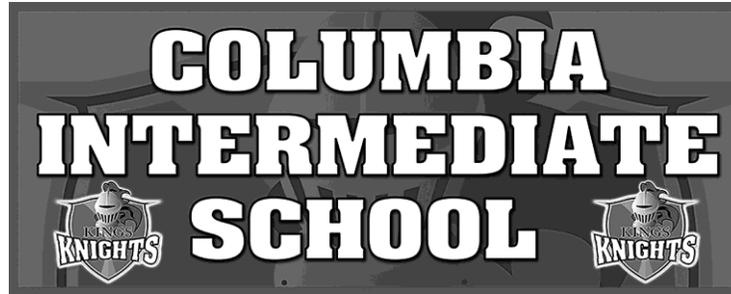


# Parent & Student Handbook 2018 - 2019



## A 2015 OHIO HALL OF FAME SCHOOL

8263 Columbia Road  
Kings Mills, Ohio 45034  
513-398-8050 ext. 5  
www.kingslocal.net

Shelley Detmer-Bogaert, Principal  
Ext. 13001

Lori Stovall, Assistant Principal  
Ext. 13002

Dave Winebrenner, Counselor  
Ext. 13025

*Welcome to Columbia Intermediate School...  
where students & families unite to become Knight Nation!*

## Columbia Intermediate ... Be Nice Out There!

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



©2016 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

## **A MESSAGE FROM OUR PRINCIPALS...**

*We welcome you to Columbia Intermediate School! This is where, for the first time, all Kings 5<sup>th</sup> graders join together as a graduating class. We believe that 5<sup>th</sup> and 6<sup>th</sup> graders have the unique challenge to begin taking true ownership of their learning. We believe in the importance of building relationships, encouraging creativity and promoting student innovation.*

*Columbia Intermediate is a place where learning is active, challenge is expected and all learners aspire to reach their greatest potential. It is also a time where thoughtful communication and problem solving, whether academically or socially, is key to student success.*

*Parents are very important members of the Columbia family. We encourage you to participate fully in helping make your child's school experience meaningful and successful. We are committed to supporting students and their families – please reach out to your teachers, counselor, staff members or principals with any needs or questions.*

*We invite all students and parents to share in the many exciting and rewarding opportunities awaiting you at CIS!*

*Best wishes for a happy and successful school year...Go Knights!*

*Shelley Detmer-Bogaert, Principal*

*Lori Stovall, Assistant Principal*

*Relate. Create. Innovate.*

## **COLUMBIA INTERMEDIATE MISSION STATEMENT**

***Our School** will strive to meet the unique needs of young adolescent learners by actively engaging students in their learning and providing an environment that respects the wide range of adolescent development.*

***Our Teams** will strive to meet the unique needs of young adolescent learners by building positive relationships and providing instruction that fosters a passion for learning.*

***Our Students and Families** will feel a strong sense of school community and recognize the important role they play in our educational partnership.*

### **KINGS PHILOSOPHY OF EDUCATION**

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

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

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

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

## **EDUCATIONAL GOALS**

The statements, which follow, are an expression of the goals of this community, as we in the schools understand them. They are not necessarily stated in any order of preference: hence, no special significance should be attached to the order of their presentation.

The Kings Local School District will:

- Provide for the mental health and personality development of students through programs of psychological and guidance services.
- Maintain and improve the physical health of all students through a planned program of physical and health education.
- Instill in each student a love and respect for our great American heritage and form of government.
- Provide opportunities which will enable students to master the basic skills of reading, writing, speaking, listening, and viewing.
- Provide opportunities which will enable students to master the computational and analytical skills for the understanding of everyday problems.
- Provide opportunities which will enable students to develop, to the extent of their abilities, the skills of critical and objective thinking, analysis, and evaluation.
- Provide opportunities which will enable students to increase their awareness of occupational options and gain the knowledge, skills, and attitudes necessary for successful, productive lives.
- Provide opportunities which will enable students to develop an understanding of nature, the effects of man upon his environment, and man's obligation to the viability of the planet.
- Provide opportunities which will enable students to understand the American economy, its strengths and weaknesses, and its relationship to individuals who understand their roles as producers and consumers of goods and services.
- Provide opportunities which will enable students to understand and appreciate the American system of government and how they can function as a part of it.
- Provide opportunities which will enable students to understand their mental, physical, and emotional capacities so they can develop a positive self-image and live a well-adjusted personal and family life.
- Provide opportunities which will enable students to understand their commonality of mankind even though there are ethnic and religious differences.
- Provide opportunities which will enable students to understand and appreciate man's historical accomplishments in art, music, drama, literature, and the sciences.
- Provide opportunities which will enable students to gain the knowledge and attitudes necessary for future survival and for coping with the use of the unprecedented expansion of knowledge.
- Provide opportunities which will develop within the students a respect for duly constituted authority and public laws as well as knowledge of how changes can be made through the democratic process.
- Provide many and varied opportunities for students to express the full extent of their creativity and develop their appreciation for the aesthetics.
- Provide an atmosphere which helps students, parents, and other community members demonstrate a positive attitude toward learning.
- Utilize the many resources which are available in the community so that the students can obtain knowledge from those who are proficient in the particular area of study.
- Provide the safest environment possible and an atmosphere which is pleasant and conducive to learning.
- Maintain a well-qualified staff.
- Assist the professional growth of our teachers.
- Motivate active participation by parents and a concern of the general public as essential to enable the board to accomplish desired objectives.
- Provide meaningful programs for citizens of all ages in order that their individual needs and interests can be met.
- Develop and maintain an efficient and effective support service system (finance, maintenance, transportation, school lunch program) which will enable the district to achieve its educational goals.
- Improve the standards and thoroughness of our educational program and thus be better prepared for tomorrow's needs.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

It is the responsibility of the building principal with input from the staff to assign students to classes. During the last four weeks of the school year, each teacher will be required to turn in class listings with basic information on each child. Additionally, we will send a link via Google for parents to complete a "Parent Input Form". With parent and teacher input, class assignments will be made to balance teacher classes with academics and behavior needs of students.

## **ARRIVAL & DISMISSAL**

School begins at 8:40 and dismisses at 3:20. Students may arrive at school no earlier than 8:30 and they must be in their classroom at 8:40. Bus students will enter the building through the side entrances near the bus drop-off point. All other students will enter the building in the front of the building at the office entrance.

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

Arrival 8:40-10:00 .....	Tardy
Arrival 10:00-11:30 .....	Absent ½ day a.m.
Dismissal 11:30-2:20 .....	Absent ½ day p.m.

**All calls for pick-up or change of plans must be received in the office by 3:00 p.m. to ensure the message gets to the student.**

For safety reasons no student will be pulled from a bus once they have boarded. Prior to arriving at school, it is important that students know if they are riding the bus or being picked up.

## **ATTENDANCE**

Truancy Laws in Ohio have been amended with the passage of the HB 410 and all schools are required to keep track of the number of hours each student is in school. Starting in the 2017-2018 school year, schools will also report time out of school as an “occurrence” instead of an absence.

Generally, twelve (12) occurrences from school, which include full days, partial days, tardies and early dismissals, may be documented by a parent/guardian phone call/fax, note or email. This includes all excused and/or unexcused occurrences, tardies and early releases. All instances indicated shall count as (1) occurrence, whether the absence is a full/partial day, tardy or early release from school.

Medical notes shall NOT count against the (12) occurrences that a parent may excuse.

Absences, full and partial days, tardies and early dismissals in excess of (12) occurrences may not be excused by a parent/guardian and shall require documentation by the child’s treating physician, nurse practitioner, or physician’s assistant- unless an occurrence is otherwise excused by the Principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student’s best interest. Those circumstances include, but are not limited to: the student’s attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused occurrences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician’s assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an occurrence (full day absence, partial day absence, tardy or early dismissal) is excused.

### **Tardiness**

Being punctual to school is the minimum expectation that we have for all of our students. Any student arriving in class in their assigned seat after the start time of the student’s school must report directly to the attendance office to obtain a tardy slip. The tardy slip must be presented to the teacher to be admitted to class. The attendance office will track tardies and report to the administration. Each tardy to school, unless medically excused, will count towards a student’s 12 occurrences allowed in a school year. Chronic tardies, eight (8) or more in a semester may result in after school detention, Thursday school, referral to counselor, in-school suspension or loss of driving privileges.

### **Early Dismissal**

Students must bring in their early dismissal note to the attendance office in the morning before school starts. All early dismissals, unless medically excused, will be counted toward the student’s (12) occurrences in the school year. In all cases, a parent/guardian will be contacted to provide permission and a valid reason for the early dismissal. When a student arrives on the campus property he/she is under the jurisdiction of the school district until the end of the day. No student may leave the premises during the school day without proper authority from the attendance office. Also, no student will be permitted to return to school unless an “off-grounds” pass has been issued with a return time marked on it.

## **Absences**

Students who miss school are required to have their parent/guardian contact the attendance office within 2 hours of the student's school start time. Please refer to your child's designated school for school start times.

If the school does not receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes parent/guardian or physician must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

## **District Responsibilities:**

The school, in compliance with Ohio Truancy Laws and HB 410, has established the following intervention strategies to avoid unexcused occurrences, partial and full days, tardies and early dismissal.

- If a student acquires 38 hours of combined excused and unexcused occurrences in one month or 65 hours of combined excused or unexcused occurrences in one school year, a warning letter will be mailed to the parent/guardian.
- If a student acquires 45 hours of unexcused occurrences a Truancy Education Meeting will be scheduled. This group meeting will be held in your child's school district. The purpose of this meeting is to advise parents/guardians of the new truancy laws, school policy, and student current attendance records.
- The following are the thresholds that are defined in the Ohio Revised Code and serve as the definition of a Habitual Truant:
  - 30 consecutive hours of unexcused occurrences from school, OR
  - 42 hours unexcused occurrences from school in a school month, OR
  - 72 hours unexcused occurrences from school in a school year.

Should a student meet any of these thresholds during the school year, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan.

The team shall consist of the student, parent/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following:

- Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent/guardian.
- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.

## **EARLY DISMISSALS - STUDENT**

If it is necessary for a child to be dismissed prior to the end of the school day, the following procedure shall be used:

1. Notify the school office by written note and indicate the reason, the date, the time and the person who will pick up the child from the office. The child should bring the note to the office when he/she arrives at school so that the dismissal can be listed on the master attendance sheet distributed to the staff. **The office will only release students to the parent or legal guardian unless written permission is provided.**
2. The person coming to pick up the child must report to the school office and sign the student out on the sign in/out sheet.
3. The child will be called to the office at the appropriate time if the child has not already reported to the office.
4. In some cases, the person picking up a child may have to prove his/her identity through a driver's license.

Early dismissals shall be counted the same as morning tardies.

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

## **BOARD POLICY BOOKS**

Board of Education Policy Books are available for staff, parents, and community members and may be checked out from the library or from the main office.

## **CAFETERIA**

### **A. Menus (Subject to change)**

1. Menus are posted in the classroom and available on the Kings Local website.

### **B. Prices (Subject to change)**

1. Lunch Prices for grades 5-6 will be: Lunch A \$2.70, Lunch B \$3.20. Those students approved for reduced price lunch will pay .40 cents per day. Adult lunches can be purchased for \$3.85. CIS uses the point of sale system. Take advantage of the opportunity to deposit money into an account that will be available to your child at lunch, **[www.payforit.net](http://www.payforit.net)**.
  2. Extra Milk – Extra milk or milk for a packed lunch is .55 cents.
  3. Lunch Charges – Charged lunches will be limited to two charges unless an emergency exists.
  4. Free and Reduced Lunches – Parents may apply for free or reduced price meals by filling out an application for free and reduced price meals, which is located on our Kings Local website or by contacting our CIS office. Students who were approved for free and reduced price lunches at the end of last year will temporarily qualify again this year (until October 1). When the new forms are received, everyone desiring to continue must re-apply. Of course, anyone not previously approved may apply at any time during the school year. All information is kept confidential.
  5. Breakfast will be served daily. Prices are \$1.25 per day. If a student is approved for free or reduced lunches then breakfast will also be free or reduced. The cost for reduced breakfast is \$.30.
- C. "It's in the Bag" Sack Lunch – This sack lunch is available to elementary students for any field trip, event or any other day your child might need a packed lunch with two days prior notice. The cost of the sack lunch including a drink is \$2.50. To order a sack lunch, please contact your child's school kitchen:

Columbia – 398-8050 – Ext. 13054

Please feel free to have lunch with your child at any time. Adult lunches will cost \$3.85.

## **STUDENT WELLNESS**

The Kings Local School District remains committed to the physical and mental well-being of our students. The District supports the student's development toward a healthier future through promoting healthy eating and increased physical activity; to that effort the Kings Local School Board of Education sets forth a Student Wellness Policy (Section E: Support Services - Policy EFG): <http://z2.ctspublish.com/osba/Z2Browser2.html?showset=kings-osba>

## **CARE OF SCHOOL PROPERTY**

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

Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage or replace the item. Local law enforcement agencies may be notified and the student may be suspended from school.

## **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)

## **CLASSROOM VISITATIONS BY PARENTS**

Requests to visit classes are to be made 24 hours in advance with the building principal. The teacher of the class shall be notified in advance and given the opportunity to request an alternative date. A parent, who goes to the classroom without receiving a visitor's pass, will be politely reminded of the policy. This policy safeguards the rights of all students and of the teacher.

Normally a parent will be permitted to visit at the time requested although occasionally the classroom activity may be such that the

presence of another adult may be inherently disruptive. On such an occasion, an alternative date with the parent will be arranged. The parent's objective(s) for the visit must be given to the principal and teacher.

Only parents of students in the classroom may visit the classroom upon following the procedures. Visiting classrooms for the purpose of selecting a future teacher is not permitted.

All visitors must report to the office before going to the classroom at the assigned time. Classroom visits will be limited to thirty minutes and multiple visits to the same class are discouraged unless the reasons are judged acceptable by the principal.

## **CLINIC/NURSE**

Our school nurse is available on a daily basis for our students. She can be reached at Ext. 10038. It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses.

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

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

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

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

**HEAD LICE:** Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. Nits are teardrop shaped and vary in color from brown to white. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo.

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

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

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

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

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

## **STUDENT CODE OF CONDUCT**

District administrators, principals, teachers, substitute teachers, teachers' aides, student teachers, office personnel, bus drivers, custodians, cooks or any authorized school personnel have a right to make and establish reasonable rules/regulations/procedures/requests (hereafter referred to as rules) which are to be followed in order to guarantee each student the excellent climate they deserve. This handbook is part of those rules. Violation on the part of a student of any one or more of the rules may result in disciplinary action; including (but not restricted to): student conference, parent conference, denial of privilege(s), restrictions placed, payment of 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: in school discipline, out of school suspension, emergency suspension, expulsion 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:

1. Damage or destruction of school property.
2. Damage or destruction of private property.
3. Damage or destruction of property belonging to a school.
4. Assault on a school employee, student or other person.
5. Possession or use of dangerous weapons (including but not limited to stun guns, sprays, etc.).
6. Fighting.
7. Chronic misbehavior which disrupts or interferes with any school activity.
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers (Insubordination).
9. Any disruption or interference with school activities.
10. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher.
11. Leaving school during school hours without permission of the proper school authority.
12. Distribution of pamphlets, leaflets, buttons, insignia, etc., without permission of the proper school authority.
13. Demonstrations by individuals or groups causing disruption to the school program.
14. Disrespect to a teacher or other authority.
15. Threats made to administration, teachers, students, or any other school personnel.
16. Skipping detention.
17. Refusing to take detention or other properly administered discipline/refusing lesser punishment.
18. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
19. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or that you think is a controlled substance).
20. Buying, selling, transferring or using any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance.
21. Possessing, using or being under the influence of any alcoholic beverage or intoxicant of any kind, or smelling of drugs or alcohol.
22. No student shall smoke, use or possess any substance containing tobacco, including but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, or use tobacco (or paraphernalia used in lighting such substances) in any form at any time. 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.
23. Turning in false fire, tornado, bomb, disaster alarm or calling the emergency number, 911.
24. Placing of signs and slogans on school property without the permission of school authorities.
25. Extortion of a pupil or school personnel.
26. Forgery of school related documents.
27. Cursing.
28. Truancy.
29. Cheating or plagiarizing.
30. Hazing.
31. Gambling (including possession of related items such as but not limited to: playing cards, dice, etc.).
32. Tardiness.
33. Improper or suggestive dress.
34. Engaging in sexual acts or displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
35. Publication of obscene, pornographic or libelous material.
36. Use of indecent or obscene language in any form.
37. Indecent exposure.

38. Arson – unauthorized use of fire.
39. Harassment or bullying in any form, including but not limited to verbal, physical, racial, or sexual.
40. Failure to abide by reasonable dress and appearance codes set forth in student handbooks, established by administration or the board of education.
41. Failure to abide by rules and regulations set forth by the administration.
42. Disobedience of driving regulations.
43. Presence on school property with a communicable disease.
44. Willfully aiding another person to violate school regulations.
45. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the board of education.
46. Sell, offer to sell (trafficking in drugs), or possess a controlled substance.
47. Carrying concealed weapons.
48. Any Criminal Violation of the Ohio Revised Code.
49. Any type of prohibited activity listed herein engaged in by a student shall be reason for expulsion, suspension or permanent removal from school.
50. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
51. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or an extracurricular activity.
52. Any violation of the Computer Acceptable Use Policy.
53. Stealing – possession of property belonging to others.
54. Possessing or use of any type of communication device(s)/system(s) (including but not limited to “beepers,” cellular phones, etc.).
55. Use of the following recreational devices are not permitted including but not limited to CD’s, radios, electronic games, laser pointers.

## **DANGEROUS WEAPONS POLICY**

The board 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 or look-a-like and/or knife on school property, in a school vehicle or to any school sponsored event. In addition, a student may be expelled for reasons beyond the possession of a firearm or knife. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes, but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

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

Students are also prohibited from possessing/bringing knives on school property, in a school vehicle or to any school activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student possesses/brings a knife on school property, in a school vehicle or to any school-sponsored activity, the superintendent may, if authorized by the board, expel the student from school with the same expulsion implications as noted above. The board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

## **HAZING AND BULLYING (POLICY)**

### **(Harassment, Intimidation and Dating Violence)**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or

physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

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

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

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

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

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

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

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

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

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

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

### **Hazing and Bullying (Regulation)**

#### **(Harassment, Intimidation and Dating Violence)**

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

### **SCHOOL PERSONNEL RESPONSIBILITIES AND COMPLAINT PROCEDURES**

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

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

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
  - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening e-mails, web site postings or comments, instant messages, text messages, phone calls, and/or voicemails;

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

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

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

## **TEACHERS AND OTHER SCHOOL STAFF**

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

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

## **COMPLAINTS**

1. **Formal Complaints** - Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.
2. **Informal Complaints** - Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.
3. **Anonymous Complaints** - Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

## **POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS**

### **Kings Local School District Behavior Expectations**

1. Be Respectful.
2. Be Responsible.
3. Be Safe.
4. Be a Problem Solver

### **Columbia Intermediate...Be Nice Out There Program**

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. At the beginning of each school year, all students are taught the expected behaviors for each location in the building. This is done through lessons, role plays, scenario discussions, etc. Refresher lessons/activities are conducted throughout the year as needed to ensure students are making good choices.

Additionally, throughout the year, all students participate in character building activities, lessons and counselor visits through our "Be Nice Out There" program. Some of the lesson topics include but are not limited to:

*Kindness & Respect*

*Bullying v. Conflict*

*See Something...Say Something!*

*Power of Words*

*Be an 'Upstander'*

*T.E.A.M.*

*Growth Mindset*

*Digital Responsibility*

*Peer Aggression*

## Get Involved

At CIS, we believe that academics and extra-curricular activities complement each other to develop a well-rounded, socially skilled, healthier student. Research shows that students who are involved in extra-curricular activity have improved academic grades, increased self-esteem, better time management skills, and a heightened sense of belonging.

We offer many ways for students to get involved during and outside of the school day. Each year, our students participate philanthropically with their grade level and/or as a student body. Students are also invited to join our after school clubs that are run by our own teaching staff. Lastly, our PTO offers numerous ways to be active and get involved. Club offerings are subject to change based on availability and student interest. Some of the opportunities offered are listed below but are not limited to:

Club 56 (homework club)	CIS Fun Knight	CIS Running Club	Chess Club
Puttin on the Hits (lip sync show)	Math Mania	Art Club	Bigfoot Club
Mock Newberry Club	Drama Club	3 v 3 Basketball Tournament	
Parent/Student Book clubs	Kids Club & various support clubs offered by our school counselor		

## CIS BEHAVIOR EXPECTATIONS MATRIX

Settings	Be Responsible	Be Respectful	Be Safe	Be a Problem Solver
Hallways	<ul style="list-style-type: none"> <li>* Keep hands and feet to self</li> <li>* Stay with class on right side of hall</li> <li>* Go directly to destination</li> <li>* Cell phones restricted</li> </ul>	<ul style="list-style-type: none"> <li>* Walk quietly</li> <li>* Keep personal space</li> </ul>	<ul style="list-style-type: none"> <li>* Walk in single-file line facing forward</li> <li>* Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>Think first</li> <li>Encourage positive behavior</li> <li>Ask for help when needed</li> <li>Move away from conflict and distractions</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>* Keep restroom clean</li> <li>* Use at appropriate times</li> <li>* Ask permission to use the restroom</li> <li>* Cell phones restricted</li> </ul>	<ul style="list-style-type: none"> <li>* Talk quietly if necessary</li> <li>* Respect others privacy</li> </ul>	<ul style="list-style-type: none"> <li>* Keep clean</li> <li>* Keep floors dry</li> <li>* Report concerns to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Think first</li> <li>Encourage positive behavior</li> <li>Ask for help when needed</li> <li>Move away from conflict and distractions</li> </ul>
Locker Bays	<ul style="list-style-type: none"> <li>* Keep locker tidy and closed</li> <li>* Keep area clean</li> <li>* Go to locker at appropriate times</li> <li>* Cell phones restricted</li> </ul>	<ul style="list-style-type: none"> <li>* Move in and out quickly and quietly</li> <li>* Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Keep locker locked</li> <li>* Maintain personal space</li> <li>* Report problem behaviors</li> </ul>	<ul style="list-style-type: none"> <li>Think first</li> <li>Encourage positive behavior</li> <li>Ask for help when needed</li> <li>Move away from conflict and distractions</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>* Be "Ready to Learn"</li> <li>* Focus on teacher</li> <li>* Follow directions</li> <li>* Cell phone used for educational purposes only with teacher permission</li> </ul>	<ul style="list-style-type: none"> <li>* Use appropriate language and tone</li> <li>* Respect other's right to learn</li> <li>* Accept feedback, redirection and discipline</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up after yourself</li> <li>* Use materials properly</li> <li>* Maintain personal space</li> <li>* Report accidents or spills</li> <li>* Follow emergency procedures</li> </ul>	<ul style="list-style-type: none"> <li>Think first</li> <li>Encourage positive behavior</li> <li>Ask for help when needed</li> <li>Move away from conflict and distractions</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>* Ask permission for snacks, utensils, drinks and restroom</li> <li>* Use good manners</li> <li>* Remain seated</li> <li>* Cell phones restricted</li> </ul>	<ul style="list-style-type: none"> <li>* Maintain personal space</li> <li>* Eat your own food</li> <li>* Use appropriate language and volume when talking to neighbors</li> </ul>	<ul style="list-style-type: none"> <li>* Keep area clean</li> <li>* Line up quietly when called</li> <li>* Report accidents and spills</li> </ul>	<ul style="list-style-type: none"> <li>Think first</li> <li>Encourage positive behavior</li> <li>Ask for help when needed</li> <li>Move away from conflict and distractions</li> </ul>
Bus	<ul style="list-style-type: none"> <li>* Sit facing forward in assigned seat</li> <li>* Follow driver's rules</li> <li>* Be ready at your stop</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* Follow instructions</li> <li>* Talk quietly using appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>* Keep aisle clear and objects inside bus</li> <li>* Refreshments are prohibited</li> <li>* Report problems to the driver</li> </ul>	<ul style="list-style-type: none"> <li>Think first</li> <li>Encourage positive behavior</li> <li>Ask for help when needed</li> <li>Move away from conflict and distractions</li> </ul>
Playground	<ul style="list-style-type: none"> <li>* Dress for the weather</li> <li>* Line up when called – quick and quiet</li> <li>* Bring in all equipment</li> <li>* Play and have fun</li> <li>* Cell phones restricted</li> </ul>	<ul style="list-style-type: none"> <li>* Practice good sportsmanship</li> <li>* Fair use of equipment</li> </ul>	<ul style="list-style-type: none"> <li>* Use equipment appropriately</li> <li>* Stay in designated area</li> <li>* Report injuries or problems</li> </ul>	<ul style="list-style-type: none"> <li>Think first</li> <li>Encourage positive behavior</li> <li>Ask for help when needed</li> <li>Move away from conflict and distractions</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>* Remain seated and quiet</li> <li>* Listen and respond appropriately</li> <li>* Cell phones restricted</li> </ul>	<ul style="list-style-type: none"> <li>* Arrive promptly</li> <li>* Keep hands and feet to self</li> <li>* Face front and focus on the presenter</li> </ul>	<ul style="list-style-type: none"> <li>* Enter/ exit appropriately</li> <li>* Come empty-handed</li> </ul>	<ul style="list-style-type: none"> <li>Think first</li> <li>Encourage positive behavior</li> <li>Ask for help when needed</li> <li>Move away from conflict and distractions</li> </ul>

## Acknowledgements & Rewards

Students who adhere to and/or exceed behavior expectations on a consistent basis will be recognized in various ways, for example:

- Positive notes/comments to students and parents
- Good News postcards
- Monthly CIS Knights of the Round Table
- Kings Celebration (per quarter)
- Classroom, team and building incentive programs
- Positive Behavior Referrals, Respect Receipts
- Prize drawings in the cafeteria
- Quarterly Reward Parties

## BEHAVIORS AND CONSEQUENCES

### LEVEL I BEHAVIORS

Level I behaviors are minor violations that will result in an immediate verbal correction with a possible consequence.

- |                            |                                    |
|----------------------------|------------------------------------|
| Horseplay                  | Disrespect / Insolence / Rudeness  |
| Out of assigned area       | Lying                              |
| Inappropriate language     | Sleeping in class                  |
| Failure to follow rules    | Defiance / Non-compliance          |
| Use of cell phone in class | Unprepared for class               |
| Classroom disruption       | Inappropriate display of affection |

### LEVEL I CONSEQUENCES

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

- |                             |   |
|-----------------------------|---|
| Verbal correction           | Loss of privilege   |
| Time out                    | Recess Detention  |
| Name in Team Discipline Log | Apology of action (verbal or written)   |
| Student-teacher conference  | Re-teaching of expectations   |
| Behavior Reflection Report  | Logical consequence (ie. return and walk, confiscate device until end of the day) |

### LEVEL II BEHAVIORS

Level II behaviors are more severe in nature and will result in an immediate verbal correction, a logical consequence, and a parent contact from a CIS staff member.

- |                                |  |
|--------------------------------|--|
| Chronic Level I behavior       | Property damage w/o intent                       |
| Cheating                       | Verbal abuse / directed profanity                |
| Plagiarism/Academic Dishonesty | Physical aggression (not fighting)               |
| Skipping class                 | Inciting or participating in a school disruption |

### LEVEL II CONSEQUENCES

Students who engage in Level II behaviors will be asked to identify inappropriate behavior and describe the appropriate replacement behavior. The incident will be documented. Consequences for Level II behaviors may include but are not limited to:

- |                             |                                       |
|-----------------------------|---------------------------------------|
| Verbal correction           | Time out                              |
| Loss of privilege(s)        | Apology of action (verbal or written) |
| Detention (lunch or recess) | Behavior contract                     |
| Logical consequence         | Conference (parent/child/teacher)     |
| Parent notice / phone call  | Team meeting                          |
| Conference with counselor   | Name in Team Discipline Log           |

## LEVEL III BEHAVIORS

Level III behaviors are most serious in nature that violate the dignity, well-being, and safety of another person or the student body and will result in an office discipline referral.

- Chronic Level II behavior
- Intimidation / Verbal or written threat
- Theft
- Harassment
- Property damage with intent
- Possession of weapons or look-alike weapon
- Fighting/Physical Assault
- Possession or under the influence of illegal substance
- Vaping
- Misuse of technology

## LEVEL III CONSEQUENCES

Students who engage in Level III behaviors will be referred to the office. The principal/assistant principal will issue appropriate consequences for Level III behaviors and facilitate corrective action designed to help the student improve his/her school behavior. Consequences for Level III behaviors may include but are not limited to:

Classroom removal	Lunch table DT
In-School OR Out of School Suspension	Expulsion
Parent escort at school events	Behavior contract
Logical Consequence	Parent notification/phone call
Involve district level administration	Conference with Kings SRO

## 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 removal from class (until the violation can be resolved) and /or disciplinary action. If a staff member deems an item of apparel as inappropriate and a distraction to the educational environment, this may be considered as a violation of the dress code.***

It is a violation of the Columbia Intermediate School Code of Regulations for conduct to be in violation of the dress code.

General Guidelines:

1. No short shorts and miniskirts.
2. No shirts and blouses that expose the midriff.
3. No spaghetti straps, muscle shirts or halters. Boys must wear shirts with sleeves. Sport bras must be covered.
4. Hats, coats, bandannas, hoods and sunglasses are not to be carried to – or worn in – class.
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. No gang or cult related items of any kind.
6. No transparent garments, open mesh garments or garments with large open sides may be worn without an under liner. (Example: a tee shirt could serve as a good under liner for football-type mesh shirts.)
7. Shoes must be worn and must not present a safety hazard.
8. No biking pants or spandex.
9. Hair must be clean, worn out of the eyes and groomed at all times. No extreme or distracting makeup or hair.
10. Body-piercing adornments are to be worn in the ears only and are not to be extreme or distracting.
11. Pants, jeans or shorts are to be worn at waist level. If a belt is worn, it must be of proper length. Undergarments are not to be exposed.
12. No “dog collars,” spiked bracelets or chains that could be dangerous to others or yourself or destructive to school property.

## 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 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. Students can get off at another stop on their bus route if they submit a note written, signed and dated by their parent/guardian. The note must be specific about what the child should do. The principal must see and

initial the note as approval to allow cooperation by the bus driver or others involved. **No bus passes will be issued to ride another bus.** The Transportation Department Supervisor (398-8050, Ext. 10024) may be contacted for specific questions related to school buses (e.g. routes, changes of stops, concerns, etc.) **All students are encouraged to ride the bus each day. If parent's drop-off students in the morning, we ask that you park in the marked spaces not along the curb. For the safety of all students be aware of the students crossing the parking lot.**

## STUDENT CONDUCT ON SCHOOL BUSES

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

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

## DISCIPLINE FOR STUDENT MISCONDUCT ON SCHOOL BUSES

Administration reserves the right to modify consequences as necessary.

1<sup>st</sup> Offense – verbal warning

2<sup>nd</sup> Offense – verbal warning with reteaching of expectations and/or seat change

3<sup>rd</sup> Offense – conference with student, parent contact, Behavior Reflection Report

4<sup>th</sup> Offense – conference with student, parent contact, Level I consequence

5 + Offenses – conference with student, parent contact, Level III/III consequence, or bus suspension (length to be determined by severity of incident)

\* continued offenses could result in a bus suspension for the rest of the school year

## KINGS LOCAL SCHOOL DISTRICT POLICY

### DRUG/SUBSTANCE MISUSE & ABUSE

Underlying reasons for policy:

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

This policy shall apply to all students before, during and after hours at school, any school building and on any school premises, including designated transportation stops; on any school-owned vehicle or in any other school-sponsored or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel. This policy applies to all students on school property, in attendance at school or any other school-sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the missions or 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 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) 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 shall not be eligible for the educational diversion program.

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

*Penalty: 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 the 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.

## **EDUCATIONAL DIVERSION PROGRAM**

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

- a. The results of an evaluation of the student by a trained and licensed, certified Chemical Dependency counselor (CCDC-3). These results and any subsequent recommendations will be put into writing and forwarded to the principal and school counselor.
- b. Drug screening from a qualified licensed agency (administrative approval required) which must follow the required chain of custody.
- c. A written statement to the principal and school counselor from the student and parents outlining definite plan for follow-up. The plan must include a commitment to follow the recommendations of the CCDC-3 of the evaluator and school counselor.
- d. The student and parent's commitment to participate in a prescribed program by the CCDC-3 professional and school counselor.
- e. A conference and discussion between the principal, the school counselor, the parents and the student to outline the conditions which must be adhered to if the student is to again become a member of the student body, will be conducted after the items outlined in above items a,b,c and d have been received by the principal and school counselor. This conference will determine whether the student and parent(s) have satisfied the above factors and whether the attendance of the student, upon readmission, would be disruptive to the school program and might interfere with the orderly conduct of the school. Having made these determinations, the principal and the school counselor will take appropriate action to waive or not waive the balance of said expulsion in their absolute discretion.
- f. If the principal and school counselor determine that the student or parent(s) failed to complete the prescribed program, the student's expulsion shall be immediately reinstated. If necessary to insure that the student serves the full original term of the expulsion, the superintendent may extend the expulsion into the next school year. The student and parent(s) shall have the right to appeal a determination under this section to the superintendent, or his designee, and the board of education.
- g. A second or subsequent offense occurring at any time during the student's enrollment in the district shall result in a recommendation for expulsion by the principal to the superintendent.

## **COMMUNICATION**

Effective communication is a very important aspect of making a successful year for the students, parents and staff. It is our goal to keep the lines of communication open throughout the year. Parents may contact the teacher through notes, e-mail or voice mail. A building newsletter is sent home monthly from the principal. Follow us! FACEBOOK @ColumbialIntermediate TWITTER @CISKnights

## **CONFERENCES**

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

## **CUSTODY CONCERNS**

State law requires that a child's parents or legal guardians reside within the school district. The school must have a copy of the custody agreements provided in divorce settlements before a student can attend school.

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

## **DAILY SCHEDULE**

School begins at 8:30 a.m. when students may enter the building. Homeroom begins at 8:40 a.m. with attendance and lunch count. Instruction begins at 8:50 a.m. The day ends at 3:20 p.m. with the dismissal bell.

## **EMERGENCY MEDICAL AUTHORIZATION FORMS**

Emergency Medical Authorization forms are required to be on file for all students in the school. One for each student is sent home the first day of school and is to be returned the next day. Make sure that all items on the forms have been completed, and that you have completed either section I OR section II. Please make sure that you notify the school secretary of any changes so she may update the information.

## **EMERGENCY SCHOOL CLOSING**

Should inclement weather or other emergencies require the cancellation of school, or a delay of the start of school, the community will be notified by the call command, local radio and television stations. Please listen to any of the major radio stations in the area. We ask that you NOT call the school line because we need to keep it open for emergencies.

## **FEES & COLLECTION**

Supply fees for consumable materials (paper, art supplies, workbooks, educational magazines, etc.) and technology are charged each year by the Board of Education to all students. The fee is set by the Board from recommendations by the building principal and staff. Fees for the 2018-2019 school year are as follows: 5<sup>th</sup> grade \$64.06 and 6<sup>th</sup> grade \$49.50

## **FIELD TRIPS**

Field trips can be valuable learning experiences for students and extend the learning that goes on in the classroom. Each year students travel to various locations near the community including museums, the symphony, camp etc.

All students are required to take part in field trip experiences unless excused for medical reasons because field trips are part of their education.

In some cases there is a fee charged to the students. We do not want this to be a reason for a student not to participate. Please see the principal if the costs are prohibitive for your family.

Parents will receive complete information on each trip at least a week in advance of the trip and will be required to sign a permission form. The school will NOT accept permission over the telephone.

Parent chaperones are always welcomed and needed! Chaperones are required to ride the bus to and from the field trip. Sorry, but we cannot allow younger children on field trips.

## **FRIDAY FOLDERS**

A folder with the student's work as well as other school communications will go home every Friday with the students. Parents are encouraged to review the folder's content each week with their child. Some teachers may require a parent's signature on the folder.

## **GRADING SCALE**

The district grading scale is as follows:

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
0 – 59	=	F

## **HOMEWORK**

"CIS Planners" (assignment notebooks) are issued to students at the beginning of the year. Students are required to write down all assignments on a daily basis. Parents are encouraged to review assignments each evening. We require parent signature each day of the first quarter. Students should average 30-60 minutes of actual working time on homework each evening. Times will vary according to student ability levels. Homework may not be sent to school via the fax machine.

## **HOMEWORK FOR EXTENDED ABSENCES**

Absence requests should be made in writing to the principal. An Absence Request Form should be obtained from the office. Please be aware that such absence days do count toward the maximum of 8 excused days of absence allowed under our attendance policy. Also according to Board Policy a maximum of 5 vacation days will be excused. Teachers will provide a general listing of homework to be completed during the days of absence. The work is due upon the students return. There may be additional work that will need to be completed at that time.

## ILLNESS

If a student becomes ill during the school day, he/she will be cared for in the clinic. The school will notify the parents if it is determined that the student must go home. Make sure the school has a listing of current emergency telephone numbers for you. The clinic cannot be used as an all day care facility. Parents are asked to make arrangements to care for the child as quickly as possible.

## LOCKERS

Each student will be assigned a locker. Students should not share lockers, change lockers with another student, or give his/her combination to anyone.

All lockers are the property of the Kings School District. These lockers are for student use in storing school supplies and personal items necessary for use at school. The lockers may not 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 laws or school rules. The administration has the right (under law) to make locker searches. The school assumes no responsibility for student belongings left in the lockers.

## MEDICATION

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

1. The school nurse or an appropriate person appointed by the Board supervises the secure storage and dispensation of medications. A locked cabinet is provided for the storage of the medication. Accurate records of medications given must be kept.
2. Written permission must be received from the **physician or licensed provider** and the **parent/guardian** before any medications, **prescription** or **nonprescription**, may be administered by school personnel.
3. This written request must include instructions as to the name of the medication, dosage, time of dosage, duration of the medication and possible side effects. This written request will be valid for the present school year or until discontinued.
4. The parent/guardian must agree to submit a revised statement, signed by the physician or other licensed provider who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed provider changes.
5. The medication must be received in the original pharmacy-labeled or manufacturer's container with the student's name clearly noted.
6. Medications should be brought to school by the parent/guardian or a designated responsible adult.
7. Students may self-carry and/or use prescribed inhalers for asthma, or any prescribed **emergency** medications such as, but not limited to, Glucagon, Epipen, or Diastat as long as written approval for self-carry is received from the parent/guardian and prescribing physician or licensed provider. This written approval would allow the student to self-carry emergency meds at school or at any school sponsored activity, event or program.
8. Alternative method: The parent may choose to schedule medication before and after school or to bring the medication to the school & administer it personally during the student's lunch or recess. This may be more convenient when a child needs medicine on a short-term basis, such as antibiotics, cold medicine, etc.

## 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. Step parents have no rights to records, reports, or conferences unless the custodial parent confers their rights to them.

## PARENT TEACHER ORGANIZATION (PTO)

The PTO is a valuable contributing group within the school community and all parents are encouraged not only to join the PTO, but also to be supportive of its endeavors. The students' educational experiences are expanded through programs offered by the PTO, and the volunteer program adds those extra hands needed by the teachers to help meet the needs of all the students.

## PARKING & DROP OFF / PICK UP PROCEDURES

Visitor parking is provided in front of the building. All visitors must use the front entrance and obtain a visitor's badge in the office.

**No parking or standing along the curb.**

The following guidelines apply to AM arrival and PM pickup:

- \* **Curb Lane** — there is only one pick up lane along the curb. Student may only enter the cars parked in the “safety zone” marked by orange cones.
- \* **Parked Cars** — students meeting their parents in parked cars will be crossed in groups and may not run out the cars alone. You may choose to park your car and walk to the front sidewalk to escort your child.
- \* **Bus Departure** — when buses pull out of lot, it is expected that cars stop and wait for all buses to leave at one time. Please do not drive in between buses.

## PHYSICAL EDUCATION

All students will take physical education unless excused by a note from their doctor or parent (one day only). Excuses for more than one day must be in writing from a doctor stating the length of time and the reason for the excused participation. If a student is not able to take part in the more physically demanding part of the class, he/she will be required to walk. Students not participating will remain with the class.

**Students DO NOT change clothing in gym locker rooms. Students are to come to school “gym ready” wearing shirts, shorts/pants and shoes that are appropriate for the hardwood gym floor.** Students without appropriate gym shoes may receive a lower grade for not being properly prepared for class.

## PLAGIARISM & ACADEMIC HONESTY

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 or giving credit for another class without permission of both teachers.
3. Submitting work for one class, which was handed in for credit for another class without permission of both teachers.
4. Presenting someone else’s work as your own work.
5. Copying or buying work from on-line or other professional sources.

Each student is expected to complete his/her own work and use appropriate citation when referencing another person’s work. Unintentional plagiarism is still plagiarism.

Plagiarism & academic dishonesty are considered Level II behaviors.

## PROMOTION & RETENTION

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

1. The building principal shall be responsible for the promotion or retention of each student.
2. Age, maturity, grades and achievement level shall be the basic factors governing promotion or retention.
3. When retention is being considered, the teacher shall confer with the principal and other staff members involved with the child by the end of the first semester.
4. The parents shall be invited to a conference with the teacher(s) and the principal or his/her delegate for a discussion of the possible retention no later than February 1. Parents shall be given an explanation of their child’s current academic standing and goals shall be set for the third quarter.
5. The parents shall be invited to a conference with the teacher(s) and the principal or his/her delegate early in the fourth quarter to review the student’s progress.
6. A yearly average of F (failing) in two major academic classes or in one major and two minor academic classes may result in retention, grades 1 through 8. Achievement test scores, attendance and approved summer school attendance may be considered in making the final determination.

## RECESS

Columbia’s schedule includes a daily recess. This provides a period of relaxation and social interaction for the students. Students may be excluded from this activity based on approved discipline procedures. Students requiring extra help in their academic subjects or extra time to complete work may also be excluded.

Outside recess is required when the weather is dry and the temperature is 32 degrees or above unless a student is restricted by a teacher or a student has a parent signed note requesting inside recess for medical reasons. If a long-term excuse is necessary, the

parent should make an appointment with the principal or teacher. Outside recess will be permitted when the weather is dry and the temperature is 25-32 and school personnel determine the weather is acceptable. Students must be properly dressed according to weather conditions before they will be allowed outside.

## **ROUNDTABLE**

All CIS students participate in a daily block where they receive enrichment or intervention support services. Times vary by team.

## **SECURITY SYSTEM**

The main entrance to CIS will be locked after students arrive to provide a safe learning environment. Please ring the door bell and wait for the "May I Help You." Please give your name and reason for needing access to CIS. Thank you for your cooperation.

## **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 names, address, phone number, age, weight, etc. Parents may request that the school not release this data.

## **STUDENT ELECTRONIC DEVICES**

Students are encouraged not to bring items of value to school. Students who do bring a device (iPod, tablet, Kindle, cellphone, etc.) to school must leave it turned off and in their locker. Additionally, headphones and earbuds may not be worn or visible during the school day. These devices are only permitted in the classroom with explicit permission from the teacher.

## **VISITORS**

Visitors are always welcome at our school. Upon entering the building all visitors must report to the office to explain the purpose of their visit, to sign in, and to obtain a visitors' pass. This is the law and is posted at each entrance to the building.

## **VOLUNTEERS**

If you would like to volunteer in the school, contact your child's teacher, a PTO officer or the school office. Volunteers must sign in at the office and wear an approved name identification badge.

## **WITHDRAWING FROM SCHOOL**

Parents must notify the school office in the event that the student must withdraw. Prior to leaving, the student will have an official withdrawal record sheet completed by his/her teachers. The student's new school must request school records. Student records will not be given to parents to take to the new school. We will forward all records within 24 hours after receiving the written request from the new school.

## **HOTLINE NUMBERS**

Shelley Detmer-Bogaert - Principal	Ext. 13001	Lori Stovall - Assistant Principal	Ext. 13002
Marsha Schreier - Principal's Secretary	Ext. 13000	Rachel Lantz - Attendance Secretary	Ext. 13005
Dave Winebrenner - Counselor	Ext. 13025	Karen Frecker - School Nurse	Ext. 10038



# KINGS LOCAL SCHOOL DISTRICT 2018 – 2019 CALENDAR

## **August 2018**

Aug. 13 Inservice Day  
Aug. 14 Work Day for Staff  
Aug. 15 First Day of School  
Aug. 17 First Day for Kindergarten Students

## **September 2018**

Sept. 3 School Closed – Labor Day  
Sept. 21 Inservice Day – School Closed

## **October 2018**

Oct. 12 Last Day of 1st Quarter

## **November 2018**

Nov. 6 Inservice Day – School Closed  
Nov. 21 School Closed – Covers 2 Conference Evenings  
Nov. 22-23 Thanksgiving Break – School Closed

## **December 2018**

Dec. 20 Last Day of 2nd Quarter  
Dec. 21 Work Day for Staff  
Dec. 21-31 Winter Break – School Closed

## **January 2019**

Jan. 1-4 Winter Break – School Closed  
Jan. 7 School Reopens – Full Day for Students  
Jan. 18 Inservice Day – School Closed  
Jan. 21 School Closed – Martin Luther King Jr. Day

## **February 2019**

Feb. 15 Inservice Day – School Closed  
Feb. 18 School Closed – Presidents Day

## **March 2019**

Mar. 15 Last Day of 3rd Quarter  
Mar. 25-29 Spring Break – School Closed

## **April 2019**

Apr. 19 School Closed – Good Friday (covers conference evening)

## **May 2019**

May 23 End of 4th Quarter – Last Day for Students

# **GO KNIGHTS ... Be Nice Out There!**