



# Kenton Elementary School

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*Inspiring all to Inquire, Dream, and Excel*

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## Parent Student Handbook 2026-2027



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# INTRODUCTION

## **WELCOME**

It is a pleasure to welcome students and parents to Kenton Elementary School. We are a Leader in Me school committed to creating a culture of leadership.

### **We believe....**

- ❖ **Everyone can be a leader.**
- ❖ **Everyone has genius.**
- ❖ **Change starts with me.**
- ❖ **Educators empower students to lead their own learning.**

It is our desire to create a partnership with staff, students and parents to develop the whole child. We view families as an integral part of the learning process and have the potential to increase the success of each child.

This handbook has been developed to answer many of the commonly asked questions that you may have during the school year. Please take time to read and discuss this handbook with your child.

Copies of current Board policies and administrative guidelines are available from the building principal and on the Kenton City Schools website. This handbook was adopted by the Kenton City Schools Board of Education in June, 2025.

## **EQUAL EDUCATION OPPORTUNITY**

Kenton Elementary School provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin at school or a school activity should immediately contact the Superintendent at 419-673-0775.

# OPERATING PROCEDURES

## ENTRANCE REQUIREMENTS

A student must be age 5 or 6 by August 1st to enter kindergarten. Compulsory school age is 6. All students must successfully complete kindergarten before entering first grade. For early entrance to Kindergarten, the standards of the Kenton City Schools Early Entrance Policy must be met. The Kenton Elementary Administrative Office should be contacted for information regarding early entrance to school.

## STUDENT INFORMATION

Final Forms is the online student information management system used by the Kenton City School District to maintain current emergency contact information. Please make sure that all information is accurate. **It is extremely important that our student records are up-to-date in order to contact parents in the event of an emergency. Students may be excluded from participating in school related activities if Final Forms is not completed. Please update Final Forms and notify the school immediately if you have a change in address or telephone number at any time during the school year.**

## CUSTODY OR NAME CHANGES

It is the responsibility of the custodial parent or legal guardian to notify the school of a change in custody or a child's name change. Copies of legal papers attesting to the change must be presented to the school. Student records are kept under a student's legal name, and this name cannot be changed until legal documents are presented to the school. Release of a child to his or her natural parent cannot be denied unless one of the following documents is on file with the school office:

- ❖ A restraining order issued by a court against that parent.
- ❖ The portion of a legal custody agreement that indicates the rights and privileges of each parent with regard to childcare and visitation.

## LUNCH

Student lunches and milk are available in the cafeteria. Lunch and milk costs will be sent home at the beginning of school. Students may buy the cafeteria lunch or bring a packed lunch. Packers may buy milk at school. There will be a cost for additional items. To eat lunch any place other than at school, students must have parent/guardian written permission. Food or drinks from outside restaurants is not permitted in the cafeteria.

## ATTENDANCE REGULATIONS

Regular attendance is required of all students. The Ohio Compulsory Attendance Law states, "Every parent, guardian, or other person having charge of any child between the ages of six and eighteen years, must send each child to a public, private, or parochial school for the full time that school is in session. Such attendance must begin with the first week of the school term unless the child is excused upon satisfactory evidence showing either the physical or emotional

condition of the child does not permit his/her attendance at school." Furthermore, "The Missing Child Act" says: "The Board of Education of each school district shall adopt a written policy with respect to notification of a student's parents, custodial parent, guardian, legal custodian or other person responsible for him when the student is absent from school."

Accordingly, Kenton City School policy shall be: **When an absence occurs, parents are to contact the Kenton Elementary School office (419-673-0775) prior to 9:00 a.m. on the day of the absence.** If the parent/guardian fails to notify the school of an absence, the school will attempt to contact the home of the student by Parent Square and/or by phone. If the office is unable to make contact, a resource officer may be sent to the residence. Upon return to school, students are to bring a note explaining the reason for the absence and the date of the absence. The note is to be signed by the parent/guardian.

Absences are typically marked as excused if they fall into one of the following categories:

1. Personal illness (medical excuse necessary)
2. Illness in the family (medical excuse necessary)
3. Quarantine of the home (medical excuse necessary)
4. Death of a member of the immediate family
5. Required work in the home due to the absence of the parent/guardian
6. Observance of a religious holiday
7. Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status
8. Absences due to a child being homeless
9. Absences due to deployment activities of a parent, legal guardian, or custodian
10. Emergency set of circumstances which may constitute a good and sufficient cause for absence from school

Students who are habitually truant or tardy to school are subject to disciplinary consequences. "Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for 30+ consecutive hours, 42+ hours in a school month, or 72+ hours in a school year.

### **EXTENDED ABSENCE**

In addition to the above guidelines, Kenton City Schools has a procedure for prearranged absences with the permission of the principal. An extended absence form is available in the office explaining your absence request. Extended absence forms must be turned in to the office five (5) days in advance of the planned absence. Please note that extended absences, such as a vacation, are still absences and count toward habitual truancy.

### **TARDY POLICY**

It is important that students be to school and classes on time as tardiness is disruptive to the educational process. School starts promptly at 8:00 a.m. Students arriving at school after 8:00 a.m. must report to the office. All tardies are considered unexcused unless a medical note is presented.

**Any student who accumulates five (5) or more unexcused tardies in a grading period will be considered insubordinate and may result in further disciplinary action.**

### **EARLY SIGN OUT/ RELEASE PROCEDURES**

Occasionally a student may need to leave school early due to certain situations, medical appointments or family emergencies.

The procedure is as follows:

- ❖ A student will NOT be released without parent/guardian permission via phone or a note to the office.
- ❖ Please note that students will not be released to anyone not designated in Final Forms.

### **WITHDRAW/TRANSFER FROM SCHOOL**

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school upon receipt of a records request from the transfer school.

### **MAKE-UP ASSIGNMENTS**

Making up assignments is the student's responsibility. Please make arrangements with your child's teacher to make up assignments. Otherwise, students will receive their assignments when they return to school.

### **STUDENT USE OF PHONE**

Students are not permitted to make phone calls without permission from a teacher, principal or secretary. Only important and necessary calls will be permitted. Students should not expect to call parents to bring forgotten homework, projects, instruments, etc. to school.

# **PARENTS ARE PARTNERS IN EDUCATION**

## **PARENT RESPONSIBILITY**

We believe the support and cooperation of our students' parents are essential for all aspects of our school program to be highly successful. The area of student discipline is no exception. It is to be hoped that, by working together, the school and home can assist the student in developing the self-discipline he/she will need to function successfully in our society. Again, the parent is extremely important in the educational process.

We strongly encourage parents to:

- ❖ Be an active participant in your child's education
- ❖ See that your child comes to school regularly
- ❖ Work collaboratively with school personnel to ensure your child's success
- ❖ Give your child support regarding homework
- ❖ Attend any after school activities in which your child is involved

## **PARENTSQUARE**

The district's "ParentSquare" is an automated communication system that enables the classroom teacher, school or district to contact parents and relay school information regarding special events, school reminders and emergencies. After you have completed Final Forms, an invitation will be sent to your primary email address within 48 hours. You will receive instructions to set up the ParentSquare App. Please contact the KES office if you are not receiving communications or need assistance setting up this important service.

## **NEWSLETTERS AND OTHER COMMUNICATION**

We strongly believe home to school communication is very important to your child's school experience and success. Parents will be informed of special events, schedule changes, and other school-related news items by means of the school website, newsletters, notes sent home with students and/or ParentSquare.

## **DELAY OR CANCELLATION OF SCHOOL**

If weather conditions are such that the delay or closing of school seems a possibility, school delays and cancellations will be announced on WKTN 95.3 FM, WLIO Lima, Columbus Channels 4, 6, and 10. Online delay/cancellation information may be obtained at [www.kentoncityschools.org](http://www.kentoncityschools.org) and will be sent through ParentSquare to all of those who are registered.

## **PARENT-TEACHER ORGANIZATION (PTO)**

The PTO at Kenton Elementary School is an organization that provides educational opportunities beyond the classroom walls. A few of the ways they provide support are parent involvement, fundraising, family/student events, supporting and recognizing teachers, and much more. We encourage all parents to join and attend the meetings.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school to sign in and obtain a pass. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior permission from the Principal.

## **STUDENT-LED CONFERENCES**

Student-led conferences are scheduled for all grades, PS - 5, during the first semester. Parents will receive information on how to schedule a conference closer to the date. Teachers are also available for conferences anytime there is a cause for concern. These conferences can be scheduled directly with the teacher.

Leadership conferences are scheduled in the second semester. Students will have the opportunity to share leadership binders containing goal setting, monitoring academic and leadership progress and celebration of achievement.

# **ACADEMICS**

## **CURRICULUM AND ASSESSMENT**

Kenton City Schools' curriculum is aligned to state and national standards through our district's K-12 Curriculum Maps. Teachers use curriculum maps to plan and pace instruction for grade levels and content areas. Kenton teachers evaluate weekly and quarterly data based on Ohio's Learning Standards to develop their weekly lesson plans. Students' reading proficiency will be assessed and monitored using mClass Fluency Measures, Reading Inventory and standards based common assessments. The standards based common assessments provide teachers with information on each student's level of mastery of specified standards taught each quarter. Kenton Elementary School strongly believes data gives us a more complete picture of a student's progress and achievement. Our goal is to fully understand each student's abilities, in order to deliver a comprehensive and challenging instructional program that meets the needs of our learners.

## **EDUCATION RIGHTS AND PRIVACY ACT**

A permanent record is started for each student when they enroll in Kenton City Schools. This record follows the student through school and is kept on file after graduation. It contains data such as grades, various types of test scores, attendance records, etc. Parents have the right to request and review their child's permanent record by giving notice to the principal so an appointment can be set up to go over the record.

## **STUDENT RECORDS POLICY**

In compliance with Federal regulations, the Kenton City School District has established the following guidelines concerning student records:

- A. Kenton City Schools Superintendent is the Records Control Officer for the District and is responsible for the processing and maintenance of all student records. The office is located at 222 West Carrol Street or he/she can be reached by calling 419-673-0775.
- B. Each student's records will be kept in a digital file with the KCS District, and can be requested to be viewed. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those designated by Federal law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or

adult student notifies the Records Control Officer in writing within 10 days from the date of this notification that she/he will not permit distribution of any or all of such information:

Name, address, and telephone number; date and place of birth; school assigned email account(s); major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

E. A copy of the policy and the accompanying guidelines are available at the Board Office. There will also be a person available to answer any questions concerning the policy or guidelines.

## **GRADING POLICY**

A standards-based report card is designed to assess student performance against a specific and observable set of skills in grades K-5. A standards-based system measures each student against the identified standard, instead of assigning overall letter grades. Our new standards-based report card reflects updates in our instruction and provides detailed information regarding how your child is progressing toward mastery of the Ohio Learning Standards.

- E Exceeds Grade Level Expectation
- M Meets Grade Level Expectations
- P Progressing toward Grade Level Expectations
- L Limited Achievement of Grade Level Expectations
- Blank Not Assessed

## **REPORT CARDS**

Report cards are issued four times per school year in grades K-6. Parents have access to student grades through Progress Book's parent portal. Students on Individual Education Plans will receive a progress report on the same schedule.

## **PARENTS RIGHT TO KNOW**

Parents have the right to request information regarding the professional qualifications of their child's classroom teachers. Specific information parents may request about their child's teachers are listed below:

- ❖ Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- ❖ Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- ❖ The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- ❖ Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents must receive:

- ❖ Information on the level of achievement of the parent's child in each of the State academic assessments.
- ❖ Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not properly licensed.

At this time 100% of the Kenton City School Staff are properly licensed to instruct in their specified grade level, content or specialty area (based on the guidelines and requirements for the Every Student Succeeds Act).

## **SPECIAL SERVICES**

### **SPEECH SCREENING**

Each year, students in Kindergarten, first, second, and third grades are screened by the speech therapist. Other students who have been referred by either teachers or parents are also screened. Parents are contacted and due process procedures are followed for students who need speech therapy.

### **VISION-HEARING SERVICES**

Students in Kindergarten, first, third, and fifth grades are screened for vision and hearing by the school nurse and/or speech therapist. Any students referred by either teachers or parents are also screened. Parents are notified if the screening indicates that further evaluation is needed.

### **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

A student can access special education and related services through the proper evaluation procedures. Referrals for the services of the psychologist are made through the teacher or parents. Parental permission is required before any specialized testing is done. Programs involving the psychologist follow due process procedures in order to protect the rights of students and parents. The Multi-Tiered Systems of Support Team will meet to discuss student interventions to determine if further evaluation is needed.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of

residency. For additional information contact the Kenton City Schools BOE office at 419-673-0775.

### **GUIDANCE COUNSELOR**

The elementary school counselor is a professional educator with a mental health perspective who understands and responds to the challenges presented by today's diverse student population. Our comprehensive developmental school counseling programs provide education, prevention and intervention services, which are integrated into all aspects of children's lives. Early identification and intervention of children's academic and personal/social needs is essential in removing barriers to learning and in promoting academic achievement.

# HEALTH AND SAFETY

## **EMERGENCY MEDICAL AUTHORIZATION**

A medical emergency authorization is required to be on file for every student through Final Forms. This information is necessary in case of an emergency or an accident. This gives the school permission to take the child to the hospital if the parents cannot be reached or if time is of concern. If possible, parents will be contacted before treatment or transportation to the hospital.

## **IMMUNIZATIONS**

The State of Ohio requires that each student must have the following immunizations at the time of entrance to school: **5 DPT, 4 Polio, 3 Hepatitis B, 2 MMR and 2 Varicella (chickenpox vaccine)**. The school nurse will address any further concerns about immunizations. Without the required immunizations, students can be excluded from school. A pupil who presents a written statement of the pupil's parent or guardian, in which the parent or guardian declines to have the pupil immunized for reasons of conscience, including religious convictions is not required to be immunized. The Immunization Opt Out form must be completed and on file in the office.

## **MEDICATION AT SCHOOL**

Administering medication will be done only in exceptional situations when it cannot be handled otherwise. Please see Appendix A for procedures that must be followed when medication is administered at school. Students can hand carry inhalers if physician orders are on file and updated annually. Non-prescription medicine, Tylenol, Motrin and Tums, will only be administered if signed parent consent is on file. Children are not allowed to carry medication at any time.

## **HEALTH SERVICES**

Students who become ill or injured during the school day will be referred to the Wildcat Health Center. The school nurse will determine a course of action. Parents/guardians may be notified and requested to pick up the student if necessary.

## **EMERGENCY PROCEDURES AND POLICIES**

Kenton City School staff has been trained in all emergency procedures including fire drills, tornado drills, and evacuation drills. Students are instructed in the procedures and practice drills are conducted periodically throughout the school year and kept on file in the office.

# **DISCIPLINE PHILOSOPHY, PRACTICES, AND POLICIES**

## **STUDENT BEHAVIOR / DISCIPLINE**

Every Kenton City Schools' student has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

To that end, the district has adopted and implemented a school wide Positive Behavior Intervention and Support (PBIS) program. PBIS is based on research that indicates that the most effective discipline systems use proactive strategies designed to prevent discipline problems. Before consequences are given, students must first be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. This research also shows that there is a strong link between a positive school climate and academic success for all students when students clearly understand behavioral expectations.

Kenton Elementary School created a school-wide behavior matrix to clarify expectations in every environment of our school, through the lens of our three guiding principles - Be Safe, Be Respectful, Be Responsible. Kenton Elementary will develop and annually revise a PBIS Plan that will include: teaching positive school rules; implementing a social emotional skills development and enhancement program; positively reinforcing appropriate student behavior; using effective classroom management; providing early intervention and support strategies for misconduct; and appropriate use of logical and meaningful consequences including the use of restorative practices.

## **STUDENT CODE OF CONDUCT**

### **DISRUPTION OF SCHOOL**

A violation of any of the following rules may result in disciplinary action, including detention, Saturday School, ALC (Alternate Learning Center), suspension, expulsion, or removal from class or extracurricular activities on the premises.

1. Harassment: A student shall not by the use of violence, force, noise, threat, or any form of intimidation cause the disruption of any function of the school.
2. Damage to Property: A student shall not cause or attempt to cause damage or theft of school property including building, grounds, equipment, materials, or private property on school grounds, or at any school activity on or off school grounds.
3. Assault/Fighting: A student shall not act or behave in such a way as could cause physical injury to another person or persons.

4. **Weapon Look-Alike:** A student shall not possess, handle, transmit or conceal any object that could reasonably be considered a weapon (knives, guns, look- alike weapons, chains, etc.)
5. **Drug Use/Possession:** A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drugs, narcotics, or mind-altering substances. Students shall not have drug paraphernalia in their possession.
6. **Drug Look-Alike:** It is a criminal offense to possess, sell, distribute, advertise, or offer to sell any counterfeit controlled substance. This means that such things as selling a homemade tobacco cigarette as a marijuana cigarette would be illegal.
7. **Tobacco Use/Possession:** A student shall not smoke, vape or use any form of tobacco in the school building or on the school grounds during school hours or at school functions. Students shall not have smoking paraphernalia or any form of tobacco in their possession, including electronic cigarettes/vaporizers.
8. **Criminal Act:** A student shall not violate any law or ordinance of the City of Kenton when the student is properly under the authority of any school personnel.
9. **Insubordination/Disrespect:** A student shall comply with the directions given by administrators, teachers, and all school personnel, including guest teachers when the student is properly under the authority of the school personnel.
10. **Bus Misconduct:** A student shall comply with established conduct and safety regulations as posted on each school bus.
11. **Profanity/Obscenity:** A student shall not use profanity or obscene language, either verbal or written, in communication with any school personnel, visitor, or student. This includes the use of obscene gestures, signs, pictures, or publications.
12. **Falsifying Information/Cheating:** A student shall not copy or attempt to copy daily work, hand-in work, or work on tests and quizzes.
13. **Electronic Device Violation:** A student shall not bring into the building or on school grounds: personal electronic equipment. If a student brings a cell phone to school, it must remain in his/her book bag and be turned off. If a student has any of these electronic devices out during school hours, they will be confiscated. A school official will contact a parent in order to find a time that the cell phone can be picked up.
14. **Technology Usage Violation:** A student shall not use technology equipment (cell phone, computer, etc.) in violation of the Kenton City Schools Network Policy

## **INSUBORDINATION**

The failure of a student to comply with any school rule at any school sponsored activity or who fails to obey a school employee (including guest teachers) exercising his/her assigned duties shall be considered insubordinate. **Faculty and staff will be respected at all times.**

Insubordination and/or disrespect will subject the student to disciplinary consequences.

## **DISCIPLINARY ACTION**

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

Consequences for a violation of the Student Code of Conduct may include but are not limited to: Emergency Removal from Class, Detention, Saturday School, In School Suspension/Alternative Learning Center, Out of School Suspension, or Expulsions.

## **PHYSICAL RESTRAINT**

Section 3319.41 of the Ohio Revised Code specifies that: A person employed or engaged as a staff member, teacher, principal or administrator in a school, whether public or private, may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense, or for the protection of persons or property.

## **EMERGENCY REMOVAL**

Students are expected to cooperate with reasonable instructions and directions from staff members. Failure to do so will be considered an act of insubordination and may result in suspension or expulsion. If the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, the student may be removed from class or school.

## **OUT OF SCHOOL SUSPENSIONS (OSS)**

A student may be suspended from one to ten days by an administrator because of a serious offense or repeated misbehavior. The home is to be notified of a student's suspension by telephone immediately if possible or by mail within 48 hours. OSS results in the loss of the privilege to participate in school, extracurricular and co-curricular activities during the time of the suspension. Any suspension days are counted as unexcused absences. It is the responsibility of the student to ask for and make-up assignments and/or assessments while suspended.

In Summary:

1. The principal may suspend. Each suspension will not exceed ten days.
2. Due process shall consist of:
  - a. The administrator will give written notice of the intention to suspend the student. The notice will have the reason for the action. Parents will be contacted by phone whenever possible.
  - b. The student will have an opportunity to appear at an informal hearing before the

principal to explain the situation. The hearing will take place immediately in most cases. Due process is guaranteed to the student.

c. The student and/or his parents may appeal a suspension to the hearing officer of the Kenton City Schools. Appeals may be made for failure to comply with due process.

## **EXPULSIONS**

A. The Superintendent of Schools may expel a student for a maximum of 80 days. This may extend into another semester or school year.

B. The Superintendent may expel a student for a period of one (1) year for bringing or possessing a firearm or knife to a school building or on to any other property owned, controlled or operated by the Board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the board. This may extend into another semester of the school year.

## **SEARCH AND SEIZURE**

Lockers/Cubbies are the property of the Kenton City School District. Ohio law gives school authorities the power to conduct locker searches. Lockers can be searched (a) whenever there is cause to believe that the locker/cubby contains evidence of a crime or a violation of school rules, or (b) randomly without cause. (Ohio Revised Code 3313.20 (b))

Searches of a person or their personal property may be conducted by an administrator when reasonably necessary. It is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a school rule.

## **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

## **SURVEILLANCE CAMERAS, SENSORS & STUDENT PRIVACY**

The use of surveillance cameras and sensors is intended to increase our students' safety and welfare. Video surveillance cameras are placed throughout the common areas of the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in a disciplinary action. Any attempt to damage or interfere (includes unpermitted viewing of live/recorded images) with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

When a recording becomes evidence of a student violation, the Student Code of Conduct, in a disciplinary action, this recording is and will remain confidential, and may be viewed by

designated school officials, or law enforcement agencies as deemed necessary. If the recording shows any students other than the student involved, the other student's privacy must be protected. Therefore, the recording will be treated as any other student record, and the school has the obligation to protect the other student's identity. However, in the event of criminal prosecution, the recording may become evidence at a criminal hearing, and will probably become public record. Under such circumstances, the recording is under the control of the courts (not the school).

## **DRESS CODE**

To create an environment conducive for learning all students shall dress in a manner that displays neatness, cleanliness, decency, modesty, and respect for others. Student clothing, or the lack of clothing, should not distract from the educational process. Very often, clothes that may be acceptable for wear away from school are not appropriate for wear at school. If the student's clothing is considered distracting, the teacher shall remove the student from the class and send the student to the office.

The following items are considered inappropriate for school wear:

- ❖ Any shirt or top that does not fully cover a student's midriff and underarm area including see-through blouses, and bare midriffs.
- ❖ Excessively torn clothing which reveals undergarments are inappropriate.
- ❖ Clothing that depicts sexually oriented illustrations, slogans and/or profanity.
- ❖ Clothing that advertises tobacco products, illegal drugs or alcoholic beverages.
- ❖ Clothing that is a source of disrespect toward others.
- ❖ Excessively tight or loose clothes without appropriate covering. Pajamas and pajama pants are unacceptable for school wear (unless part of a school-wide activity or class celebration).
- ❖ Pants, shorts, shirts etc. worn in a manner that undergarments are not fully covered.
- ❖ Hats, bandanas and hoods are not to be worn in the building during the school day.
- ❖ In questionable situations the administration will determine the appropriateness of student dress.

## **CARE OF SCHOOL PROPERTY**

Kenton City Schools take pride in the appearance of their schools. Students must not mark on furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instruments. Students must not tamper with fire alarms, fire extinguishers, vape detectors, or electrical systems at the school. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. Students are responsible for lost or damaged books or school property and an appropriate fine will be assessed. Included are computers, textbooks, resource books, and library books.

**Fifth Grade Students** have the option of purchasing \$25.00 insurance on their Chromebooks. This insurance will cover all incidences of accidental damage during the school year. The insurance fund does not cover lost items or malicious damage. The insurance will only cover the replacement of a lost Chromebook in the presence of a police report noting that the item was

stolen. If a fifth grade student elects not to purchase insurance, they will be responsible for the full cost of any loss or damage to the Chromebook.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### **LOST AND FOUND**

There is a lost and found in each pod and the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **BUS CONDUCT**

The following guidelines are intended to assure a safe and orderly environment for bus passengers. The privilege of riding a bus depends upon following these basic rules. Any student who misbehaves may be denied the privilege of riding the bus by the proper authority upon notification of the parents.

1. Load and unload from the bus at its designated place of safety in an orderly manner.
2. Ride only the regularly assigned bus and unload at the regular stop. Any changes need to be approved and on file in the office.
3. Eating and littering or drinking any beverage is NOT permitted on a bus without special permission.
4. There will be absolute quiet at railroad crossings and other places of danger as specified by the driver.
5. Noise on the bus should be kept to a minimum. Similar behavior is expected on the school bus and in the classroom.
6. A student shall not throw anything while on the bus.
7. A student shall not hang any object or part of their body/belongings outside the bus window.
8. A student shall cross the street at least ten feet in front of the bus and upon the signal of the driver.
9. A student shall not transport animals on the school bus.
10. A student shall go promptly to the bus when dismissed from school. When dismissed from the bus students should go directly to their homes.
11. No tobacco products (including Vape or electronic varieties) are allowed on the bus.
12. A student shall sit only in their assigned seat.
13. Obscene or profane language is prohibited.
14. Fighting is prohibited.
15. No aerosol cans or flammable liquids (hair spray, cologne, etc.).
16. No glass containers permitted on the bus.
17. A student shall face forward and will remain seated at all times and keep the aisle clear.

## **BULLYING AT SCHOOL**

**Bullying Defined:** A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students. Such negative actions include intentionally inflicting, or attempting to inflict, injury or discomfort upon another. These behaviors can be carried out physically (e.g., hitting, kicking, pushing, choking), verbally (e.g., by calling names, threatening, taunting, malicious teasing, spreading nasty rumors), electronically (e.g., cyber-bullying), or in other ways, such as making faces or obscene gestures, or intentional exclusion from a group. The latter (usually more subtle) forms are usually termed "indirect bullying," whereas "direct bullying" comprises behaviors that represent relatively open (usually verbal or physical) attack on the victim.

In order to be considered bullying, there should also be an imbalance in power or strength (an asymmetric power relationship). In other words, students who are exposed to the negative actions generally have difficulty in defending themselves and are somewhat helpless against the student or students who harass. It is not considered bullying when two students of approximately the same physical or psychological power are in conflict, nor is friendly or playful teasing considered bullying. However, repeated degrading and malicious teasing which is continued despite clear signs of distress and opposition on the part of the target does qualify as bullying.

Three Components That Define Bullying Situations Are:

- ❖ Involves an aggressive behavior
- ❖ Involves a pattern of behavior repeated over time
- ❖ Imbalance of power or strength

(Refer to Policy 5517 and 5517.01)

The Kenton City School staff will teach and reinforce with every student School Rules for preventing BULLYING. Students will...

- ❖ Not bully others.
- ❖ Help students who are bullied.
- ❖ Include students who are left out.
- ❖ Tell an adult at school and at home if he/she knows somebody is being bullied.

## **APPENDIX A**

### **KENTON CITY SCHOOL DISTRICT BYLAWS & POLICIES**

#### **5330 - USE OF MEDICATIONS**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent (see [Form 5330 F1](#)). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. (see Form 5330 F1a and [Form 5330 F1b](#)). These documents shall be kept in the office of the principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy [5530](#) - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator not commonly used by students. Parents, or students authorized in writing by physician and parents, may administer medication or treatment.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted [Form 5330 F3](#), Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building. Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto-injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval ([Form 5330 F4](#), Authorization for the Possession and Use of Epinephrine Auto-injector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to

the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by a student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

The following staff is designated as being authorized to administer medication and treatment to students:

- A. Principal
- B. Teacher
- C. School Nurse
- D. Building Secretary
- E. Aide
- F. Others as designated by student's IEP and /or 504 plan

Additionally the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) and physician or, such medication, upon being identified as afore noted, may be stored in the principal's office and administered in accord with this policy.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

R.C. 3313.712, 3313.713, 3313.716, 4729.01

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