\_\_  
Did the infant have any problems while in the nursery? Y or N If yes, please explain \_\_\_\_\_

**ALLERGIES**

List all known: \_\_\_\_\_

Type of reaction to above: \_\_\_\_\_

Recommended treatment: \_\_\_\_\_

**MEDICATIONS**

Daily \_\_\_\_\_

Frequently, but not daily \_\_\_\_\_

**COMMENTS**

Do you have any comments or concerns about this student's health, development, behavior, family or home life that you feel may impact his/her learning?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## Immunization Summary for Child Care, Head Start, Pre-School and School Attendance

VACCINES	<i>FALL 2011</i> IMMUNIZATIONS FOR CHILD CARE/HEAD START AND PRE-SCHOOL ATTENDANCE	<i>FALL 2011</i> IMMUNIZATIONS FOR SCHOOL ATTENDANCE
<b>DTaP/DTP/DT Tdap/Td</b> Diphtheria, Tetanus, Pertussis	4 doses of DTaP, DTP, or DT or any combination.	<b>Kindergarten</b> 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4 <sup>th</sup> birthday <b>Grades 1-12</b> 3-4 doses of DTaP, DTP, DT or Td or any combination. <b>Grades 7-8</b> 1 dose of Tdap or Td vaccine must be administered prior to entry.
<b>POLIO</b>	3 doses of OPV or IPV or any combination of OPV or IPV.	<b>K-1</b> 3 or 4 doses of IPV, the final dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses; 4 doses if a combination of OPV and IPV was administered. <b>Grades 2-12</b> 4 doses if a combination of OPV and IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4 <sup>th</sup> birthday.
<b>MMR</b> Measles, Mumps, Rubella	1 dose of MMR administered on or after the first birthday	<b>K-12</b> 2 doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
<b>Hib</b> <i>Haemophilus Influenzae</i> Type b	3 or 4 doses depending on the vaccine type, the age when the child began the 1 <sup>st</sup> dose and the last dose must be after 12 months <b>or</b> 1 dose if given on or after 15 months of age	<b>None</b>
<b>HEP B</b> Hepatitis B	3 doses of Hepatitis B	<b>K-12</b> 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
<b>Varicella</b> (Chickenpox)	<b>None</b>	<b>K-1</b> 2 doses of varicella vaccine must be administered prior to entry. <b>Grade 2-5</b> 1 dose of varicella vaccine must be administered on or after the first birthday

**NOTES:**

- **The 4 day “grace” period applies to all age and interval minimums. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.**
- **The Tdap and Varicella requirements will be progressive.**
- **Only full doses of vaccine using proper intervals shall be counted as valid doses.**
- **For additional information please refer to the Ohio Administrative Code 5101:2-12-37 for Child Attendance. These documents list required and recommended immunizations and indicate exemptions to immunizations.**
- **Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.**



# Kings Local School District Race & Ethnicity Form

Office Use Only  
Student ID: \_\_\_\_\_

The U.S. Department of Education (Federal Register/Vo. 72, No. 202, October, 2007) requires Educational Institutions to allow parents to "self-identify" or "re-identify" the race and ethnicity of their student.

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Educational Institutions are required to report racial and ethnic data in the categories below. Please answer the following questions:**

**1. Is the student Hispanic/Latino heritage?**

*Note: Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*

Yes     No

**2. What race is the student? (choose one or more)**

Race	Race Definitions (as defined by the Ohio Department of Education)
<input type="checkbox"/> White	Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
<input type="checkbox"/> Black or African American	Persons having origins in any of the Black racial groups of Africa.
<input type="checkbox"/> Asian	Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> American Indian or Alaskan Native	Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

I understand The U.S. Department of Education allows observer identification if a parent or guardian refuses to provide their child's racial/ethnic group. The observed designation will be communicated to the parent or guardian by the district prior to designation.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Kings Local School District Community Safe Call Form



Kings Local School District has partnered with CommunitySafe to help us communicate more efficiently with our parents. CommunitySafe allows us to make one call and have it delivered to you in a matter of minutes. This instant communication system allows for the dissemination of vital information to our parents quickly and effectively.

We want to provide you the opportunity to receive communication via two telephone numbers. If you would like one phone number to be a home number and one a cell phone that is acceptable. You decide what works for your family. Please fill out the form below and return it with your child immediately so we can update our calling system.

Your primary number will be called for all Kings Happenings.

Your emergency number will only be called for true emergencies:  
For example: School Closings, school delays, early dismissal due to weather, or building emergencies.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Primary Number (please include area code): \_\_\_\_\_

Emergency Number (please include area code): \_\_\_\_\_

## Kindergarten Student Placement Sheet

Student Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Student Birth date \_\_\_\_\_ Grade: **KG**

School:

- JF Burns Elementary       Kings Mills Elementary       South Lebanon Elementary

To assist the principal in making the best possible placement for your child, please answer the following questions.

1) Please list the characteristics that describe:

A. Your child

B. How your child learns

C. Your child's interests

2) In your opinion, what are important characteristics for your child's teacher to have?

Is the student receiving any of the following? (Please check all that apply)

- Speech                                       English as a Second Language (ESL)  
 Special Education Services       Counseling

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# CHILD PROFILE

Child's name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

What does he/she want to be called? \_\_\_\_\_

## HEALTH:

Does your child have any allergies including food? \_\_\_\_\_ if yes, please be specific.

\_\_\_\_\_

General physical condition: \_\_\_\_\_ Any special attention needed? \_\_\_\_\_

\_\_\_\_\_

Can he/she take care of his/her toilet needs by themselves? \_\_\_\_\_

How does your child act with strangers? \_\_\_\_\_

\_\_\_\_\_

What are his/her fears? \_\_\_\_\_

Does he/she have temper tantrums? \_\_\_\_\_ If yes, how do you deal with them at home?

\_\_\_\_\_

**PRESCHOOL EXPERIENCE:** Yes No (please circle one)

If yes: Number of years in preschool: \_\_\_\_\_

Name and location of preschool attended: \_\_\_\_\_

**HEADSTART:** Yes No (please circle one)

Any concerns indicated by your child's preschool teacher? Yes No (please circle)

If yes, what were the concerns? \_\_\_\_\_

\_\_\_\_\_

Can a person unfamiliar with your child easily understand your child's speech? \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

KINGS LOCAL SCHOOL DISTRICT  
PARENT/GUARDIAN FORM KINDERGARTEN CHECKLIST

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please initial below if you have read and completed the following forms:

**(Initial)**

- I have completed and returned the **Student Registration Form** \_\_\_\_\_
- I have completed and returned the **Emergency Medical Form** \_\_\_\_\_
- I have completed and returned the **Race and Ethnicity Form** \_\_\_\_\_
- I have completed and returned the **Transportation Form** \_\_\_\_\_
- I have completed and returned the **Student Health History Form** \_\_\_\_\_
- I have completed and returned the **Home Language Survey** \_\_\_\_\_
- I have completed and returned the **Community Safe Call Form** \_\_\_\_\_

If applicable:

- I have completed and returned the **Homeless Survey** \_\_\_\_\_

My signature below indicates that I have received, read and agreed to abide by the policies contained in the following: **Acceptable Use Policy, Attendance Policy, FERPA, Photo/Work Release Policy.**

\_\_\_\_\_  
Parent or Guardian's name (PRINT CLEARLY)

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian's signature



**Kings Local School District  
Photo/Work Release for  
Print & Visual Media and Website**

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To protect confidentiality of students, Kings Local School District's policy is to identify students' work and photograph by ***first and last name***. The Kings Local School District has authorization to publish student's work and/or photograph on the Kings Local School District website and/or school and/or local papers and/or district print publications. Kings Local School District also has authorization to publish student's work and/or image on videotape for school productions and/or local news media.

As a parent/guardian or eligible student you have the right to request, in writing, that the school NOT disclose the above mentioned information about them. This request must be received in a reasonable amount of time, not to exceed two weeks from notification of rights.

Please send such above mentioned notification to the following address:

Kings Local School District  
Attn: Lindsay Braud  
PO Box 910  
Kings Mills, OH 45034

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records within 45 days of the day the school receives a written request identifying these records. The school official will notify the parent or eligible student of the time and place where the records may be reviewed.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record, setting forth his or her view about the contested information.
- Schools must have written permission from the parent or eligible student in order to release any information from a student's **education** record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-5920

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in officially recognized activities and sports, student's weight and height, if a member of an athletic team, major field of study, date of graduation, and dates of attendance. As a parent or eligible student you have the right to request, in writing, that the school not disclose directory information about them. This request must be received in a reasonable amount of time, not to exceed two weeks from notification of rights.

**Kings Local School District  
Public Notice  
Educational Rights of Homeless Children and Youth**

Welcome to our school and school district. Kings Local School District is actively seeking to enroll children and youth who are homeless. If you are homeless or know of a child or youth that is homeless and not attending school, please contact the following individual who will provide information and assistance during the enrollment process:

**Local Liaison Name:** Christina Blair, Assistant Superintendent  
**Telephone:** 513-398-8050 Ext. 93  
**School Address:** P.O. Box 910 1797 King Avenue Kings Mills, OH 45034

- *Who is considered "homeless"?* Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, or other similar settings. If you are not sure, please call your local liaison listed above.
- *What are the education rights of homeless children and youth?* Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:
  - a) Immediate enrollment in school and, when desired or feasible, at the "school of origin."
  - b) Prompt provision of necessary services such as transportation and meal programs.
  - c) Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, vocational education, and preschool.
  - d) Academic assistance through the district's federally funded Title I program.
  - e) Parent or guardian involvement in school activities.
- *What is the "school of origin"?* The term "school of origin" means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is the district's responsibility to consider the best interests of the child or youth when making a decision regarding what school to attend. Consideration must be given to placement at the school of origin unless doing so is contrary to the wishes of the parent or guardian.
- *What if there is disagreement regarding school placement?* The parent, guardian or unaccompanied youth ( a youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school of origin or a school requested by the parent, guardian or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending. The person indicated above will provide information and assistance regarding such an appeal.

***No Child Or Youth Should Be Denied Access To A Free And Appropriate Public Education***

OFFICE USE ONLY					
STUDENT NAME	NAME OF PARENT/GUARDIAN	DATE DISTRIBUTED	DATE SCHOOL NOTIFIED OF STUDENT	CURRENT LOCATION OF STUDENT	SCHOOL OF ORIGIN

Dear Parents and Guardians:

We receive questions every year about the decision to close school and how that decision is made. This year the state will only allow districts three calamity days. I have been asked if we are more likely to stay open since we have fewer days. The answer is no. The decision to close school is made based on what is safe for children and for the staff. That does not change because we have fewer calamity days. Please keep in mind that we have make-up days on our calendar (June 3, 6, 7, 8, 9). You should plan your summer accordingly.

Our district staff understands that a decision to open or close schools in bad weather has a major effect on families. We also believe that our students are better served - both academically and socially - by being in school. Having stated that, our top priority remains the safety of our students and staff.

- **HOW DO WE MAKE OUR DECISIONS?**

Please understand that we make the decision to open or close the schools in bad weather based on a careful analysis of the following relevant factors;

**We drive the roads** - We are out on the roads by 3:30 a.m. and travel throughout the district. The routes that we drive allow for first hand observation of a wide variety of terrains. Even if your street looks clear, travel elsewhere in the district may be dangerous. Also, we must consider that a number of high school students drive to school.

**Information on road conditions from road maintenance crews** - We have an excellent relationship with the road maintenance crews in Deerfield Township and are in constant radio communication with their supervisors during our decision process.

**Amount of snow and ice accumulated and whether precipitation is continuing** - We monitor weather services and have the ability to speak directly with local meteorologists.

**Building conditions** - Staff is on site at our secondary buildings 24 hours a day during the week and we bring custodial staff in early to our elementary buildings. The primary purpose is to make certain that building systems are functional and to ensure that outside walkways are cleared.

**Parking lot conditions** - Administrators talk to maintenance staff who are responsible for clearing and treating school parking lots and sidewalks.

**Temperature and wind chill** - Please remember that some of our students walk to school and some must wait outside for the bus.

**Weather predictions** - We prefer not making this decision based solely on weather predictions, which are not always accurate, but sometimes unavoidable.

**What other school districts are doing** - We also share information with other local districts and check whether they are opening or closing.

**Will there be available staff** - Many of our staff do not live in the district and we consider their traveling conditions and safety.

- **WHO MAKES THE DECISION?**

As superintendent of schools, I am responsible for the final decision, based on the above factors and recommendations from the Manager of School Business Affairs and the Petermann's Transportation Supervisor.

- **WHAT ARE THE POSSIBLE DECISIONS?**

**Schools Closed:** No transportation service provided (public or non-public). Classes will not be in session.

**Two Hour Delay (in school starting time):** Buses will run regular routes two hours later. **If you hear a two-hour delay, you should continue to monitor your TV/radio since changing conditions could**

**warrant a later announcement of closing schools.** We are reluctant to use the two-hour because of the needs of parents to make alternative child care arrangements and our need to notify Kings Local School District staff of reporting times.

**Early Dismissal:** Schools will dismiss early with the time specified in a media announcement and call command. Many parents work and we are concerned for the safety of children who may go home to an empty house.

- **HOW IS THE PUBLIC NOTIFIED?**

- \*Call Command Parent Notification (call could be made to parents as early as 5:30 a.m.)

- \*District Website

- \*Local TV and Radio Stations

- **WHEN IS THE DECISION MADE?**

- This decision is usually made by 6:00 a.m. or earlier in order to notify radio and TV stations and to begin the call command notification to parents and staff. (Keep in mind that call command can sometimes take as much as 45 minutes to reach all households.) If we wait longer to announce a closing, some parents will have left for work, leaving their children unsupervised by the time the announcement is made.

If schools are open, and parents do not want to send their children to school during extreme weather conditions, the absence will be treated as excused and the work missed may be made up. This attendance option is always available to parents. Although we take this decision very seriously, we know that often our decision may not accommodate everyone. The decision to send your child to school during extreme weather conditions is and should ultimately be yours. Also, discourage young drivers from driving in these conditions and offer alternatives if weather conditions worsen. Please also remember that a child always has the option to ride the bus.

We hope this explanation allows you to feel more comfortable and better understand the process our district staff uses to make the best possible decision. Thank you for your support.

Sincerely,  
Valerie M. Browning, Ph.D.  
Superintendent, Kings Local Schools

## Kings Local School District Attendance Policy

All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. We will work towards perfect attendance each day; however, we do not want children at school if they are ill.

Parents are to call the school's attendance line any time their child is going to be absent or tardy. Listed below are the attendance numbers and times you need to call.

Building	(513)398-8050	Call before:
Kings High School	Ext. 23	8:55 a.m.
Kings Jr. High School	Ext. 32	8:55 a.m.
Columbia Elementary	Ext. 52	10:00 a.m.
J.F. Burns Elementary	Ext. 42	10:00 a.m.
Kings Mills Elementary	Ext. 72	10:00 a.m.
South Lebanon Elementary	Ext. 62	10:00 a.m.

The office staff will call the homes or offices of any child's parent who fails to contact the school. This is the law in Ohio and is designed to protect our children. Students who are absent from school during the day are not permitted to take part in after-school programs/activities unless special permission has been approved by the principal.

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

<b>J.F. Burns Elementary, Kings Mills, South Lebanon Elementary School Hours 8:40 – 3:20</b>		
Arrival	8:50 – 10:00	Tardy – AM
Arrival	10:00 – 12:00	Absent ½ day AM
Arrival	12:00 – 3:20	Absent whole day
Dismissal	8:40 – 12:00	Absent whole day
Dismissal	12:00 – 2:20	Absent ½ day PM
Dismissal	2:20 – 3:20	Early Release (Tardy)

<b>Columbia Elementary School School Hours 8:30 – 3:30</b>		
Arrival	8:40 – 10:00	Tardy – AM
Arrival	10:00 – 11:30	Absent ½ day AM
Arrival	11:30 – 3:30	Absent whole day
Dismissal	8:30 – 11:30	Absent whole day
Dismissal	11:30 – 2:30	Absent ½ day PM
Dismissal	2:30 – 3:30	Early Release (Tardy)

<b>Kings Junior High &amp; Kings High School School Hours 7:25 – 2:26</b>		
Arrival	7:25 – 8:55	Tardy – AM
Arrival	8:55 – 10:55	Absent ½ day AM
Arrival	10:55 – 2:26	Absent whole day
Dismissal	7:25 – 8:55	Absent whole day
Dismissal	8:55 – 1:00	Absent ½ day PM
Dismissal	1:00 – 2:26	Early Release (Tardy)

### 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 a 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 absence 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 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.

### **Unexcused Absences and Tardies (continued)**

- 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 year for the reasons identified as “excused Absences” may be documented by a parent note. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child’s physician, etc.

The foregoing general rule is for the convenience of school officials in the administration of this attendance policy. This rule does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general rule may be waived by school officials where circumstances indicate that its application does not service 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 year. Special requirement of students who have been adjudicated as guilty for truancy charges and parents who have been adjudicated as guilty for ‘Contributing’ charges related to truancy of their child(ren).

Nothing contained in this attendance policy is intended nor should be construed as restricting the discretion of school officials to make sure 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.” In all instances where students/parents have previously been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing), excused absences shall be granted only on the condition of a note from a physician (see next section) or personally excused from school by the school administrator.

### **Medical Excuses**

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may only excuse absences or tardies to school for the specific dates 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 for additional medical documentation.

### **Tardy to School**

Important Note: Five (5) unexcused tardies = one day unexcused absence.

### **Make-Up Work**

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

### **Tardy to Class**

Class tardies are handled on an in-school basis.

### **Truancy Defined**

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

### **Consequences of Truancy**

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

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

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

### **Truancy Charges Filed in Court**

Truancy charges may be filed against students who become chronic (or habitual) truants. In addition, “contributing” charges may be filed against the parent(s).

### **Chronic Truancy (Delinquency) =**

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

### **Habitual Truancy (Unruly) =**

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

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or tardies until graduation. A Violation of Court Order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been found guilty of “contributing” charges. Juvenile Court may retain jurisdiction of students until they attain 21 years of age.

### **Warren County Inter-School Attendance Agreement:**

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

## **ACCEPTABLE USE POLICY AND INTERNET SAFETY FOR STUDENTS**

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.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### **II. TERM OF THE PERMITTED USE**

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

### **III. ACCEPTABLE USES**

- A. **Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
- B. **Unacceptable Uses of Network.**

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
3. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise

- using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
4. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user. Additionally, students will not be permitted to access an external Internet e-mail service or their personal e-mail account. Students may not engage in chat, chat room, instant messenger or bulletin board activities that are not sanctioned by the school district. Also, students may not give out personal information, including- but not limited to- name, address, age, sex, telephone number and e-mail address on the Internet.
  5. Uses that are commercial transactions. Students and other users may not use the network for financial gain, for commercial activity or for any illegal activity. Do not give others private information about you or others, including credit card numbers and social security numbers.
  6. Using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users.
  7. Accessing non-school related websites including accessing personal social networking websites for non-educational purposes.
  8. Accessing websites that are fee-based.
  9. Use of school district computers for political lobbying.
  10. Use of school e-mail to forward large files or otherwise clog network bandwidth or consume network file space.
  11. Vandalizing school computer technology, either physically, or electronically, or otherwise creating or downloading a computer virus.
  12. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.
  13. Downloading, copying or installing copyrighted materials without authorization to do so (includes music files).
  14. Playing games on school district computers without permission.
  15. Giving out personal information regarding yourself or others without permission.
  16. Reposting (forwarding) personal communication without the author's prior consent.
  17. Copying commercial software and/or other material in violation of copyright law.
  18. Accessing and/or viewing inappropriate material.
  19. Downloading of freeware or shareware programs.
  20. Violating Board policy, state, federal or local law, or class rules

C. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

D. **Disruption of Educational Process On/Off School Premises**

1. Kings Local School District has the right to request that social network websites remove offensive or threatening content from the site. Because they are private entities, they can do so without violating the First Amendment.
2. Kings Local School District may discipline students that generate offensive Internet content off school premises as long as the school establishes that the content materially disrupted the educational process or school operations.
3. Kings Local School District may discipline students that post *true threats* against either students or staff provided that the school has a reasonable belief the student will act upon the threat.

## IV. INTERNET SAFETY

- A. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to

materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

- B. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. **Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user’s agreement is signed to indicate the user’s acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

“Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of genitals or

3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

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

## **V. PRIVACY**

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

## **VI. FAILURE TO FOLLOW POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

## **VII. WARRANTIES/INDEMNIFICATION**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

## **VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

## **Personal Use of Student-Owned Electronic Devices**

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

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

### **General Usage**

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

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

### **Consequences of General Usage**

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

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

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

## Electronic Devices Security Risks

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

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

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

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

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

### 2. Physical Security

Users should take the following physical security preventative measures.

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

### 3. Access Control and Authentication

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

**STUDENT'S AGREEMENT**

*Every student, regardless of age, must read, sign below and return this page to school:*

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

\_\_\_\_\_  
Student name (PRINT CLEARLY)

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

User (place an "X" in the correct blank): I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy

**PARENT'S OR GUARDIAN'S AGREEMENT**

\_\_\_\_\_  
Student's name

***To be read and signed by parents or guardians of students who are under 18:***

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if a when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

\_\_\_\_\_  
Parent or Guardian name(s) (PRINT CLEARLY)

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Parent or Guardian signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\*\*\*\*\*

ADOPTED:  
REVISED:

*Legal References:* Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554) Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F

# Kings Local School District School Hours

## Regular School Day

<b>J. F. Burns, Kings Mills, &amp; South Lebanon Elementary Schools</b>		
Grades	MTRF	Wednesday
1 - 4	8:40 a.m. to 3:20 p.m.	8:40 a.m. to 2:20 p.m.
AM Kindergarten	8:40 a.m. to 11:40 a.m.	8:40 a.m. to 11:10 a.m.
PM Kindergarten	12:20 p.m. to 3:20 p.m.	11:50 a.m. to 2:20 p.m.
AM Special Needs Preschool	8:40 a.m. to 11:20 a.m.	8:40 a.m. to 10:40 a.m.
PM Special Needs Preschool	12:20 p.m. to 3:00 p.m.	12:20 p.m. to 2:20 p.m.

<b>Columbia Elementary School</b>		
Grades	MTRF	Wednesday
5 & 6	8:30 a.m. to 3:30 p.m.	8:30 a.m. to 2:30 p.m.

<b>Kings Junior High School</b>		
Grades	MTRF	Wednesday
7 & 8	7:25 a.m. to 2:26 p.m.	7:25 a.m. to 1:26 p.m.

<b>Kings High School</b>		
Grades	MTRF	Wednesday
9 - 12	7:25 a.m. to 2:24 p.m.	7:25 a.m. to 1:24 p.m.

## Two Hour Delay

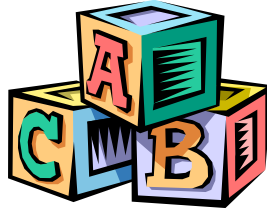
<b>J.F. Burns, Kings Mills, &amp; South Lebanon Elementary Schools</b>	
Grades	MTWRF
1 - 4	10:40 a.m. to 3:20 p.m.
AM Kindergarten	10:40 a.m. to 12:40 p.m.
PM Kindergarten	1:20 p.m. to 3:20 p.m.
<b>If a two hour delay occurs on a Wednesday then early release will be cancelled.</b>	

<b>Columbia Elementary School</b>	
Grades	MTWRF
5 & 6	10:30 a.m. to 3:30 p.m.
<b>If a two hour delay occurs on a Wednesday then early release will be cancelled.</b>	

<b>Kings Junior High School</b>	
Grades	MTWRF
7 & 8	9:25 a.m. to 2:26 p.m.
<b>If a two hour delay occurs on a Wednesday then early release will be cancelled.</b>	

<b>Kings High School</b>	
Grades	MTWRF
9 - 12	9:25 a.m. to 2:24 p.m.
<b>If a two hour delay occurs on a Wednesday then early release will be cancelled.</b>	

**Kings Local School District  
Welcomes the Class of 2024**



Dear Parent(s)/Guardian of incoming Kindergarten student:

Kindergarten is the foundation of your child's education and the Kings Local School District has implemented many programs and procedures to ensure a successful start for all students. Please read the important information below regarding a procedure for all new Kindergarten students.

All incoming Kindergarten students will be administered a diagnostic assessment, called "The KRA-L Test" during the first three days of the new school year. – August 23, 24, 25. This student friendly assessment takes approximately 15 minutes to complete and will be administered by your child's teacher on one of the above listed days.

The KRA-L is made up of activities that include:

- Answering who, what, when, why and how questions
- Repeating sentences
- Identifying words that rhyme
- Giving a word that sounds the same as another word (rhyming production)
- Identifying letters
- Listening and identifying the beginning sounds of words

The results of the KRA-L assessment will be used to help teachers meet each child's needs in learning to read. It provides the teacher information about how to best build upon children's literacy strengths.

On or about the first week in August, you will receive an informational letter listing your child's scheduled assessment appointment date and time. Please note that a parent/guardian does need to accompany their child to this assessment appointment.

During your scheduled appointment time, your child will also have the opportunity to:

- Meet his/her teacher
- Drop off school supplies
- Pick up his/her bus tag
- Tour the building

If you have any additional questions regarding this Kindergarten procedure, please call your child's school for additional information.

J.F. Burns Elementary	398-8050 ext. 16000
Kings Mills Elementary	398-8050 ext. 14000
South Lebanon Elementary	398-8050 ext. 15000