

# **KINGS JUNIOR HIGH SCHOOL**

## **STUDENT HANDBOOK**

### **2023-2024**

5620 Columbia Road

Kings Mills, Ohio 45034

**Phone:** (513) 398-8050, ext. 12000 **School Fax:** (513) 229-7974

**Website:** <https://www.kingslocal.net/junior-high-school/>

**Twitter:** @KJHKnights

#### **PRINCIPAL**

Mr. Eric Dunn - ext. 12001

#### **ASSISTANT PRINCIPAL**

Mr. Caleb Keeton - ext. 12002

Our goal at Kings Junior High is to make sure all stakeholders feel valued, included, and supported. We strive to exceed far beyond our academic excellence, to make sure all students, staff, and parents have a fulfilling experience while we are together. Our focus will revolve around our Kings Culture Blueprint as we are dedicated to providing great educational experience. Our middle level approach will always emphasize a necessity for the social emotional well-being of our students in a safe and secure environment. Our commitment to each and every person in our circle of influence is to build positive relationships as we celebrate everyone's contributions to our junior high family.

The Ohio Department of Education has designated Kings Junior High School as an Ohio School to Watch and a National Forum School to Watch, following an extensive application process and site-visit. This designation highlights four distinct areas of strength: Academic Excellence, Developmental Responsiveness, Social Equity and Organizational Structures and Processes. A 2<sup>nd</sup> re-designation occurred in the 2018-19 school year re-emphasizing our commitment to excellence.

Each grade level at KJH contains three teams of students, with approximately 120 students on each team, assigned to a group of teachers for their core classes; English Language Arts, Math, Science and Social Studies. Each team's core teachers are in close proximity to one another and the building is organized so grade levels are together. Teams meet often to discuss student concerns, to plan team activities, to coordinate curriculum, and to conference with students, parents, or the administration. Teams 7-Red, 7-White and 7-Blue make up our seventh grade, while teams 8-Red, 8-White, and 8-Blue make up our eighth grade. The Encore Team of all electives provide an array of other educational experiences that are truly exceptional. Each of these teachers is connected to a core team for ImPACT classes in the middle of our day.

It is our hope that KJH provides everyone with an enjoyable experience. Please feel free to reach out any time with questions you may have. We truly believe that all students deserve the best education possible and always encourage input from everyone involved in the education of KJH students.

# ADMINISTRATIVE DIRECTORY

Main Office: 513-398-8050 Ext. 12000

Attendance: 513-398-8050 Option 3 / Option 2

Fax: 513-229-7974

## Administration

Eric Dunn, Principal.....Ext. 12001  
edunn@kingslocal.net

Caleb Keeton, Assistant Principal.....Ext. 12002  
ckeeton@kingslocal.net

Jen List, Junior High Athletic Director.....Ext. 10021  
jlist@kingslocal.net

Rachel Lantz, Athletic Coordinator.....Ext. 10029  
rlantz@kingslocal.net

## Counseling

Megan Apple, School Counselor - 8th Grade.....Ext. 12007  
mapple@kingslocal.net

Erin Hackman, School Counselor - 7th Grade.....Ext. 12008  
ehackman@kingslocal.net

## Administrative Assistants

Sara Neville, Administrative Assistant - Attendance.....Ext. 12003  
sneville@kingslocal.net

Patricia Vollmer, Administrative Assistant - Head Secretary.....Ext. 12000  
pvollmer@kingslocal.net

## Nurse

Melissa Dias.....Ext. 11091  
mdias@kingslocal.net

## School Resource Officer

John Downs.....Ext. 11096  
jdowns@kingslocal.net

## NON-DISCRIMINATION POLICY

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

### P.A.C.T

Kings is a community where all students should feel valued, respected, safe, and supported. "PACT" is a student-driven program that developed as a result of conversations between teachers, administration, parents, and students with the purpose of laying out positive expectations for student conduct throughout our school community. Our mission is for students to take pride in their school and community, embrace a respectful attitude, commit to being the best version of themselves, and work together to create a positive school culture.

# P. A. C. T.

	<b>Pride</b>	<b>Attitude</b>	<b>Commitment</b>	<b>Together</b>
<b>Classroom &amp; Learning Commons</b>	Be prepared and use time wisely Do my best Treat equipment with respect	Use a quiet voice and kind words Sit properly Use technology for school related tasks	Follow all classroom procedures Have a plan and use time wisely	Ask for help
<b>Hallways &amp; Common Areas</b>	Respect artwork & locker decorations Keep it clean Go directly to the destination	Talk softly and use kind words Carry an appropriate hall pass	Keep my hands and feet to myself Walk at all times	Maintain personal space
<b>Restroom</b>	Keep Restroom Clean Respect School property Report Vandalism	Allow others privacy Wait my turn	Wash hands Be careful of hazards (ex. Wet floor)	Take care of restrooms
<b>Cafeteria</b>	Keep are clean Recycle Use passes to leave	Talk softly and use kind words Enter & exit orderly and with permission	Listen during announcements	Clean up spills & garbage Keep your hands, feet, and objects to yourself
<b>Assemblies</b>	Meet expectation of the presenter(s)	Be attentive & respectful Enter & exit orderly	Be an active listener	Keep my hands and feet to myself
<b>Bus</b>	Use kind language	Talk softly and use kind words Treat classmates with respect Follow adult direction	Keep my hands and feet to myself No eating or drinking Follow bus rules Stay Seated	Report any issues that may create an uncomfortable or unsafe travel experience
<b>Use of Technology</b>	Maintain your character Keep technology equipment organized	Use kind language Treat others kindly	No cell phones in cafeteria, restrooms, or hallways. Awareness-once it is out there, it is out there forever	Promote school events Show King's spirit

## **FREQUENTLY ASKED QUESTIONS**

1. **What if I am late for school?** Students who arrive late to school, must sign in at the attendance desk in the main office.
2. **What if I need to leave the building during the day?** The Attendance Office must obtain written parent permission from the legal guardian and/or an authorized adult on the emergency form to sign you out.
3. **What if I become ill during the day?** Obtain permission from a staff member to report to the clinic. If you are ill, do not go to the restroom on your own. Always report to the clinic. The nurse will call your legal guardian if you need to be picked up.
4. **What if I am injured at school?** Seek a staff member immediately for assistance or report to the clinic to see the nurse.
5. **What if I need to see my counselor?** Email your assigned counselor directly. If you need immediate attention, obtain a pass from a staff member to report to the counselor's office.
6. **What if I lose personal property?** Obtain a pass from a staff member to check the lost and found box and/or check with the front desk.
7. **What if I have property stolen?** Obtain a pass from a staff member to visit an administrator and report the theft.
8. **What if I lose my locker combination or schedule?** Locker combinations and schedules can be found by accessing your Progress Book and clicking "schedule".
9. **What if I am being harassed at school or on the bus?** Obtain a pass from a staff member to visit an administrator and report the harassment or call The Stay Safe, Speak Up Hotline at 1-866-listen2me.
10. **What if I hear a rumor about drugs, weapons, or a safety risk?** Report the information to a trusted staff member immediately or call The Stay Safe, Speak Up Hotline at 1-866-listen2me.
11. **What if I need to make a phone call?** Obtain a pass from a staff member to visit the main office to use the phone.

## **RESPONSIBILITIES OF STUDENTS**

1. Become informed of, and adhere to, rules and regulations established by the Board of Education and implemented by school administrators, teachers, and staff.
2. Respect the rights and individuality of other students, school administrators, teachers, and staff members.
3. Dress and groom in a manner that meets standards of health, cleanliness, and safety.
4. Be present and punctual in the regular or assigned school program.
5. Maintain the best possible level of academic achievement by completing assigned work daily, studying, asking for help when needed, attending tutoring, and monitoring progress through Progress Book.
6. Respect the exercise of authority by school administrators, teachers, and staff in maintaining discipline in the school and at school sponsored activities.
7. Recognize and accept the positive and negative outcomes of individual behavior and choices.

# ACADEMIC OVERVIEW

## School Counseling Team

### Academic Advising

Students are divided among the school counselors by grade level, remaining with their counselor for both 7th and 8th grade. During that time, counselors will work with students to monitor their academic progress, as well as their career and educational goals. Should scheduling questions and concerns arise, students should contact their school counselor. If a schedule change is needed, it must be approved by administration within three days of receiving it.

### Social/Emotional Counseling

School counselors are trained to provide social/emotional support and counseling as needed. For on-going concerns, counselors work with families to find resources to meet student's individualized social/emotional needs.

Students who need to see their counselor should do so by emailing their assigned counselor directly. If it is an emergency the student should obtain a pass to the counseling office.

8th Grade – Mrs. Apple, ext. 12007 .....mapple@kingslocal.net

7th Grade – Mrs. Hackman, ext. 12008 .....ehackman@kingslocal.net

## Academic Honesty

Kings Junior High School District is dedicated to providing a challenging curriculum while also promoting an atmosphere that fosters high achievement. We believe that achievement should be attained in a manner that demonstrates integrity and respect for academic honor and honesty. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Students shall not engage in any act of deception or falsification of one's own work product. Academic dishonesty includes but is not limited to the following:

- Plagiarism of language structure, ideas, or thoughts of another, whether intentional or unintentional
- Copying or stealing another person's work or data
- Allowing another person to copy one's own work or doing another person's classwork for them.
- Providing another person with answers on assessments
- Noncompliance with test taking procedures
- Using unauthorized resources to gain and academic advantage

### Consequences for Academic Honesty Violations

Any student who is found to be academically dishonest may be subject to academic penalties. In addition, students may also receive disciplinary consequences per the student code of conduct. Finally, a student may be removed from any clubs or organizations in which his/her involvement is contingent upon academic performance.

## Grading Scale

Percentage	Letter Grade	Grade Points
90 - 100	A	4 points
80-89	B	3 points
70-79	C	2 points
60-69	D	1 point
59 or below	F	0 Points

In averaging final grades:

A = 3.6 – 4

B = 2.6 – 3.59

C = 1.6 – 2.59

D = 1.0 – 1.59

F = Below a 1.0

Students with a 3.5 or higher GPA earn Honor Roll.

Those with a 3.0 to 3.49 earn Merit Roll

## **Gifted**

The State of Ohio recognizes and defines four areas of giftedness: Superior Cognitive Ability, Specific Academic Ability, Creative Thinking Ability, and Visual and Performing Arts Ability. Information on Gifted Services may be obtained on the Kings Local School District website at [www.kingslocal.net/district-departments/education-programs-24/gifted-164/](http://www.kingslocal.net/district-departments/education-programs-24/gifted-164/)

## **School Hours / Bell Schedule**

Kings Junior High School hours are Monday through Friday from 7:30 am - 2:00 pm. Students may enter the building through the main entrance (A-2) no earlier than 7:10 am and report to the assigned area. The school cannot be responsible for the supervision of children before the designated 7:10 am time. They will be dismissed at 7:15 am to lockers or the cafeteria. First bell begins at 7:30 am.

### **KJH Traditional Bell Schedule**

<u>1st Bell</u>	7:30 am - 8:22 am
<u>2nd Bell</u>	8:26 am - 9:16 am
<u>3rd Bell</u>	9:20 am - 10:10 am
<u>Lunch / Impact</u>	10:12 am - 11:18 am
<u>4th Bell</u>	11:22 am - 12:12 pm
<u>5th Bell</u>	12:16 pm - 1:06 pm
<u>6th Bell</u>	1:10 pm - 2:00 pm

### **After School Hours**

All students should be out of the building shortly after students are released at 2:00 pm. Students may remain in the building after this time if participating in a supervised activity with a teacher directly in charge. The students must be with the teacher or coach in the specific area of the activity and not be loitering in the hallway. After practice, games, performances, or a detention, students are to leave immediately. It is the parents' responsibility to arrange transportation. The school is directly responsible for student supervision only while they are on school property during school hours, practices and games, and during extracurricular activities. Once students leave practice or school property, they become the parents' responsibility.

### **Student Records**

Student records are confidential and protected by the Family Educational Rights and Privacy Act (FERPA) and Ohio's Student Privacy Law (Ohio Revised Code § 3319.321). These laws guarantee parental access to education records and prohibit the disclosure of education records to third parties without parental consent. Directory information including student's name, address, telephone number(s), date and place of birth, participation in officially recognized activities and sports, achievement awards or honors, weight and height (if a member of an athletic team), major field of study, dates of attendance, and date of graduation is not protected by privacy laws. Parents may request in writing that the school not release specific directory information.

Parents have the right to review and/or receive copies of their child's records. Parents requesting access to their child's records must be granted access within 45 days of the request. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records and an opportunity for a hearing to challenge the contents of student 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.

# **GENERAL SCHOOL PROCEDURES**

## **Cell Phones/Personal Electronic Devices**

Kings Junior High School embraces the technological advances that are available to aid in the educational and personal lives of students. Personal electronic devices that conform to the uses defined by the district's Acceptable Use Policy may be allowed in some areas of the school. Students who choose to bring and use personal devices at school should first understand the appropriate "zones of use". These zones are defined as follows:

### **Red Zones**

Areas where there is a reasonable expectation of privacy and device use is explicitly not allowed. These areas include, but are not limited to, restrooms, locker rooms, and the clinic.

### **Yellow Zones**

Areas where there is an expectation of academic or professional focus and attention, device use is defined by the person of authority (teachers, principals, staff, student leaders, etc.). These areas include, but are not limited to, classrooms, labs, auditoriums, etc. In these areas, device use is not to be assumed and is permitted only after the expressed permission of the person of authority is granted.

### **Green Zones**

Areas where there is not a reasonable expectation of privacy and expectations of academic or professional focus are decreased. These areas include, but are not limited to, hallways in between bell changes, cafeteria, before and after school, etc. In these areas, permission to use devices freely can be assumed unless told otherwise. To be clear, these zones define where devices may be used and not how they may be used. How devices are used is defined by the Acceptable Use Policy and Code of Conduct. A violation of the AUP or Code of Conduct may result in disciplinary action regardless of location. Students who choose to bring and use personal devices at school should understand the following points of emphasis regarding use during the school day:

- If a personal device disrupts the educational environment for the student or other students, the student with the device is subject to disciplinary consequences per the student code of conduct.
- If there is reasonable suspicion that a personal device was used to violate the code of conduct, the device may be confiscated and searched by school administration to determine if the offenses did occur.
- Kings Junior High School will establish testing procedures with regard to personal devices. In order to be consistent with standardized testing procedures, KJH staff may collect and secure cell phones during testing. In such instances, the device will be returned after testing is completed.
- If a personal device is used inappropriately with regard to other aspects to the student code of conduct, disciplinary consequences may be given accordingly.

## **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)

## **Clubs, Organizations, and Athletics**

Kings Junior High School offers a variety of clubs, organizations, and athletic teams provided for and by students. A complete list of Clubs and Organizations can be found at [www.kingslocal.net/junior-high-school](http://www.kingslocal.net/junior-high-school) under KJH Clubs. Interscholastic team information is available at [www.kingsathletics.com](http://www.kingsathletics.com). All students are encouraged to be a part of their school and get involved.

### **Athletics**

KJH is a member of the Eastern Cincinnati Conference (ECC) and offers a wide variety of sports for both male and female athletes. Athletes must agree to a strict athletic code of conduct and be passing four one-credit academic courses in any preceding grading period in order to be eligible to play sports and participate in interscholastic activities. Students should contact the Athletic Director for further information.

## **Dress Code**

Kings Junior High School respects students' rights to express themselves in the way they dress. All students who attend Kings Junior High School are also expected to respect the school community by dressing appropriately for an educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

- Outer layers of clothing should reasonably cover a student's torso, legs, and shoulders.
- Appropriate footwear must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Student faces shall be fully and clearly visible at all times while on school property. Hats are not permitted.
- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Student clothing and accessories shall not compromise the safety of students or staff.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

## **Dress Code Violation Consequences**

The administration reserves the right to determine what constitutes reasonable dress. Students not in compliance with the Dress Code will meet with a school administrator to discuss their attire. The purpose of the discussion is to foster a learning opportunity for the student and return them to the learning environment. If necessary, disciplinary consequences may be issued by the administration. School administration reserves the right to determine what constitutes reasonable dress and will make the final determination on the appropriateness of student dress. Students violating the dress code will be removed from class, sent to the office, and will need reasonable attire to re-enter class.

## **Enrichment Trips**

Enrichment trips are conducted throughout the school year to enhance the student educational experiences at Kings Junior High School. Eligibility for enrichment trips are determined by student discipline and academics. Multiple occurrences related to discipline and failing grades in the quarter could affect eligibility for the trip.

## **School Fees**

Fees are determined by the courses taken by the student. Payments can be done via check or online at [payforit.net](http://payforit.net). All school fees are due by the last day of school in September.

## **Food Services / Cafeteria**

### **Contact Information**

Jennifer Arlinghaus, Director of Food Services.....Ext. 10027  
jarlinghaus@kingslocal.net

Debbie Moore, Administrative Food Service Assistant..... Ext. 10028  
demoore@kingslocal.net

Dianna Langston, Kings Junior High School, Head Cook..... Ext. 12051  
dlangston@kingslocal.net



The Kings Local School District Food Service Department participates in the National School Lunch Program, offering wholesome, nutritious meals. All meals incorporate whole grains, fresh fruits and vegetables and a variety of low fat, healthy options.

Menus are posted on the Kings Local School Website. Copies of the menu are not distributed to each individual student however upon request copies of the menu will be provided. Menus are subject to change due to supply shortages, delivery or other varying factors.

Families will need to complete a Free/Reduced Meal Application in order to receive free or reduced meals at school. Students who do not qualify for Free/Reduced Meals will need to purchase meals. If you think that your family qualifies for Free/Reduced meals, even if you think you may not, we are encouraging families to fill out an application. Once you complete the application, you will be notified of your student's eligibility status. Families that currently have an application on file will automatically qualify for the first 30 days of the new school year. Families will however need to re-apply for the new school year by completing a new application within the first 30 days of the new school year.

Students that are determined to be eligible for the program are provided one meal at breakfast and one meal at lunch, free or at the reduced cost (based on program eligibility). If the student requests a second meal it has to be paid at full price per the regulations of the National School Lunch Program.

Lunch is served in two lunch bells: one for 7th Grade Students and one for 8th Grade Students. If students choose to pack their lunch, they are welcome to purchase additional items from the cafeteria. All students will be required to enter their ID number with every purchase including students that are on the free or reduced meal program.

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

### **Meal Pricing**

Breakfast - \$ 1.75

Lunch - \$3.00 & \$3.25

### **Payment Methods**

- Parents/Guardians can place money on a student's account using a web-based prepayment system, <https://payschoolscentral.com/>
- Students can bring cash or check into school daily/weekly. The funds will be placed into the student's accounts by the Food Service Staff. Funds will remain on the account until expended. Funds will carry over year to year with each student. Upon students withdrawing and/or upon graduation they may contact the Food Service Department for a full refund of balance remaining. 513-398-8050 extension 10027.

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; to that effort the Kings Local School Board of Education set forth a Student Wellness Policy as provided on the Kings Local School website at [www.kingslocalschoolmeals.com](http://www.kingslocalschoolmeals.com)

### **Hall Passes**

All students must use the electronic hall pass on the Chromebook. Students who fail to do so could receive a Consequence.

### **Health Services**

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

Students entering 7th grade will need to have one dose of meningococcal (MCV4) vaccine and one dose of the Tdap (tetanus, diphtheria, and acellular pertussis) vaccine. Ohio law allows a 14-day grace period for the beginning of the school year. If a student

does not obtain the required vaccinations and provide written documentation (immunization record) or an exemption note to the school, the school will exclude that student on the 15th day of the school year until the immunization requirement is fulfilled.

### **Student Access to the Clinic**

- Students should ask permission and get a pass to the clinic from their teacher. In any instance when this does not occur, students need to ask clinic staff to please notify their teachers of their whereabouts.
- If clinic staff determines that a student is able to return to class on that day, the work that the student missed is due immediately. This includes tests. Kings Junior High School may have students take missed tests prior to returning to other classes in order to protect the integrity of the test.
- As medical professionals, the clinic staff will make the final determination regarding whether a student is sent home from school. If a student leaves school without receiving clearance from the nurse, the absence may be considered unexcused.

The health clinic is located in the junior high school across from the main office in the A hallway. The nurse may be reached at extension 11091 for any concerns or questions.

### **Medication**

Students may receive medications that they need to take during school hours in the clinic with written permission from the physician and the parent. A *Medication Request Form* can be downloaded at the Kings Local School District website under Departments / Nursing Services / Health Forms ([www.kingslocal.net/district-departments/nursing-services-7/health-forms-40/](http://www.kingslocal.net/district-departments/nursing-services-7/health-forms-40/)) and is also available in the office and clinic. **By Kings School Board Policy, written permission must be received from the physician or licensed provider and the parent/guardian before any medications, prescription or nonprescription (over-the counter), may be administered.** Self-Carry medications are allowed when appropriate, as in the case of students with asthma requiring prompt treatment with inhalers, but an *Authorization to Self-Carry Emergency Medication Form* must be completed prior to the student bringing the medication to school. All other medications will be kept in the health clinic. Parents are responsible for bringing and picking up their student's medication to and from school. Students are not allowed to have medication on their person at any time except for self-carry medication authorized by the school. New students, by law, must show proof of an up-to-date immunization record within two weeks of admission. For foreign exchange students, this also includes a TB test dated after the student's arrival into the United States.

### **Learning Commons / Media Center**

The learning commons is open throughout the school day.

#### **Checkout Procedures Chromebooks**

- Students should have their Kings ID to check out materials.
- Students may only have two Chromebooks checked out at one time. This includes their issued Chromebook and one loaner.
- Loaner Chromebooks should be returned daily.

#### **Checkout Procedures - Other**

- Students may check out the maximum of four materials.
- Students may check out materials for a two or four-week period.
- Students may renew materials at the end of the loan period.

Students will be charged for lost or damaged materials. No daily fines are charged. Removal of materials without proper checkout or removal of security tags or placement of these tags in inappropriate areas will result in disciplinary actions.

### **Lockers**

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

The student's use of a locker does not diminish the school's ownership or control of the locker and its contents to insure that the locker's use is in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to

locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials, including, but not limited to weapons, illegal drugs or alcohol.

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

Students are encouraged not to bring items of value to school. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Decorating lockers for birthdays or other celebrations is permitted with the following guidelines:

- Decorating should take place before or after school, not during instructional hours.
- Only decorate the individual's locker.
- Decorations are not to be put on walls, floors, and/or neighbor's lockers. No double-sided tape.
- Balloons are not permitted.
- Any decoration deemed inappropriate by administration will be removed.

### **Participation In School Events**

Students are strongly encouraged to attend and/or participate in school events that are not required but add to the fabric of the school experience. These events include but are not limited to pep rallies, extracurricular contests and events, concerts, dramatic productions, dances, and ceremonies such as 8th Grade Recognition. These events are privileges and there are expectations for behavior and attendance that must be met. Students are required to attend school on the day of an after school event. If the school event is on a weekend or non-school day, students are expected to attend school on the day prior to the event. Participation in school events may be denied.

### **Policy Manual**

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

### **Parent Teacher Organization (PTO)**

Parent representatives from each team meet with school administration to discuss issues at Kings Junior High School. All parents/guardians are invited and encouraged to become involved.

### **Stay Safe, Speak Up Hotline**

When a student or parent wishes to report issues that affect education or safety they may call 1-866-listen2me.

### **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 increasing physical activity; to that effort the Kings Local School Board of Education sets forth a Student Wellness Policy which can be found at <https://www.kingslocalschoolmeals.com/>

### **Use of Outside Grounds**

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

### **Visitors**

All visitors and guests must receive prior administrative approval to be able to visit the building during the school day. Building tours for prospective families and interested community members may be scheduled through building administrators or counselors. All visitors are required to check in at the main office and receive proper approval and a badge upon arrival.

## **ACCEPTABLE USE POLICY: INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS**

We in the Kings Local School District are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet, certain online services, and the Kings Local information technology network. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us. We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. However, if parents feel they do not want their child to have Internet access, then they will be responsible for informing their child's teachers, in writing, before the end of the second week of school.

The school's information technology resources, including email, online applications, and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

**Users must** respect and protect the privacy of others by:

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

**Users must** respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

**Users must** respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

**Users must** respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

**Users may**, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, apps, chat, text, or video conferencing (students require a teacher's permission).
3. Use the resources for any educational purpose.

## **Consequences for Violation.**

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

## **Supervision and Monitoring**

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student, staff, or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

## **Disclaimer of Liability**

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of email sent and received over any computer network.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

# **STUDENT TRANSPORTATION**

## **Bus Passes**

Due to both safety concerns and space, students will not be permitted to ride another bus. Any long-term changes regarding student transportation must be made through the district transportation department.

## **School Buses**

All school rules apply to students riding school buses. Buses may have rules posted that could be unique to that bus. Students are expected to follow the directions of bus drivers and the posted rules. Drivers will refer any inappropriate behavior incidents to the junior high school administration for disciplinary action. The parent/guardian will receive a copy of the "School Bus Incident Report". Referrals may result in the loss of the student's riding privilege. Once students exit the buses in the morning, they must enter and remain in the building until dismissed. Students must always ride their own bus and get off at their own stop. Any request for a change in transportation must go through the transportation department. They may be reached at 513-398-8050 ext. 10023.

# **ATTENDANCE POLICY:**

## **DOCUMENTATION FOR ABSENCES, TARDIES, AND EARLY DISMISSALS**

### Warren County Schools County-Wide Attendance Policy 7th Grade – 12th Grade

Generally, twelve (12) absences from school, which include full days and partial days may be documented by a parent/guardian phone call.

**\*Medical notes shall NOT count against the 12 absences (time out of school full or partial days) that a parent may excuse.**

Absences, full and partial days in excess of 12 absences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an absence 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 absences 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 the time out of school for full day absence or partial day absence is excused.

#### **Late Arrivals/Early Dismissals**

Being punctual is an expectation that we have for all our students. Any student arriving at school or their assigned seat in the classroom after 7:30 A.M. 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 school attendance officer will track tardies and report to the administration.

When students arrive on school property, he/she is under the jurisdiction of the school district until the end of the school day. No student may leave the premises during the school day without proper authority. Students that require an early dismissal must present a note from their parent/guardian/custodian to the school attendance office in the morning at the beginning of the school day.

Students arriving at school less than 10 minutes from the start of the school day (late arrival) will be counted as tardy to school. Students that are signed out of school less than 10 minutes from the end of the school day (early dismissal) will be counted as "left early" for school. All tardies and "left early" releases will be unexcused unless otherwise noted in the school policy.

#### **Absences**

Students who miss school are required to have their parent/guardian contact the attendance office on or before 9:00 A.M.

If the school doesn't 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 parental/guardian or physician's must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

The school in compliance with Ohio Truancy laws has established the following interventions and strategies to address excused and unexcused hours, tardies and early dismissals.

If a student acquires 38 hours in one month or 65 hours in a school year of excused and/or unexcused hours, an attendance notification letter will be mailed to the parent/guardian advising them of these hours.

## Habitual Truancy 2151.022 (B) Ohio Revised Code

The Ohio Revised Code define a student as being habitual truant when a student has:

30 consecutive unexcused hours, or

42 unexcused hours in a school month, or

72 unexcused hours in a school year.

If a student acquires 30 consecutive unexcused hours, or 42 unexcused hours in a school month, or 72 unexcused hours in a 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-approved 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, teacher, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences, representative of the Juvenile Court, and any other person that may assist the student, family, or school in reducing truancy.

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 a plan for the child notwithstanding the absence of the parent/guardian.

If the student and/or parent/guardian fails to comply with the Absence Intervention plan charges may be filed in Juvenile Court.

### **Make-Up Opportunities**

Students who have an excused absence will be given an opportunity to make-up all work missed. It is the student's responsibility to acquire the work upon his / her return. Students are responsible for seeing that all work is made up, completed, and submitted in a timely fashion. Students will have the same amount of days of their excused absences to make up the work. The principal can extend the number of days allowed for make-up work for a lengthy student absence with extenuating circumstances.

Students can request make-up work if they know in advance that they will be absent for an extended period of time. It is the student's responsibility to acquire the work prior to the extended absence.

### **Withdrawing from School**

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

# **CODE OF CONDUCT**

## **STUDENT CODE OF REGULATIONS**

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to: expulsion, in-school discipline, out-of-school suspension, emergency suspension, or removal from curricular or extracurricular activities pursuant to 3313.66 Ohio Revised Code. The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school property
2. Damage or destruction of property belonging to a school employee or anyone connected with the school district
3. Assault on a school employee, student, or other person on school premises, while in the custody or control of the school, or in the course of a school-related activity both on school premises and off school premises
4. Possession or use of dangerous weapons or look-alikes (including but not limited to stun guns, pellet/BB guns, paint guns, knives, sprays, etc.) or the use of an item as a weapon or in a dangerous manner
5. Fighting
6. Chronic misbehavior, which disrupts or interferes with any school activity
7. Disregard of reasonable directions or commands by school authorities including school administrators and teachers (Insubordination)
8. Any significant disruption or interference with school activities
9. 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
10. Leaving school during school hours without permission of the proper school authority
11. Distribution or placement of pamphlets, leaflets, buttons, insignia, signs, slogans, etc., without permission of the proper school authorities
12. Demonstrations by individuals or groups causing significant disruption to the school program
13. Disrespect to a teacher or other authority
14. Threats made to administration, teachers, students, any other school personnel, or to District property
15. Skipping detention
16. Refusing to take detention or other properly administered discipline/refusing lesser punishment
17. Falsifying of information given to school authorities in the legitimate pursuit of their jobs
18. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance or is represented to be a controlled substance, or that you think is a controlled substance)
19. Buying, selling, transferring or using any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot provide medical documentation showing legitimate health or other reason for the use of such substance, and has not followed the procedures for administering medication(s) at school.
20. Possessing, using or being under the influence of any alcoholic beverage or intoxicant of any kind, or smelling of drugs or alcohol on school premises or at a school-sponsored function
21. No student shall smoke, use or possess any substance containing tobacco, including but not limited to, cigarettes, vape device, cigars, a pipe, a clove cigarette, and chewing tobacco, or use tobacco (or paraphernalia used in lighting these substances) in any form. As provided in 3313.751 Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location.
22. Turning in false fire, tornado, bomb, disaster alarm or calling the emergency number, 911
23. Extortion of a pupil or school personnel
24. Forgery of school-related documents
25. Cursing
26. Cheating or plagiarizing
27. Hazing
28. Gambling (including possession of related items such as but not limited to: playing cards, dice, etc.)
29. Engaging in sexual acts or displaying excessive affection or other inappropriate sexual behavior on school premises or at a school-related function.
30. Publication, transmitting, and/or sharing of obscene, pornographic or libelous material
31. Use of indecent or obscene language in any form



32. Indecent exposure
33. Arson and unauthorized use of fire
34. Harassment or bullying in any form, including, but not limited to racial, sexual, verbal or physical
35. Any act that could potentially cause harm to oneself or others.
36. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education
37. Failure to abide by rules and regulations set forth by the administration
38. Disobedience of driving and/or parking regulations while on school premises
39. Presence on school property with a communicable disease
40. Willfully aiding another person to violate school regulations
41. 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
42. Any criminal violation of the Ohio Revised Code.
43. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises or at a school-related activity regardless of location shall be reason for expulsion, suspension, removal or permanent exclusion from school
44. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code on school premises or while in the control or custody of the school district regardless of whether on or off school premises or at a school-related activity regardless of location
45. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off school premises or at a school-related activity regardless of location
46. Stealing; possession of property belonging to others
47. Violation of the acceptable use policy
48. The use of any contraband or recreational devices that might be counterproductive to the educational process.

### **Dangerous Weapons Policy**

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

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

## **DRUG/SUBSTANCE MISUSE & ABUSE**

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 parents/guardians of instances when chemical use by a student is witnessed or discovered. The Board shares the family's concerns as they deal with this problem because of the adverse effect that chemical abuse has on the individual, the family, the school environment, and the educational process. For this reason, and because the Board is responsible for providing a climate conducive to learning, the Board has authorized the superintendent, principals, and appropriate core staff members to develop and implement rules and regulations to carry out this policy and to provide appropriate prevention and intervention programs for our students. It is also the intent of the Board to provide students, staff members, both classified and certified, and community members with an educational program which is preventative in nature, designed to help students and staff who are having problems related to drugs or alcohol.

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

### **Basic Policy**

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

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

This policy shall not apply to the authorized use and possession of medication pursuant to the district's medication policy, or the legal possession of any of the above listed substances in connection with an approved school project. The parents will be notified if a pupil is involved in the sale, transfer, distribution, or possession of drugs of abuse, including counterfeit controlled substances; and, if any alcohol permit (false ID) violation is suspected, or the pupil is under the influence of drugs or abuse.

### **Prohibited Activity**

It shall be against school policy for any student:

1. 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
2. To possess, procure, purchase, or attempt to purchase, or to be under the influence of (legal intoxication not required), or to use or consume, or attempt to use or consume, any substance listed in this policy or represented by or to the student to be any of the substances listed in this policy, including possession of drug paraphernalia or counterfeit drugs.

## **Penalties for Violation**

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

### **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.

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

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

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

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

### **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.

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

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

# **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;
  - 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**

### **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.

## **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.

## **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.

## **Complicity/Compliance**

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

## **Respect for Each Other**

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

## **Specific Student Expectations**

It is every student's responsibility to know and comply with the code of conduct including all of the Rules/Regulations/Procedures. If uncertain about a rule/regulations/procedure – ask! A handbook is posted and available for review on the junior high school web page.

## **General School Rules**

All students are expected to observe the following rules:

- Follow directions.
- Bring necessary learning materials to class to complete assigned tasks.
- Book bags/big purses/etc. are prohibited in classrooms and should be stored in their locker.
- Students are not permitted to have or carry blankets, pillows or similar items during the school day.
- No running or excessive physical contact.
- Abusing property will not be tolerated.
- There is to be no profane, indecent, lewd or vulgar student expression in any manner.
- Teachers have discretion regarding food and drink in classrooms. Kings Junior High School reserves the right to prohibit anything other than clear water bottles. Related to this, there is an expectation that students do not utilize the vending machines during the school day.
- Students are permitted to have water in clear plastic water bottles in class.
- Generally, headphones/earbuds are discouraged, especially in the hallways due to safety concerns. Teachers have discretion regarding allowing a student to use them in their classrooms. If these items are a hazard or a distraction, students may be asked to remove them. If a student is continually using them in this manner and does not reply with repeated requests to remove them or use them acceptably, items may be confiscated and it will be the responsibility of the student to retrieve them at the end of the school day.

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

## **Student Searches**

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

Definitions – for purposes of policy and these administrative procedures, the following definitions are applicable. "Contraband" is all substances and materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons and incendiary devices.

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

## **School Property**

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school and required to cooperate with school officials to allow entry or access to them.

## **Locker Searches**

Student lockers and school owned storage facilities are subject to search at any time without regard to whether there is reasonable suspicion that the contents include evidence of violation of a criminal statute or school rule.

## **Personal Searches**

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials, contraband, or has used the item to participate in another violation of the student code of conduct with regard to harassment/bullying, academic dishonesty, or other prohibited activities. If a pat-down of a student's person is conducted, it will be conducted in private by a school official of the same sex with an adult and witness of the same sex present, when feasible. If extreme emergency conditions require a more intrusive search of a student's person such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the superintendent or his designee, unless the health or safety of the student will be endangered by the delay which might be caused by following this protocol. Under no circumstances shall a student be subject to a body-cavity search by a school employee. In emergency conditions requiring a more intrusive search of the student's person, administrators, if possible, will attempt to notify the parents; provided, however, that the presence of one or more of the pupil's parents is not a prerequisite for proceeding with the search.

## **Application of Policy**

School officials are empowered to conduct reasonable searches of students and school property when there is reasonable suspicion to believe that students may be in possession of drugs, weapons, alcohol and other materials ("contraband") in violation of school policy or state law. Students reasonably suspected of having possession of contraband may be searched in order to secure the school environment so learning can take place to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials, and shall be subject to search. The administration may also utilize canines and metal detectors (magnetometers).

## **Use of Canines**

The administration is authorized to utilize canines whose reliability and accuracy for detecting contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall constitute reasonable suspicion for a further search by school officials.

## **Use of Metal Detectors (Magnetometers)**

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

## **DESCRIPTIONS OF DISCIPLINARY CONSEQUENCES**

At Kings Junior High School we believe that the intention of discipline is as a tool for the educational process. Our goal with issuing disciplinary consequences is to educate and prevent future inappropriate behavior. If possible, we will work with students and parents/guardians to provide parameters of discipline that educate. It is our goal to keep students in the educational setting, and when appropriate, our disciplinary actions will strive to meet this goal. We understand that there are times when this goal cannot be attained. We also understand that meeting this objective requires cooperation between the instructional and administrative teams at KJH and those parties responsible for students outside of school.

### **Teacher Detentions**

Teacher-assigned detentions are to be served in an area designated and supervised by the teacher. Teacher detentions can be assigned for up to 30 minutes. Parents will be notified of teacher-assigned detentions

### **After School Detention (DT)**

After school detentions are assigned by administrators in 30 minute increments up to 120 minutes starting at 2:30 unless special arrangements are made with school administration. Students are expected to be on time and bring sufficient materials for studying or reading. Misbehavior or refusal to attend will result in additional consequences.

### **In-School Discipline (ISD)**

In-school discipline is a disciplinary measure assigned at an administrator's discretion. It will be held during the regular school day in a supervised learning environment. Students are expected to bring their books / materials and shall be permitted to complete any classroom assignments missed because of the in-school discipline. ISD is an alternative to out-of-school suspension; any misbehavior while in ISD or refusal to attend may result in out-of-school suspension.

### **Suspension (OSS)**

Suspension is a disciplinary measure assigned at an administrator's discretion. A student may be suspended from school for up to 10 days. A suspended student is not allowed on school grounds or permitted to attend or participate in any school activities. A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a complete assignment solely on account of his/her suspension. Appeals to suspensions should be done first through contacting the building principal and making an appointment.

### **Expulsion**

Expulsion is a disciplinary measure assigned at the superintendent's discretion. Only the superintendent or designee may expel a student from school. The length of an expulsion may be for any length of time, up to and including eighty (80) consecutive school days. A student who may have committed a serious offense or continued and chronically repeated offenses may be recommended for expulsion. An expulsion hearing will then be set up at the Kings Board of Education Office in accordance with student due process procedures.

## **Educational Pathway**

As part of our approach to discipline, Kings Junior High School advocates and promotes the #KingsStrong Culture Playbook. Our culture is essential to that effort and is the heart of our district. We believe that the Kings Local School district is a special place to learn, teach, grow and to achieve our potential. Building and sustaining Kings Local Schools' culture requires intentional effort from everyone in the organization. Our #KingsStrong Culture Blueprint is part of that effort.

1. Stronger Together
  - Make each other better
  - Devote the time to listen and connect
  - Embrace our differences
2. Own Your Response
  - Invest in yourself to inspire others
  - Respect tradition, focus on the future
  - Honor every individual
3. Growth Drive Dreams
  - Say "yes" to the hard things
  - Build new skills
  - Seek and apply feedback

The ***Educational Pathway*** is a framework designed for students to take responsibility for their behavior, reflect on the consequences, and learn from their behavior. Elements include: Reflection and Self-Awareness, Positive Behavior Reinforcement, Supportive Interventions, and Skill-Building through education.

**First Offense: 5-10 day suspension** → With Referral for Services (typically for discipline involving threats, violence, sexual behavior, inappropriate language and/or substance use).

**Repeated Offense: Traditional Pathway** → Ten day suspension with a recommendation for expulsion.

Administration always reserves the right to impose additional consequences based on the individual situation. All infractions covered in the Code of Conduct are subject to any of these consequences, however, the final disposition will depend upon the severity of the infraction, attitude and cooperation of the student(s) involved, and the student's discipline history.