

**Kirtland High School  
Student/Parent Handbook  
2017 / 2018**



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**<http://high-school.kirtlandschools.org>**

**Administration:**

**Dr. Lynn Campbell, Principal  
Mr. Matt Paul, Assistant Principal/Athletic Director**

**Board of Education:**

**Mr. Timothy Cosgrove, President  
Mr. Ron Stepanovic, Vice President  
Mr. Tom Meyer, Member  
Mrs. Kat Torok, Member  
Mr. Joe Solnosky, Member**

*This Handbook belongs to:*

*Name* \_\_\_\_\_

## Greetings From Kirtland High School!



Dear Students and Parents:

Welcome back to school! I am very pleased to serve you in the capacity of Kirtland High School Principal. I look forward to another year of contributing to the Excellence that defines the Kirtland Local Schools. I will dedicate my efforts to making high school a positive experience for the fine students whom are entrusted to me and the staff of KHS. High school is a time of growth and self-discovery like no other, and it only happens once. Therefore, I am both honored and privileged to be the one at the helm as this vessel sails forward carrying these young men and women to their future destinations of further education, work, and life beyond grades 9 through 12.

For such Excellence to be attained, it is the responsibility of all as it takes a community to help the young men and women who walk the halls of KHS reach their true potential as learners and citizens. To that end it becomes imperative that parents, faculty, staff, community members, and of course the students themselves take an active role in supporting the vision and mission of Kirtland High School. Our staff is committed to providing engaging curricular and co-curricular experiences that will help students achieve their potential and become successful citizens. Through these cooperative efforts we shall remain focused on learning and continue our tradition of excellence.

Please familiarize yourselves with this handbook and refer to this it as questions arise throughout the school year. The Staff and I also encourage you, the student, to use a planner (your own or school-provided, available in the office for \$3.00) or your laptop/eCalendar for organizing your daily assignments and managing your time. Rules, guidelines, and procedures are necessary for maintaining a safe climate that maximizes student achievement in our numerous school activities and programs, so please reference the KHS Handbook provided to every student. Please direct any feedback to me directly or via Student Council. Let's have a great year!

Sincerely,

Dr. Lynn Campbell  
Principal

## Bell Schedules

### Monday-Tuesday-Friday

<b>Warning Bell</b>	<b>7:25</b>
1 <sup>st</sup> period+Announcements	<b>7:30 - 8:24</b>
2 <sup>nd</sup> period	<b>8:28 – 9:18</b>
3 <sup>rd</sup> period	<b>9:22 – 10:12</b>
Lunch & REC 1,2.....	10:16 – 10:56
4 <sup>th</sup> period (before lunch 3,4)	<b>10:16-11:06</b>
Lunch & REC 3,4.....	11:10 – 11:50
4 <sup>th</sup> period (after lunch 1,2)	<b>11:00-11:50</b>
5 <sup>th</sup> period	<b>11:54-12:44</b>
6 <sup>th</sup> period	<b>12:48-1:38</b>
7 <sup>th</sup> period	<b>1:42-2:32</b>
Announcements	<b>2:32 - 2:37</b>

### Wednesday-Thursday

These days are designed to offer extended learning time by students having half as many classes for a double period. Over the course of the 2 days, students will have each of their classes for a block of 82 minutes.

<b>“Odd Periods” Wednesday</b>		<b>“Even Periods” Thursday</b>	
<b>1</b>	7:30-8:52		Delayed Start-Teacher Meetings
<b>3</b>	8:57-10:19	<b>2</b>	8:57-10:19
<b>Lunch &amp; HomeBase</b>	10:22-11:45	<b>Lunch &amp; HomeBase</b>	10:22-11:45
<b>5</b>	11:48-1:10	<b>4</b>	11:48-1:10
<b>7</b>	1:15-2:37	<b>6</b>	1:15-2:37

### **Good Faith Statement**

This handbook is created and updated annually in good faith as a guiding document for parents and students to use as a resource. While most situations and regulations are addressed, this book may not be exhaustive of all circumstances. Anything not directly addressed in this document will be handled by the administration with the best interest and safety of students and the whole campus in mind. In the event that any inaccuracies are present in this handbook, the administration reserves the right to act in good faith to ensure all school functions are successfully administered.

### **Kirtland High School Mission Statement**

To sustain an exemplary learning community where we ***unite to achieve*** defined curricular goals, improved student performance, and success for all through frequent monitoring, communication, and remediation.

### **2017-2018 KHS Calendar**

August 21-22	Teacher Work Days-NO SCHOOL
August 23	Classes Begin
September 4	Labor Day – NO SCHOOL
September 22	Teacher Work Day-NO SCHOOL
October 13	NEOEA DAY - NO SCHOOL
October 16	End 1 <sup>st</sup> Nine Week Grading Period
November 22-27	Thanksgiving Break
December 21	End 2 <sup>nd</sup> Nine Week Grading Period
December 22- January 2	Winter Vacation
January 3	Teacher Work Day-NO SCHOOL
January 15	MLK DAY – NO SCHOOL
February 16	Teacher Work Day-NO SCHOOL
February 19	Presidents' Day – NO SCHOOL
March 14	End 3 <sup>rd</sup> Nine Week Grading Period
March 30-April 6	Spring Break
May 11	Jr./Sr. Prom – NO SCHOOL
May 28	Memorial Day – NO SCHOOL
May 31	Students' Last Day, End 4 <sup>th</sup> Nine Weeks Grading Period
June 1	Records Day
June 3	Commencement, Class of 2018

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## **Part I-Handbook**

### **Academics**

Kirtland Local Schools believe in the importance of celebrating and recognizing the academic accomplishments of our students. The KEF Awards Recognition is to recognize students who achieve academically. Students who are selected as an outstanding student by a classroom teacher in a specific subject area, earn an academic letter, and/or receive a special scholarship will be invited to the KEF Luncheon.

#### **Academic Letter**

Any student who achieves high honors or honor roll for ALL of the first three grading periods during the current school year will earn an academic letter.

- High Honors —Any student who achieves above a 4.0 two out of the first three grading periods (and 3.5-4.0 in the other).
- Honors —Any student who achieves at least a 3.5 for each of the first three grading periods, but does not exceed 4.0 more than once.

#### **Honor/Merit Roll**

- HIGH HONORS— Any student who earns above a 4.0 during the grading period.
- HONOR ROLL— Any student who earns a 3.5 to 4.0 during the grading period.
- MERIT ROLL— Any student who earns a 3.0 to 3.49 during the grading period.

#### **Honors Diploma**

A student may achieve a diploma with honors distinction by completing the college preparatory curriculum in high school and meeting any eight of the following nine criteria as determined by the Ohio Department of Education:

- 1) Earn four units of English.
- 2) Earn four units of mathematics that shall include Algebra 1, Geometry, Algebra 2 or equivalent, and another higher level course or a four-year sequence of courses that contain equivalent content.
- 3) Earn at least four units of science including Physics and Chemistry.
- 4) Earn four units of social studies.
- 5) Earn three of world language, including at least 2 units in each language studied.
- 6) Earn one unit of fine arts
- 7) Maintain an overall high school grade point average of at least 3.5 on a four point scale up to the last grading period of the senior year
- 8) Obtain a composite score of 27 on the ACT test or an equivalent composite score of 1210 on the SAT with no regard for its new writing portion. (This maintains the two scores' comparability as qualifying criteria).

#### **Advanced Placement**

Advanced Placement courses provide a means for high school students to undergo the academic rigor of college coursework while continuing to attend classes at Kirtland High School. In May of each year, students enrolled in Advanced Placement (AP) courses have the opportunity to take exams for each course and earn college credit if they score well. AP courses on a student's transcript can be very advantageous when embarking on the highly



competitive college admissions process. Make an appointment with your guidance counselor for assistance in determining what AP courses may be right for you.

### **Access to Equal Educational Opportunity**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through curriculum. Policy 2260.

### **Activities/Clubs/Organizations**

Various co-curricular activities are scheduled throughout the school year in order to offer an educational program that fits our students' needs. All students are encouraged to participate in scheduled activities and events at Kirtland High School. Sporting events, dances, night meetings, and fund-raising campaigns are all a part of our comprehensive educational program. The Principal must grant permission for such activities. **(See additional dance guidelines below)** If permission is granted, the activity is placed on the calendar and the arrangements for supervision, custodians, and supply purchases may be made. The treasurer of the organization is responsible for the finances. No items or merchandise are to be sold in school or on school grounds without approval from administration.

### **After and Before Hours**

Students may enter KHS at 7:10 AM; however students are limited to the Cafeteria and lockers (Juniors/Seniors Only). Students should be out of the building by 3:00 p.m. each day unless under direct supervision of a staff member. Any student leaving school must sign out. Any student entering school after 7:30 a.m. and before the last bell must sign in at the office. **(See Early Dismissals/Late Arrivals)**. Admittance to school building and grounds is prohibited after hours unless a scheduled event is taking place or permission is granted from the Principal or assistant Principal. Forced or unauthorized admittance to a school building could be construed as breaking and entering.

### **Announcements**

All announcements must be placed in the office before 7:30 a.m. and approved by the Principal or Assistant Principal. Announcements will be made at a specified time(s) during the day. All announcements should be written in a legible manner and be as brief as possible. No announcements will be made during class time unless it is an emergency.

### **Anti-Harassment**

It is the policy of the Board of Education to maintain an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.

- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations or harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "District Community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on Board property (e.g., visiting speakers, participants on opposing teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off School District property).

Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

Members of the District Community and third parties must promptly report incidents of harassing conduct to an administrator, supervisor or Board District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the District Community or third parties who believe they have been unlawfully harassed by another member of the District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a good faith complaint will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals must make every effort to file a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to the Building Principal or the Superintendent. Thereafter, Building Principal or the Superintendent must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation to conduct an investigation following all the procedures outlined for a formal complaint.

The Board shall vigorously enforce its prohibitions against unlawful harassment. A violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable state and federal law and the terms of any applicable collective bargaining agreement, Board policies, codes of conduct or handbooks. In those cases where unlawful

harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s). Policy 5517

References: Board Policies 3362, 4362, 5517 Civil Rights compliance and Grievance Procedure

### **Assembly Programs**

Student assemblies will be held throughout the school year. Assemblies are a part of the educational process and all students may be required to attend. At times, students will be given the option of attending a study hall as an alternative to attending the assembly. Prompt arrival to assemblies and courteous attention is required of all students. Upon being dismissed from the assembly, students shall immediately return to the appropriate classroom or assigned area.

### **Athletics**

The role of athletics in the extra-curricular program will be to develop good character, self-discipline, and leadership through competitive activities that further develop the specialized athletic abilities of students. These programs will both stimulate personal growth and develop role models for other members of the student body and the community.

Recognizing that athletics are an important part of school life for many students, Kirtland High School offers a comprehensive program of interscholastic sports which includes girls and boys cross country, football, volleyball, girls and boys soccer, golf, boys and girls basketball, wrestling, boys baseball, girls softball, tennis, and girls and boys track.

### **Athletic Code of Conduct**

The Kirtland Athletic Department Guidelines were created with one goal in mind; to allow each athlete to become the best he/she is capable of being. The guidelines were formulated from the conviction that proper diet and personal habits enhance athletic achievement. Thus, the primary reason that these guidelines exist is to promote the soundness of body and mind that are the very core of athletic excellence.

### **Athletic Eligibility**

The Ohio High School Association and Kirtland Board of Education shall govern rules for eligibility.

#### **Interscholastic Extracurricular Eligibility (Grades 9 through 12)**

Effective August 1, 2000, Kirtland High School students must satisfy OHSAA By-Law 4-4-1 In the preceding grading period, receiving passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation and maintain a 1.50 grade point average or higher in order to participate in interscholastic extracurricular activities. (Failure to meet the OHSAA By-Law 4-4-1 requirements will mean a student is ineligible for the entire grading period regardless of a student's GPA.

Failure to meet the 1.50 minimum grade point average at the end of a grading period will mean a student is required to participate in a remediation program prescribed by the appropriate teacher(s), guidance counselor, and building administrator. The coaching staff of each athletic team on an individual basis will determine the opportunity for a student/athlete to practice during a period of ineligibility.

### **Athletic Expectations**

1. All athletics and athletes are governed by the constitution and rules of the Ohio High School Athletic Association, the Chagrin Valley Conference, and the Kirtland Student/Parent Handbook.
2. Demonstrate sportsmanlike conduct and show respect for teammates, competitors, coaches and officials.
3. Be present and on time for competition, practice, and meetings.
1. Unless approved by the Principal, all athletes are expected to be in school the day of an athletic competition or practice. A student must be in school by 11:00 a.m. on a school day to be eligible to compete that day.
2. Follow the Kirtland High School Athletic Department Athletic Participation Guidelines and Code of Conduct.
3. Kirtland High School respects Auburn Career Center's Code of Student Conduct. If Auburn Career Center suspends a student for infractions of its Code of Conduct, whether or not it corresponds to Kirtland's Student Code of Conduct, this District shall honor the suspension.

### **Attendance**

The educational program offered by the Kirtland Local School District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance is required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent requires a statement of the cause for a student absence from the parent/guardian of each student or from an adult student who has been absent from school or from class. The Board of Education reserves the right to verify such statements and to investigate the cause of each absence. Repeated infractions of Board policy on attendance may result in disciplinary action.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. death in the family
- E. observation or celebration of a bona fide religious holiday
- F. such good cause as may be acceptable to the Superintendent and/or that may be recognized in district guidelines
- G. factors identified in O.R.C.
- H. such good cause as may be acceptable to the building principal

Absences for all other reasons are considered unexcused. **Please do your best to avoid missing class time for in car driving appointments.**

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

In accordance with Revised Code 3321.13 (B)(2), which shall apply in Kirtland Local School District, whenever any student under the age of eighteen (18) has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, the Board authorizes the Superintendent to inform the student and his/her parents of the truancy record and the District's intent to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court of the student's excessive truancy, which may result in the loss of a student's drivers license.

The Superintendent is authorized to establish an educational program for parents of truant students to encourage parents to ensure that their children attend school regularly. Rules and consequences for truancy may be applied.

### **Attendance Reporting**

Parents are responsible for informing the school of their child's unplanned absence, including the reason (see A-H on previous page for acceptable reasons), by calling the attendance office at 440-256-3366 ext. 4003 before 8:30 a.m. on the day of the absence. It is important to note that if a reason is not provided or if it is not found to fit according to reasons A-H on the previous page, the absence may be unexcused. These calls may be subject to verification by the attendance office. Upon receiving the attendance list for the day, the attendance office will telephone all parents who have not notified the school of their child's absence. Parents or guardians shall provide the school with their current home and/or work telephone numbers as well as emergency telephone numbers.

In the event a parent or guardian is not reached by phone, the student may bring in a written excuse from their parent or guardian explaining the reason for the absence (an email from the parent/guardian will suffice as well). The written excuse should include:

1. Student's name
2. Date(s) of absence and return date
3. Reason for absence
4. Phone number where parent or guardian may be reached
5. Signature of parent or guardian

**When the frequency of doctor's or dentist's appointments appear excessive, the school may request that further appointments be scheduled after the school day or ask for more detailed documentation to verify necessity. Please provide such notes upon returning to school.**

Students not producing a written excuse within two (2) school days may have the absence deemed unexcused and may receive a 50% reduction for work missed once completed as well as disciplinary consequences for truancy (see Rule 9 in the Student Code of Conduct). Students who anticipate being out of school because of a family emergency, vacation, or college visitation must secure a "planned" absence form from the office. The vacation form should be signed by all teachers and parents and returned to the office at least three (3) days prior to the absence. Absences mentioned in the attendance policy as "approved days" are still subject to administrative approval before being excused.

### **College Visitations**

College visitation days should be scheduled through the guidance office. Students need their parents' approval for the visitation. Juniors can be excused for two (2) college days and seniors are permitted (3) days per school year (KHS Visitation Form must be signed by the institution

contact). College visitation days may be scheduled between October 1 and May 15. Local college fairs that students attend will be considered college visitation days, and other vocational visits may be approved by the Administration.

### **Trips/Vacations**

The school should be notified in advance concerning absences that will result from taking a trip/vacation by using the previously mentioned planned absence procedure (below). To the extent possible, assignments should be gathered in advance. Teachers are not obligated to re-teach or make accommodations to work missed due to vacation, but reasonable attempts will be made to ensure student success.

### **Planned Absence Procedure:**

1. An example of a planned absence would be a family vacation. The student is responsible for all work assigned during the time of the absence.
2. Once excused, the procedure used for making up all written, unwritten, and evaluated assignments will be the same procedure used for excused absences.
3. One day will be given for every day absent, plus one additional day to get any additional assignments that might have been assigned after the student's absence.
4. The student must inform their teachers one week prior to the absence whenever possible.
5. The student must obtain a planned absence request form prior to the absence. Failure to follow the guidelines on this form may result in the student receiving reduced or no credit for missed assignments. A planned absence request form is not needed when an absence will only involve one (1) day missed.

### **Absences-Excessive**

There is a positive correlation between a child's attendance and achievement. Class attendance is important because it is not possible to make up totally that which is missed. Each classroom experience is an important part of the child's education. Excessive absences from class may negatively affect a student's academic achievement. The primary responsibility for school attendance is placed with the parents. If a student meets criteria for being "excessively absent," the District will notify parents of such and communicate a plan for intervention as needed. Parents may even be referred to community resources for support. The State has established the following thresholds for "excessive absence:"

Absent 38 or more hours in a month, with or without legitimate excuse

Absent 65 or more hours in one school year with or without legitimate excuse

### **Unexcused Absences/Truancy**

Students who are absent unexcused from school are considered truant. Cutting school or not coming to school for unexcused reasons is subject to disciplinary consequences under Rule 9 of the Student Code of Conduct. Students will be considered "habitually truant" and may be referred to Juvenile Court as a delinquent child for accumulating the following number of unexcused absences:

30 consecutive hours

42 hours in one month

72 hours in a school year

### **Excused/Unexcused**

Once a student accumulates 72 hours of absences, regardless of unexcused or excused, further absences will **only be excused** by submitting a letter from a medical, legal, or other authorized professional.

Exceptions to this rule include:

1. School sponsored activities or trips
2. College visitations (2 for juniors, 3 for seniors)
3. Out of school suspensions
4. Any situation or emergency declared by the Principal or Superintendent

### **Tardiness**

***If a student arrives late to school, he/she is to report directly to the office to sign in and receive a tardy slip.*** The classroom teacher will handle tardiness between classes. If a student is tardy between classes, he/she should report immediately to his/her assigned class where the teacher will record the tardy and respond appropriately to the violation. Any classroom tardy (other than arrival to school) beyond ten (10) minutes will be considered a "class cut" or truancy under Rule 9 of the Student Code of Conduct. As a student accumulates a certain number of times tardy to school (or the equivalent in the afternoon i.e. leaving 1 to 2 periods early), the following consequences will result:

- |                 |   |
|-----------------|---|
| 3 times tardy:  | One detention/parent notification*  |
| 6 times tardy:  | One (1) Saturday school/parent notification*  |
| 9 times tardy:  | One (1) Saturday school/parent notification*  |
| 12 times tardy: | One (1) Saturday school/parent notification.* Parent(s) and student may be required to attend an intervention planning meeting. |
| 15 times tardy: | Consequences at the discretion of the administration and in alignment with intervention planning.                               |

Late arrivals in the morning will be counted tardy prior to 9:20 AM. In Infinite Campus, minutes of attendance accumulate with the aggregate number of minutes not attended converting to total hours absent at the end of each reporting period. ***\*Otherwise, missing a class when tardy to school or for unexcused half-day absence may possibly result in reduced grades on missed assignments in conjunction with other consequences*** related to tardiness and attendance.

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

4. Parents are asked to call the school to make arrangements for early release as soon as possible. Calls should be directed to the attendance office at 256-3366 Ext. 4003. Written requests are to be turned into the office by 7:50 a.m. The following information is needed:
  - a. Student's name
  - b. Reason for the release
  - c. Date and time of the appointment
  - d. Phone number to reach a parent or guardian
  - e. Signature of the parent or guardian
  - f. Expected time of return

5. Generally, the request will be excused, as long as the student does not have an attendance problem and the excuse is for a legitimate reason. A request does not mean that an early dismissal will automatically be excused. Missing more than 2 periods / 1 block of school is equivalent to a half day absence, and missing more than 4 periods / 2 blocks is the equivalent of a full day's absence.
6. Procedure:
  - a. After meeting the requirements stated above, a student will be issued a "dismissal slip"
  - b. A student leaving school must have prior approval of an administrator and parent/guardian.
  - c. If a student, for some unforeseen reason, must leave the premises, he or she is to report to the office where a call can be made to a parent or guardian to get permission to leave.
  - d. The dismissal slip is to be turned into the main office at the time the student signs out. Students must report to the office and sign in or out of school at all times.

Students failing to check in or out of school under this process will be considered unexcused or truant for failing to follow procedures and will be subject to school discipline.

### **Early Dismissal or Late Arrival Privilege**

Students may request an early dismissal or a late arrival privilege if they meet the following criteria:

1. 2.5 cum GPA and passing all subjects the previous quarter\*
2. An acceptable discipline record.
3. On-track for meeting statewide testing point requirements\*
4. Reason for early dismissal/late arrival.
5. Parental permission.
6. A study hall scheduled for the first or last period of the day\*.
7. Senior level status\*.
8. Full-time status\* (5 credits)

\*Special circumstances, exemptions to the above, and unique schedules, for individuals or large groups (testing weeks etc.), may be approved by the administration

### **Blood-Borne Pathogens**

Parents of a student who caused a blood exposure to school personnel will be contacted to obtain permission for the testing of the student's blood for Hepatitis B and HIV viruses either in cooperation with their physician or by the designated District Health Professional. Policy 8453.01.

### **Bullying and Other Forms of Aggressive Behavior**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or any other conduct or actions that cause or threaten to cause bodily harm, personal degradation or damage to personal property.

This policy applies to all activities in the district, including activities on school property or while in route to or from school and those occurring off school property if the student or employee is at



any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Building principals and the Superintendent or their designees have responsibility for promptly investigating all claims of aggressive behavior, bullying, harassment, hazing, intimidation or menacing. In every instance, the investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third person who believes he/she has been the subject of aggressive behavior, bullying, harassment, hazing, intimidation or menacing, or has knowledge of any conduct which they believe to be in violation of this policy is required to immediately report those concerns.

All employees are required to report any suspected aggressive behavior, bullying, harassment, hazing, intimidation or menacing immediately upon witnessing such behavior or receiving any information that would lead a reasonable person to believe that aggressive behavior, bullying, harassment, hazing, intimidation or menacing may have taken place.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior, bullying, harassment, hazing, intimidation or menacing. Making intentionally false reports about aggressive behavior bullying, harassment, hazing, intimidation or menacing for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. Policy 1600

### **Bussing Students**

It is the intent of the Kirtland Local Board of Education that pupils be reported as efficiently and safely as possible. With this in mind, the following bus regulations will be observed:

1. Load and unload from bus at its designated stop in an orderly manner.
2. Ride only the regularly assigned bus or vehicle and unload at the regular stop. When not riding the regularly assigned bus, pupils must secure an elementary bus pass provided by the main office.
3. Eating and littering are not permitted on a bus or vehicle.
4. There must be absolute quiet at railroad crossings and other places of danger as signaled by the driver.
5. Noise on the bus must be kept to a minimum. The same behavior is expected on a school bus as in the classroom. Pupils may talk quietly as the driver permits.
6. Pupils must not throw anything while a passenger on a school vehicle.
7. Pupils must not project any object or part of their body outside the bus window at anytime.
8. Cross the street at least 10 ft. in front of the bus in the driver's line of vision and upon the signal of the driver.
9. Pupils are never permitted to transport animals or other potentially dangerous objects on a school bus. Objects that are packaged to eliminate hazard in a manner satisfactory to the driver are acceptable.
10. Pupils should go promptly to the bus when dismissed from school. When discharged from the bus, they should go directly to their homes.

11. Positively no smoking or flame is allowed on the bus. Violators will incur severe punishment, which may include long-term loss of bus privilege.
12. Squirt guns or other objects that could be considered, as weapons are not permitted under any circumstance to be transported on a bus.
13. Pupils must remain in their assigned seats until the bus stops.
14. While waiting for a bus, do not trespass or impose on nearby property.
16. Pupils remain under the jurisdiction of the Student Parent Handbook while on the bus.

The driver has the authority to enforce all the above regulations. Continued disorderly conduct or persistent refusals to submit to the authority of the driver will result in the loss of the privilege to be transported by the bus to school.

### **Career Education**

Career Education is a comprehensive educational program designed to provide students the necessary information and developmental experiences to prepare them for living and working in society. It combines the efforts of home, school, and community spanning from pre-school through adulthood

Goals of the Career Education Program in high school are:

1. To provide opportunities for each student to become acquainted with occupational and educational opportunities in the county, state, and country relative to his/her career objectives.
2. To provide each student with the opportunities to explore the occupational areas of his/her choice through hands-on experiences.
3. To help each student become aware of the relationship between his/her classroom learning experiences and his/her participation in our society.

### **Change of Address/Custody**

Day to day business and emergency situations often make it necessary to contact the home of the student. It is very important that any change of address or telephone numbers be reported to the office. Furthermore, updates of custody related to adoption, divorce, etc...are needed as well. Moving without communicating to the office may result in the need to re-verify residence in-district.

### **Child Find Public Notice**

***The Kirtland Local School District is in the process of locating, evaluating, and identifying children with disabilities, from birth to age 21, residing in the District, including children with disabilities who are homeless children or are wards of the state and children with disabilities attending nonpublic schools within the boundaries of the District, who may be entitled to a Free Appropriate Public Education (FAPE), including special education and related aids and services, pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).***

***Children eligible for FAPE under the IDEA are those with disabilities such as Autism, Multiple Disabilities, Deaf-Blindness, Deafness, Hearing Impairment, Visual Impairment, Speech or Language Impairment, Orthopedic Impairment, Emotional Disturbance, Traumatic Brain Injury, Specific Learning Disability, Cognitive Disability, or Other Health***

***Impairment and who, because of such disabilities, need special education and related aids and services.***

***Children eligible for FAPE under Section 504 include children who have a physical or mental impairment that substantially limits one or more major life activities.***

***If you know of a child who may have a disability or a physical or mental impairment that substantially limits a major life activity, or if you would simply like additional information, please contact Becky Malinas, Director of Pupil Services, at 440-256-3311 ext. 1008.***

### ***Public Views in Funds for Handicapped***

Public comment is solicited on the proposed budget for the expenditure of Title VI-B funds granted to the Kirtland Local Schools under the provisions of Public Law 94-142, the Education of All Handicapped Act. These monies, commonly known as Flow-Thru-Funds, are to be used for the education of identified handicapped students. Each school district in Ohio is entitled to funds for every identified handicapped child served by the district. The money is used to provide services and buy equipment and materials.

### ***Policy of Non-Discrimination***

The Kirtland Local School District does not discriminate on the basis of race, color, national origin, sex, handicap, or religion in the educational programs and/or activities operated by the District insofar as employment opportunities. The District considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, the presence of a non-job related medical condition or handicap, or any other legally-protected status. The District is an equal opportunity employer.

### ***Student Records***

1. It is the intent of the District to limit the disclosure of information contained in a student's education records, except; (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information or (3) under certain circumstances, as permitted by law.
2. It is the right of the student's parent(s) or an eligible student to seek to correct parts of the student's education records which he/she believed to be inaccurate, misleading or in violation of students rights. This right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s) or eligible student's request.
3. A student's parent(s) or eligible student should contact the District office to obtain copies of this policy.

### **Civil Rights Compliance and Grievance Procedure**

The District has designated the Superintendent, as its Civil Rights Coordinator to monitor and evaluate district compliance with Title VI and Title IX. If any person believes that the Kirtland School District or any of the District's staff has inadequately applied the principles and/or regulations of these laws, she/he may bring forward a complaint, which shall be referred to as a grievance, to the Superintendent, District Civil Rights Coordinator. District Administrative Guideline 2260B specifies the procedure for investigation of any grievances. (Refer to Board Policies #2260, 5610.) The District has designated the Director of Pupil Services as Section 504 and ADA Coordinator. Karen Lanning should be contacted if anyone feels these laws have been violated.

### **Class Officers**

Each class will elect a president, vice president, secretary, and treasurer. The elections will be held in the spring of each school year. Only adult-approved campaign signs, etc. may be posted when running for office.

### **Class Rank**

After engaged community meetings and discussion during the 2015-2016 school year, the District has moved to eliminate reporting and the practice of ranking students by their cumulative grade point average (GPA), eliminating the naming of Valedictorian and Salutatorian, effective for the class of 2020 and beyond.

### **Classroom Rules**

Each teacher will determine specific rules and regulations for their rooms or areas. Rules may differ slightly from room to room.

### **Cleanliness**

Personal hygiene is very important. If you are ill or contagious you should remain at home, following the rules set forth in the attendance policy. Each student should strive to keep his/her hair and body clean and report to school in this condition each day.

### **College Credit Plus (CCP)**

Freshmen, sophomores, juniors, and seniors may enroll in the state approved College Credit Plus Program and receive high school and/or college credit. Students must be scheduled for at least five (5) credits each grading period between the two institutions (the high school and the post secondary institution) to be considered a full time student. Also, the total combined credits being taken cannot exceed what a full schedule at the high school would allow. Details, policies, and procedures are included in the CCP packet available in the Guidance Department. A required informational meeting regarding CCP will be held during the second semester of the school year. Students not submitting required intent forms by the State-determined timeline may not participate in CCP, this also includes returning CCP students. CCP students arriving at KHS at any non-scheduled academic time are to report to the cafeteria/study hall. Signing in for those periods is expected unless Late Arrival/Early Dismissal privilege paper work is completed. Finally, food/drink are prohibited when CCP students arrive (large slushies, McDonald's, etc. are not permitted). Water bottles and typical "packed lunches" are permitted as for non-CCP students.

### **Communication**

If a student, parent, or guardian is uncertain about a policy of the teacher, coach, activity sponsor, etc., they are advised to first discuss it with the person responsible for the policy. A complete directory including e-mail addresses and voice mail extensions can be found on the district's website at <http://www.kirtlandschools.org/>. If no satisfactory agreement or solution occurs, the following contact sequence is suggested in order to maintain effective communication among our educational community:

1. Teacher, coach, activity sponsor, etc. (grades, behavior, assignments, schedules, etc.)
2. Counselor (scheduling conflicts, social concerns)
3. Assistant Principal – discipline
4. Principal (when one of the above cannot be resolved)
5. Superintendent

## 6. School Board

### Computer/Student Network and Acceptable Use Procedures

#### **Student account protocol**

Student accounts are created as follows: Graduation year – last name – first initial (11DoeJ). The account names are not case sensitive.

All student accounts and student logins will be disabled at the end of each school year. Please contact the Network Administrator if you feel their needs to be an exception made to this practice. All graduating senior network files and folders will be deleted. Student passwords consist of their 6-digit school ID number. These are not to be changed, and they will not be reset over the summer. Students will need to REMEMBER their password.

#### **Forms**

A copy of the Parent Permission Form can be downloaded in adobe (pdf) format from our local website, making it available for parents to print out at home.

#### **Process of being granted use of the Kirtland Schools network and computers**

During the first week of school, ALL students will be provided with a form from the office, which must be signed by the student and by their parent(s). These forms are to be brought back to school by the end of the first week of school. **Everyone must have a form on file!** Parents will checkbox ONLY ONE choice:

1. **No access**
2. **Local network Only access:** login rights to access a computer and use word processing or access a storage folder on the network to store their work on the Kirtland network.
3. **Local network and Internet access:** students will be able to access the Internet via Kirtland computers.

Only those students who have been granted privileges by their parents will be allowed to access computers, the local network or the Internet. Approved signed forms are to be held on file in the building office. No exceptions. This is part of the government's CIPA (Children Internet Protection Act) mandate.

#### **Late forms**

Students returning their forms late could experience a delay of a week (or more) before the Intranet and Internet permission corrections can be made. **To ensure maximum access to educational resources, it is critical that student forms are turned in on time!**

#### **Student password changes**

The staff person assigned at the high school to reset passwords is Mr. Ed Bradac.

Please contact your building administrator with any additional questions about student use of The Kirtland Local Schools network and/or the Internet. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not

authorized by this Board policy and its accompanying guidelines. Policy and Administrative Guideline 7540.03.

### **Credit Flexibility**

The Kirtland Local Schools have recently adopted a Credit Flexibility Policy that enables students to earn high school credit through alternative coursework, testing out or showing mastery of course content, pursuing an educational option and/or individually approved option or any combination of the above. These options must be approved in advance by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted toward student's grade point average (GPA), class rank if applicable, and as graduation credit in the related subject area or as an elective. The school district will include details of the Credit Flexibility policy and program on the district website and in the Student/Parent Handbooks at the middle school and high school. If you would like more information, please contact the KHS Guidance Office.

### **Dances**

Any club or school group may, through their advisors, sponsor a dance under the following conditions:

1. Applications for a date must be made three (3) weeks in advance.
2. There must be a minimum of three (3) adult chaperones in attendance, with at least one of these being a faculty member.
3. The club or organization shall employ security personnel, when necessary, for a period beginning with the arrival of the first guest and remaining until everyone has left.
4. The club organization is responsible for any damages incurred to the building during the dance and must pay for custodial support.
5. The group must keep track of attendance and make a financial report to the treasurer's office.
6. All revenues must be placed in the proper activity fund and all bills, properly invoiced, paid by check from the same fund.
7. The club or organization must enforce the school rules for dances, which are as follows:
  - a. High school dances are open to Kirtland High School students and their dates, which may be students from other schools or adults approved by administration.
  - b. A student who brings a guest is responsible for the behavior of that guest. He/she is expected to see to it that the guest abides by all school regulations, regardless of their age. A request for guest form must be submitted to the office prior to the date of the event.
  - c. When students come to a dance, they are encouraged to stay for the entire dance. Students that leave before the dance is over are not permitted to return.
  - d. A reasonable admission price will be charged, consistent with the judgment of the advisor of the group and the administration. If a band is to be hired, the advisor and principal must agree upon the selection and charge.

### **Detentions**

Classroom teachers or the administrative staff may assign detentions. A detention period will be approximately 30 minutes and may be held before school, after school, or during lunch at the teacher, principal, or assistant principal's discretion. A student must come to this period with schoolwork or reading material. Students are required to provide their own transportation home.

Should a student fail to attend an assigned detention, additional disciplinary consequences will result.

### **Directory Information**

Each year the Superintendent shall provide public notice to students and their parents to its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth; 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; awards received; honor rolls; scholarships; or telephone numbers only for inclusion in school or PTO directories.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board within ten (10) days after receipt of the Superintendent’s annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student’s name, address, and telephone listing not be released without prior consent of the parent(s) / eligible student. The recruiting officer is to sign a form indicating that “any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces”. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s) / eligible student is required for the inspection and/or release of a student’s health or educational records or for the release of “directory information”, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose “directory information” on former students without student or parental consent.

Policy 8330

### **Dress Guidelines**

Reasonable conformity to current fashions in student dress is to be expected and is appropriate; however, student appearance will not be permitted when extreme and, in the considered opinion of the school administration, disturbs the educational environment by attracting undue attention, violates health or safety regulations, is not in keeping with appropriate dress for school, or violates commonly accepted standards of modesty. Students that fail to adhere to the dress guidelines are subject to disciplinary consequences.

The following statements are provided as guidelines to promote understanding of what might be considered unacceptable:

1. Any apparel showing suggestive/profane pictures, alcohol, tobacco, or drug-related messages, or that defames the nation, state, community, or an individual. Writing and/or symbols on garments should not be such as to literally, or by implication, be obscene or offensive, or be such as to shock or affront the standards of common decency and propriety. This would include any type of political statements.
2. The wearing of or carrying of hats, caps, bandannas, scarves, headbands, hoods or other headgear will not be permitted in the classroom or halls.
3. Tank tops, cut-off shirts, spaghetti straps tops, halters, tube tops (no bare backs) muscle shirts or bare midriff (no exposed stomach/abdomen areas for boys and girls), shirts or blouses with low cut neckline, pajamas, mesh shirts, are not permitted. The shoulder must be covered. Sleeveless tops and shirts are acceptable as long as the armhole is no lower than the armpit. Hot weather may be cause for varying from the above pertaining to tank tops and spaghetti straps, but in any case, appropriate chest, back and underarm coverage is a must with shirts not being deemed by the administration as too revealing.
4. No sunglasses are to be worn in the building unless directed by an eye doctor and a letter is on file with the school nurse.
5. Students are expected to come to school clean, neatly dressed, and wearing conventional foot covering. Bare feet are not permitted at any time.
6. Any clothing with improper fit shall not be allowed at school. The waist of pants/shorts must be worn at the proper place of the anatomy and not low around the hips. No sagging of pants/shorts or exposing of undergarments will be permitted.
7. Skirts and shorts or pants that are not of moderate length and/or that are excessively tight, clingy or revealing are not permitted. The guideline is the bottom of the short or skirt length must be near the student's fingertips when his/her arms hang straight down at his/her sides. In addition, **shorts or skirts must allow a student to be able to stand, sit and/or bend with modesty. Revealing (showing natal cleft, gluteal creases, etc.) and/or see through clothing is not permitted.**
8. Coats and jackets designed for outdoors worn in class or between classes. If the temperature in the school warrants additional clothing to stay warm, exceptions may be made by the school administration.
9. No torn clothing with revealing holes.
10. No chains (other than those specifically sold as jewelry) or spiked / riveted accessories are allowed.
11. Any new "fads" in clothing or anything not specifically covered in the above guidelines, may still be considered inappropriate dress and shall be dealt with at the discretion of the administration.
12. The administration shall have the right to modify specific items in these regulations as school situations and activities merit.
13. In a situation where disagreement exists as to whether or not attire is appropriate, the administration shall make the final decision.
14. In the event inappropriate clothing is worn or displayed, students may be retained in the office until appropriate clothing is obtained.

Discipline Procedure\*:

1 <sup>st</sup> OFFENSE:	Warning, Parent Notification
2 <sup>nd</sup> OFFENSE	Detention, Parent Notification
3 <sup>rd</sup> OFFENSE	Saturday School, Parent Notification
4 <sup>th</sup> OFFENSE	In-School Restriction, Parent Notification



-Any offenses beyond 4 may result in out of school suspension.

\*Requests for a change of clothes will be made when deemed necessary, and a student may be retained in the office until the violation is corrected. School-owned clothing may be provided if possible.

### **Drills: Fire/Tornado/Lock Down (ALICE)/Evacuation**

A number of drills will be conducted throughout the school year to be prepared if certain situations would arise. Teachers will inform students of the proper class procedures, which are also posted in each room. The following are a few points of emphasis:

1. Obey the signal and promptly move to the designed area.
2. Remain quiet, orderly, and listen for instructions.
3. Remain in the drill position until directed by an authorized person to return to your classroom.

ALICE (Alert, Lock down, Inform, Counter, Evacuate) procedures and variations to drills involving violent intruders will also be practiced. The goal is to make the staff and students active decision makers when considering how best to respond to these unlikely situations.

### **Drivers Education**

Drivers Education classes may be offered through private commercial driving schools. Missing class for driver's education is not recommended, and it is requested that parents try to avoid missing instruction for Driver's Education.

### **Dropping a Course**

A student may drop a course during the first ten days of the semester. However students are required to meet with the teacher involved, the guidance counselor, and receive administrative approval before a schedule change can be made.

Dropping a course within the first ten days of school will permit a student the opportunity to enter into another course. A student is required to make up any assigned work a teacher may request within the time set by the individual teacher. Any missed work will be treated the same as an excused absence from class. **(See make-up work)**

Any student wishing to drop a course after the first 9 weeks of a semester, will require a meeting consisting of the principal, guidance counselor, parent/guardian, teachers(s) and student involved. The final decision will rest with the Principal.

Required courses cannot be dropped unless a workable schedule can be organized for the upcoming school year. Students must maintain full time status.

### **Eighteen-Years Old**

As per Ohio law, parents are legally responsible for their children. When a student turns eighteen (18), the school will assume that the parent is still responsible in regards to excessive absence, notification of truancy, notification of disciplinary problems, receiving grade cards, and other school related matters. The only way an eighteen-year-old student could assume all of the above responsibilities would be upon filing a form in the high school principal's office. This form must be signed by the parent and will acknowledge that legal responsibility has been turned over to the student from the parent. If this form is not on file, the school will still treat the parent as the responsible party for the student. Adult students permitted to return to school will

be expected to follow the discipline code and attend school daily. Adult students not following these procedures will be removed and given an administrative withdrawal for attendance purposes.

### **Electronic Devices, Including Cellular Phones**

As of 2015-2016, KHS became 1:1, assigning a district-owned device to each student. Please see Appendix B for the Kirtland Local Schools Laptop Guidelines and Procedures.

#### **Guidelines**

Subject to the guidelines set forth herein and with parental or guardian permission, students may be allowed to possess cellular telephones, personal digital assistants (“PDAs”), smartphones, and other portable electronic devices while on school property, **as long as these devices are out of sight during instructional time.** The District assumes no responsibility or liability if these devices are broken, lost or stolen, whether in the possession of students or if confiscated by school personnel.

During school restroom breaks and while in locker rooms, students shall have their electronic communication devices and all features associated with the electronic communication devices (including but not limited to camera features): (1) turned off, and (2) may not use them in any way except in an emergency situation. **Further, use of camera/video or audio-recording features on a cellular phone or other electronic communication device while in the restroom or a locker room, whether during school hours or not, is strictly prohibited at all times.**

**Additionally, use of camera/video or audio-recording features on a cellular phone or other electronic communication device without advance permission of all individuals in the picture/video/audio recording during instructional activities, school sponsored events and activities off school property, whether during school hours or not, is strictly prohibited.**

Electronic communication devices: (1) that produce any audible sound, whether through a ring tone, vibrating alert, speaker, earphones, buzzer or other means, (2) that are visible, or (3) that are otherwise used in violation of the preceding paragraphs without specific advance permission of school personnel will be confiscated by school personnel. They may be returned at the end of the school day to the student or the parent/guardian.

The principal may establish and school personnel may enforce additional guidelines appropriate to campus needs.

If the teacher or other adult suspects cheating or other inappropriate conduct, they are to confiscate the device (see notice below regarding refusal) and deliver it to the office for the principal/designee for safekeeping. Details of said suspected misconduct shall be reported as part of the referral and will be investigated by the principal/designee. Consequences may include those spelled out in the Code of Conduct if applicable (harassment, bullying, cheating, etc...). Misuse of an electronic device otherwise identified in a student’s IEP or 504 Plan may be the subject of disciplinary consequences.

**Refusal To Turn Over Devices When Requested** – Students are required to turn electronic communication devices over to school personnel when requested. Students who refuse to do so have committed insubordination and shall be subject to disciplinary action including but not

limited to removal from class or other school activities, in school restriction and out of school suspensions, regardless of whether they have any prior offenses.

### Exclusions

This policy does not apply to medically-required electronic communication devices such as hearing aids and augmentative speech aids or to any electronic communication device which is mandated in a student's Individualized Education Program (IEP) or on a student's Section 504 plan. If use of an electronic communication device is not mandated in an IEP or on a Section 504 plan, but is required in individual instances to assist a student with the student's education, permission must be obtained in writing from a building administrator prior to use of the electronic communication device at any time otherwise prohibited by this policy.

### Exams

Semester examinations or comparable projects/performance tasks shall be administered in all courses at the end of the first and second semesters during the assigned exam period. Open Campus will be in effect, with student attendance being based solely on the periods for which they have class. **Unless opted in by the parent in writing (opt in forms will be sent home to parents), students are free to come and go for exams.** If students remain on campus during these non-exam periods they must be assigned to study hall areas. Conflicts with Auburn Career Center and/or college courses will be dealt with on an individual basis. **Please note: Exams will be given on the scheduled dates. Students may not take Exams early without teacher / administrator permission.**

### Field Trips

All students going on a field trip must have a written note signed by the parent ahead of time. A teacher must supervise all trips. Students are not permitted to drive their own vehicles. Permission to go on the trip by telephone may not be accepted. Students are not permitted to drive home from the destination of the field trip unless that student is granted special permission from the administration. In such a case, the person providing the transportation must be a relative of the student granted special permission. A teacher or an administrator may deny permission for a student to attend a field trip. The procedure used for making up all written, unwritten, and evaluated assignments will be the same procedure used for excused absences. No student will be permitted to drive home with someone else other than their immediate family while in the custody of the school at a school function. Prior notification must be communicated to the teacher and/or administrator.

### First Aid

The best first aid is prevention. In the school gym and laboratories, practice safety and use every precaution to prevent accidents. In the event of a serious injury the parent and a physician will be called. State laws do not permit schools to assume any liability or responsibility for accidents. Accident insurance is available for all students and is recommended. All injuries should be reported to the office and the appropriate injury forms should be completed.

### Full Time Status

Full time status is defined as being scheduled for five one-credit courses or the equivalent during each quarter of the grading period. All students must be of full time status unless given special permission by the administration due to unusual circumstances.

### Grading Policy

Students are reminded that grades are based on more than test scores, as class participation, preparation, and assignments are all taken into account as well. Your teachers will explain their individual grading procedures during the first few days of class. It is to the student's benefit that he/she clearly understands these procedures. The following grading scale has been established for use in determining the student's nine-week semester, and yearly average.

<b>A</b>	=	<b>100-90%</b>
<b>B</b>	=	<b>89-80%</b>
<b>C</b>	=	<b>79-70%</b>
<b>D</b>	=	<b>69-60%</b>
<b>F</b>	=	<b>59 - 0%</b>

Each nine week grading period will be based on percentages. The exam for each semester will be worth 20% of the semester average. The semester grade will be calculated by adding the percentages of each nine weeks plus the exam percentage. For-example, the value of the first nine weeks is 40%, and the second nine weeks is 40%, then the exam for the semester would equal 20%. The semester average grade is then calculated by adding up the three percentages, the first nine weeks, second nine weeks, and the exam percentage. The progress of each student will be recorded as a percentage on the report card. The semester averages and final grade will be recorded as a letter grade based on the grading scale above for grade point average purposes. The final grade will be calculated by averaging both semester average grades. The following is an example:

<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Exam</b>	<b>Average</b>
<b>90%</b>	<b>85%</b>	<b>75%</b>	
<b><u>x .40</u></b>	<b><u>x .40</u></b>	<b><u>x .20</u></b>	
<b>36% +</b>	<b>34% +</b>	<b>15% =</b>	<b>85% = B</b>
<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>Exam</b>	<b>Average</b>
<b>55%</b>	<b>80%</b>	<b>95%</b>	
<b><u>x .40</u></b>	<b><u>x .40</u></b>	<b><u>x .20</u></b>	
<b>22% +</b>	<b>32% +</b>	<b>19% =</b>	<b>73% = C</b>

$$\text{Final Grade} = (85\% + 73\%) = 158\% / 2 = 79\% = \text{C}$$

### Graduation Exercises

Upon meeting the District\* and State minimum requirements, the student shall receive a diploma. Participation in graduation exercises is a privilege and may be denied by administration. Please note: Graduation practice is mandatory in order to participate in the graduation ceremony. A student may be denied this privilege for any infractions to the student code of conduct. Also, any student with outstanding fees, fines, equipment, books, etc., may not be permitted to participate in graduation. The KHS Program of Studies and this document allow the administration to waive certain District requirements for extenuating circumstances (IEP needs, transfer students, etc.).

### **(Guidance) Counselor Services**

The guidance staff seeks to help each student develop to his/her maximum in the areas of social, emotional, academic, and personal growth. This growth is promoted through individual conferences and group conferences, during which the student is free to discuss any problems or concerns in an accepting and confidential atmosphere. These problems mainly focus around educational plans, vocational plans, study habits, peer relations, test data, grades, personal or family conflicts, etc. The school counselors seek to help students develop a sense of purpose and of value as members of a community. In doing so, school counselors carefully attend to the personality, ability, talent, and interest of each student. All of these factors are considered when the counselors assist students with their future goals. Working collaboratively with the parents, teachers, administrators, and other support staff personnel, the counselors assist in providing students the best educational program possible.

Students are asked to schedule appointments with their counselor during study hall periods whenever possible. The counselor may request that student be excused from a class when conferencing with a student is necessary. A written note will be presented to the appropriate teacher when such conferences are held at the counselor's initiation. Student registration for classes shall be completed in the early spring of the school year.

### **Homework**

The mission of the Kirtland Local Schools is that every student will achieve his/her potential. In order to assure that students achieve their potential, homework may be required as a supplement to classroom instructions. Homework provides a vital link between school and home. Work sent home gives parents an insight into the curriculum and objectives of the school, encourages and measures the development of self-discipline and associated good working habits, and allows students to apply and extend classroom instruction.

### **Incompletes**

The term "incomplete" shall be interpreted to mean the failure of a pupil to complete any test or assigned work within a specified grading period. Incomplete grades will be given to only those students who have not completed their work due to an unusual circumstance such as an extended medical reason. Such a pupil shall be given a specified period of time to complete all make up work. Work not completed by the specified time may result in an "F" for that assignment. Students with incomplete work not due to an approved unusual circumstance will receive the percentage or grade on their progress report that they currently have earned. The teacher will include a comment on the progress report stating that it is possible for the grade to change based on missed work being made up.

### **In-School Restriction**

The following guidelines have been established in the event that in-school restriction is necessary.

1. Students assigned ISR are to report to the Assistant Principal's office by 7:30 a.m. and will be dismissed at the end of the day.
2. An excused absence will result in a make-up day assignment.
3. Students are responsible for bringing all needed textbooks and classroom materials to ISR with them.
4. Students may bring their own lunch or have one brought to them at the student's expense. Lunch will be eaten in the ISR room and these students will be afforded the same amount of time for lunch as all students (30 minutes).

5. Students receive full credit for assigned work completed in ISR and attendance. All the student's teachers will submit assignments to the office prior to the time the student is removed from regular classes. Students must be working the entire time they are in ISR. If work is not completed by the end of the day, credit may not be given for the work.
6. During assignment to ISR, students may not be permitted to attend or participate in any school-related activity during the school hours.
7. Two restroom breaks (one in the morning and one in the afternoon) will be provided for students assigned to ISR).
8. Students who are tardy to school on their assigned day should report directly to the office.
9. Students will be furnished bus transportation (if applicable) by the school.
10. In addition to the rules of ISR, all other school rules and policies will continue to apply.
11. Students who are disruptive in ISR or who do not follow prescribed rules will receive an out-of-school suspension.

### Insurance

The school is in no way liable for medical expenses incurred from an accidental injury while in attendance during the regular school day and attendance or participation in any of the school sponsored activities. Parents may purchase school insurance as an aid in helping to reduce expenses. Application forms will be sent home the first week of school. All students planning to participate in athletics must have insurance. Details may be secured from your coaches or athletic director. Emergency medical forms must be resubmitted to the school by the end of the first week of school.

### Intervention

Late Arrival/Early Dismissal, Delayed Start late arrival, recreation (REC) time, Home Base and study hall may be reassigned for intervention, whether for statewide testing or classroom performance support. Students are expected to comply and take advantage of these resources.

### Lockers

Students' lockers are the property of the Board of Education and are provided solely as a convenience for student use. They are to be used only for the purpose of storing textbooks, school supplies, clothing and lunches (open food or drink not permitted) and should not be considered as a private place. Students will be assigned lockers on the first day of school. Athletic lockers are not to be used for academic materials (punishable under Rule 2).

Once assigned, lockers should not be changed or shared, as damages incurred to a locker will be the responsibility of the student assigned to that locker.

Kirtland High School is not responsible for lost items. Valuable items should not be stored in student lockers. Students should keep their lockers locked and their combination should not be shared.

Students are to clean out their lockers before winter and spring breaks and also by the last day of school. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS REMAINING IN LOCKERS AFTER THE LAST DAY OF THE SCHOOL YEAR.**

Writing on the outside and/or inside of a locker is prohibited. Also, any damages incurred through carelessness, kicking, slamming doors, or altering the interior of lockers will be considered vandalism and treated as such.

If a student has a problem with a locker that does not open or has a problem with items being taken out of the locker, he/she should contact the office.

The Principal or Assistant Principal may search any school property, such as lockers, under the following conditions:

The student must be informed in advance of the rules and standards set forth. A random search may be conducted and items removed if the administration of the school has a reasonable belief that articles or materials are present therein that might be injurious to the student or to others or that are likely to pose a threat to the maintenance of discipline or order in the school.

### **Loss of Privileges**

Late Arrival/Early Dismissal, Delayed Start late arrival, parking permission, use of laptops and other devices, club and extracurricular participation, weight room use, recreation (REC) time, Home Base and other privileges may be revoked or restricted due to academic or behavior-related needs at the discretion of the administration.

### **Lost and Found**

When found, all lost articles should be turned in to the office. Lost textbooks are returned to the teachers of the courses involved while clothing and other items are kept in the office. These items are kept for the semester, at which time they are given to a charitable organization. Students who have lost anything should always report the loss and check the office immediately.

### **Lunch Regulations**

1. Students need to report to the cafeteria promptly.
2. During the lunch period students are only permitted in the cafeteria, gymnasium, or on the student patio. Students are not to go outside via the west entrance near the LGI/choir room unless directed.
3. The classroom hallways in the building are off limits and are considered out of bounds. If you need to see a teacher or the guidance counselor during your lunch period, secure a pass in advance.
4. No food or drink is to be taken out of the cafeteria without permission from the cafeteria aides, teachers, or administration on lunch duty.
5. Students are to utilize the restrooms on the first floor. No food or drink is to be carried into the rest rooms or locker rooms.
6. Students are not permitted to order food for delivery.
7. Cell phone use is permitted during the lunch hours only in the designated areas.
8. Students are not permitted to go to their lockers without permission.
9. Students are to either remain in the cafeteria area or remain in the gym during their lunch period. Loitering in the hallway is not permitted

### **Make Up Work**

In cases where students have excused absences, the students are given one school day for each excused absence to make up their work plus one extra day. For example, if a student has one excused absence, then he/she will have two days to complete all assignments. If a student has three excused absences then he/she will have four days to complete all assignments. If a student is absent on a day an assignment is due, the student is responsible for the assignment when he/she returns to school. It is the discretion of the teacher whether or not to expect major

assignments on the due date. If the student cannot be in school on the day a major assignment is due, arrangements must be made to bring the assignment to the teacher on the due date. It is the responsibility of the student to communicate with the teacher about missed work when returning to school following excused absences. It is up to the teacher's discretion if he/she will allow the student additional days other than those allotted by the guidelines stated above. Students, when returning to school, are expected to stay current with work assigned.

### **Media Center ("The Nest")**

The purpose of the media center is to serve the majority of the students as efficiently and effectively as possible. The media center is to be used only for work, collaboration and recreational reading of Nest resources. Students with class assignments, which do not require collaboration or Nest resources, must remain in the study hall. Permission to go to the media center is contingent on this purpose. Online courses will be hosted in the Nest, except for online Health. Online Health is to be completed in the study hall. The Media Specialist will work with the administration in creating and overseeing the operation of the Nest. Students at-risk, academically or behaviorally, may lose Nest privileges permanently or for periods of time.

Materials are not to be taken from the media center without permission from the media specialist or designee and must be returned by the specified time.

### **National Honor Society**

Kirtland High School established a local chapter of the National Honor Society in 1947. The purpose of the organization is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the young men and women of Kirtland High School.

To be eligible for membership, the candidates must be a member of the junior or senior class and have a cumulative grade point average of 3.75. The faculty council shall then evaluate candidates on the basis of service, leadership, and character. The selection of each member shall be by a majority vote of the faculty council, upon the recommendation of all faculty members.

Each member is required to be involved in service projects, both as an individual and as a group, that fulfill a need within the school or the community. These projects shall have the support of the administration and faculty, be appropriate and educationally sound, and be well planned, organized, and executed.

### **Online Courses**

Online courses may be taken according to the Program of Studies and/or in agreement between the Administration and Parents/Guardians. In cases of credit recovery or when parents are selecting an elective or course offering that is not required or recommended, the Parent/Guardian may be required to pay for online courses. Likewise, Parents/Guardians may be required to pay for these courses if the student fails or drops the course.

### **Parking Rules and Regulations**

Driving to school is a privilege and all students' motor vehicles must be registered. Students are to pick up the registration form in the office, take it home for parent signatures and return it to the office for approval and issuance of the parking permit. A student who fails to register his/her vehicle will be subject to disciplinary action.



Senior and junior parking areas will be announced on the first day of school. Sophomores will not be issued parking permits until the seniors and juniors have had an opportunity to register for parking permits. If there are parking areas still available, they will be distributed at the discretion of the assistant principal. Students are not allowed in the parking lots without permission during the school day.

Students who drive to school must abide by the following regulations or risk losing their driving privileges to school.

1. Register your vehicle and obtain a parking permit
2. The speed limit on school grounds is 5 mph.
3. The driver will leave his/her car upon parking and not return to the parking lot until the end of the school day unless he/she has received permission through the school office. Loitering in the parking lot is forbidden.
4. Students are to park in the area provided for them in front of the high school (11-12<sup>th</sup> gr.) and in back of the middle school (10<sup>th</sup> gr.) and are NOT to park in the areas behind the high school reserved for middle and high school faculty.
5. At the end of the school day, students driving vehicles must not interfere with the loading of buses by cutting through the center of campus to prepare for athletic practices.
6. Students remaining for practices shall leave their vehicles in the front lot until after practice is completed. The busses will load between the high school and middle school buildings and depart at approximately 2:50 p.m.

Driving a motor vehicle to and from school is a privilege. Students driving to school must exercise all due care, courtesy, and the safety measures required of licensed drivers in the State of Ohio. Reckless operation, squealing tires, excessive speed, and/or other irresponsible actions by the driver or his/her passengers will not be tolerated. These actions as well as excessive tardiness, leaving school grounds without permission, being in the parking lot and/or in a car prior to the student's departure time, parking in an unauthorized area may result in the student's parking privilege being suspended and are punishable under Misconduct in the Code of Conduct.

**School officials retain the right to examine the contents and/or search a car parked on school premises or at a school sponsored activity when reasonable belief has been established that items contained in the car may interfere with the safe and effective operation of the school or may violate the Code of Conduct.**

### **Positive Behavior Intervention and Support (PBIS)**

PBIS is a framework or approach for assisting school personnel in adopting and organizing preventative behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. The Kirtland Schools' theme is HORNET, expecting students to strive to be **H**ard working, **O**pen minded, **R**espectful, **N**oble, **E**ngaged, and **T**rustworthy. See Appendix A for the KHS matrix of PBIS expectations by area.

### **Repeating Courses**

Students may repeat all courses in which they receive a failing grade. Students may repeat a course if receiving a "D" and the course is a prerequisite for another course. Repeating a course must have the instructor's recommendation and the principal's approval. The student will only receive core credit once for the course; however, both grades will be used to calculate the student's cumulative grade point average with the lower counting as an elective.

### Report Cards

Report cards are mailed home within 10 days after the close of the nine weeks. The final copy of the report card, issued at the end of the school year, will have all grades received for each nine weeks period and also the final grade for the year. A copy of a student's final report card will be filed in the office for record purposes. Parents are encouraged to attend scheduled parent teacher conferences, which are normally scheduled by appointment. Parent-teacher conference days occur throughout the school year.

### Progress Reports

To increase efficiency, and to keep in line with the technology age, Progress Reports will no longer be completed for every student at the midpoint of each of the four grading periods. These reports will be sent by mail approximately halfway through each grading period for parents without internet access to online grades upon request. The grade reported will be reported as a percentage.

### Saturday School

Saturday School is a four-hour supervised study period held on Saturday morning from 8:00 am. to 12:00 noon. In addition to the rules in the Student Conduct Code, students assigned Saturday School will be expected to observe the following conditions:

1. Students must promptly report to the cafeteria of the high school by 8:00 a.m. No student will be admitted after 8:10 a.m. and tardiness that exceeds this ten (10) minute period will result in the reassignment to an additional session.
2. Students will not be permitted to go to lockers or use the telephone unless an emergency arises or the monitor grants permission.
3. Student dress at Saturday School should be consistent with that of a normal school day.
4. Students may not leave their seats or talk to other students.
5. Students are not permitted to sleep or appear to be sleeping.
6. Students are not permitted to bring such items as audio-visual equipment like radios, walkmans, tape recorders, televisions as well as playing cards, magazines and other recreational materials or any materials that are disruptive to the educational environment.
7. Students are not permitted to bring or consume food or beverages during Saturday School.
8. Students are required to bring enough of their own study materials, including school related books, paper, pens, pencils, etc. to occupy the entire four hours.
9. There will be a ten (10) minute break at 10:00 am. Students may use the rest room, throw away paper, and sharpen pencils, etc. at that time.
10. Students are responsible for their own transportation to and from Saturday School.
11. Students can only be excused from attending Saturday School by the Principal or Assistant Principal.
12. **UNEXCUSED ABSENCE FROM SATURDAY SCHOOL**  
1st Offense: 1 day Out-of-School Suspension  
2nd Offense: 2 days Out-of-School Suspension and so on

### School Sponsored Performances

Students are reminded that their behavior at public performances (games, concert, etc.) relates directly the entire student body and to the Kirtland community. Inappropriate behavior at school-sponsored performances is subject to school disciplinary action just as during the normal school day.

### **Search and Seizure**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

### **Seniors**

Senior skip days and senior prank are not condoned. These activities are discouraged as they tend to violate existing policies and rules. Consequences, academic and otherwise, may be assigned, including but not limited to losing marching privileges at graduation based on severity of “pranks.”

### **Signs**

Posters and other display materials advertising future events, dances, plays, and musicals may be placed on the walls with tape. All posters and signs must be removed immediately after the event. Signs should not be placed on glass areas and care should be taken when taking down signs to not remove paint from the walls. Non-school related posters are to be approved by the Principal or Assistant Principal before being posted. Class advisors are to approve campaign signs during student elections.

### **Sportsmanship**

Students are the most important factors in school sportsmanship. Their habits and reactions quite largely determine its quality. The better schools are those in which the students and administration join with the faculty, alumni, and community in establishing and maintaining good school practices. Good sportsmanship as a spectator at events is as important as the sportsmanship of the players. Individuals exhibiting inappropriate behavior and/or unsportsmanlike conduct may be removed from the activity.

### **Student Council**

The student council consists of four officers and class representatives elected by the student body. The objectives of the council are to provide a training ground for student leadership, to aid in developing a greater sense of loyalty to school and class, to promote a better school spirit, and to provide programs within the school. The student council will assume major responsibility in scheduling and coordinating various co-curricular activities. Student Council officers and representatives are elected in the spring for the following school year with the exception of the freshman representatives who are elected in the fall.

### **Student Deliveries/Messages**

The delivery of messages to students during school hours causes disruption of classes; therefore it is requested that all family business (reminder of appointments, etc.) will be attended to before the student leaves home in the morning. School personnel will deliver legitimate emergency messages from parents to students as soon as possible. Again, please use good judgment when making these requests. If there is a message that needs to be communicated to a student, they will be called down to the main office during the morning or afternoon announcements. If at all possible, please communicate scheduled doctor and dentists appointments to your child before school and have them bring in a note explaining the reason for early dismissal.

Students who receive deliveries (flowers, balloons, etc.) will be notified by the office to pick these items up after school. Under no circumstances will these be delivered to student classrooms or be picked up before the end of the school day. Food deliveries are not permitted during school hours.

### **Student Fees, Fines and Charges**

In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit. In the event the above course of action does not result in the fee being collected, the Board authorizes the Treasurer to take the student and/or his/her parents to Small Claims Court for collection. Students shall also be financially responsible for repair of any destruction and/or vandalism of school property. Policy 6152.

### **Student Hazing**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Students, administrators, faculty members and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities. Policy 5516.

### **Student Network and Internet Acceptable Use & Safety**

All students are required to sign an Acceptable Use Policy understanding to be able to access our network/equipment. Any misconduct or misuse that violates the Policy and/or any rule under the Student Code of Conduct may be subject to disciplinary consequences. At any time, and for any reason, the Board may limit, suspend or revoke access to its Network Resources. Policy 7540.03

### **Student Publications**

The board of Education encourages, both as a classroom related learning process in such courses as English, journalism, etc, and as an extracurricular activity through school sponsored publications, the activities of students in the writing, printing, and distribution of original works, such as literacy publications and school newspapers and yearbooks. The following guidelines are established:

#### **School Sponsored Publications**

To be considered school sponsored, a student publication must have an advisor appointed in the same manner as other activity advisors. Each such publication must conform to written standards, which standards may vary from publication to publication and from building to

building, however, the standards must at least provide that no publication shall be distributed which contains untrue, libelous, or defamatory materials, obscenity, or statements which incite others to damage property, physically harm others, or seriously disrupt school activities or the educational process.

### **Nonschool-Sponsored Publications**

Students who edit, publish, and/or wish to distribute nonschool sponsored handwritten, printed, or other material (including computer generated or otherwise produced graphics) among their fellow students must assume responsibility for the content of the publication/materials. Each building should develop as the necessity demands, such restrictions on the time and place of distribution as are considered desirable. The same standards of publication apply to nonschool as to school sponsored publications. As set forth above, such standards prohibit:

1. Defamatory statements;
2. "Hate" literature which attacks ethnic, religious, or racial groups;
3. Writings or other media creations aimed at disrupting order or discipline in school, or creating hostility or violence or violation of school policy or civil law;
4. Obscene, pornographic or vulgar material or material which contains lewd or vulgar language;
5. Materials which denigrate specific individuals in or out of school, or which invade the rights of others.

Nonschool sponsored materials are not to be duplicated or printed in school, or with school supplies or school equipment. Violations of this policy may be cause for suspension or expulsion. Policy 5722

### **Student Use of Medications**

Board Policy #5330 requires that before any medication or treatment may be administered to any student during school hours, a written prescription from the child's physician accompanied by the written authorization of the parent shall be provided to the student's school. No student is allowed to provide or sell any type of over-the-counter medication to another student. Only medication in its original container, labeled with the date, if a prescription, the student's name and exact dosage, will be administered.

### **Procedures for Administering Medication**

1. Written permission must be received from the parent or guardian of the student requesting that the school district complies with the physician's order. The school nurse must receive and retain a statement, which complies with the O.R.C. 3313.713 and is signed by the physician who prescribes the drug.
2. The statement must be on file in order for authorized personnel to administer medication. An administration procedure for non-prescription medication is the same as prescription medication with the exception that only the parent permission statement be signed and on file: a physician's signature is not necessary. All non-prescription medication is administered at the discretion of the nurse (designee).
3. Any herbal medications require doctor permission.

### **Study Hall Procedures**

Study halls will be held in several areas of Kirtland High School. Study hall behavior should be no different from that in the regular classroom. These areas are for study and the teacher may set forth rules for their study hall in accordance with a good learning atmosphere. **With this in**

**mind, study halls will be a quiet area in which talking and noise will be held to a minimum.** Passes out of study hall should be secured in advance. Students will be afforded the opportunity to sign out to the library (if open) by permission of the study hall monitor.

### **Suspensions/Expulsions/Emergency Removals**

A suspension is the removal of a student for a period of one (1) to ten (10) days. The Superintendent, Principal, and Assistant Principal in accordance with the Ohio Revised Code can invoke suspensions. The following procedure will be used:

1. The Superintendent or Principal must give the student written notice of intention to suspend and the reasons for the intended suspension.
2. If the student so requests, he/she will be given the opportunity to appear at an informal hearing before the Superintendent, Principal, or their designee to explain his/her actions and/or to challenge the reason or reasons for the intended suspension. This hearing may take place immediately.
3. Within twenty-four (24) hours of any suspension, the Superintendent or Principal will give written notification of the suspension to the Treasurer of the Board of Education and the parent, guardian, or custodian of the student. This notification will include the reason or reasons for the suspension and the right of the student to appeal the suspension to the Board of Ed or its designee, the right to be represented at this appeal and to request that this appeal be held in executive session.

### **Suspension: Out-of-School Suspension (OSS)**

The administration and faculty of Kirtland High School is committed to providing opportunities for the success of all our students. Part of the process in teaching includes disciplinary measures designed to provide for an orderly student management system and behavioral remediation when necessary.

Out of School Suspension (OSS) from school will be the intervention utilized when the school community is disrupted or threatened, when other lesser restrictive interventions have not been successful in sustained behavior change, and/or when the misbehavior is considered by school authorities to be serious enough to warrant exclusion from school. The key difference between In School Restriction and Out of School Suspension is the understanding that OSS is more serious as stated above, and that it increases the involvement level of the family since the care for the students is the sole responsibility of the family during OSS.

1. A student suspended out-of-school shall not be permitted to participate in or attend any school related activities during the period of suspension. If a suspension carries into the following week, for example a student being suspended both Friday and Monday, the student would not be permitted to participate in or attend any school-related activities during the weekend. If a student's suspension ends on a Friday, the student would be permitted to attend weekend school related activities. Athletes are to refer to the Athletic Participation Guidelines and Individual Sports Regulations. If the suspended student attends any school-related activity during the period of suspension then he/she will be assigned an additional day of out of school suspension.
2. A suspended student will be responsible to keep up with all instructional material, homework, and tests. All work is to be submitted to the teacher(s). Assignments and credit will be made up in accordance with other excused absence protocol, with the exception noted in item #3 below. The other exception is the allotted time to submit make-up work. Unless stated otherwise by the principal, make-up work deadlines will be 2 school days for suspensions of 3 days or less, and 3 school days for suspensions greater than 3 days.

3. No student should expect a teacher to provide special instruction to catch up with the work. Although the faculty is committed to student achievement, it is unreasonable for any suspended student to expect special considerations when suspended from school. Private tutoring at the student's expense may be necessary for longer periods of suspension.
4. Kirtland High School respects Auburn Career Center's Code of Student Conduct. If Auburn Career Center suspends for infractions of its Code of Conduct, whether or not it corresponds to Kirtland's Code of Student Conduct, Kirtland High shall honor the suspension.

### **Expulsion**

An expulsion is the removal of a student from school for a period not to exceed eighty (80) days. The Superintendent may expel in accordance with Section 3313.66 of the Ohio Revised Code.

The following procedure will be used:

1. Prior to the expulsion, the Superintendent will give to the student he intends to expel, and to his/her parent, guardian, or custodian, written notice of his intention to expel the student, including:
  - a. The reason or reasons for the intended expulsion.
  - b. The right of the pupil or his/her parent, guardian, custodian, or other representative, upon request, to appear before the Superintendent, or his designee, to challenge the reason or reasons for the expulsion and/or to explain his/her actions.
  - c. The time and place of this hearing which must not be less than three (3) days nor more than five (5) days after the written notification by the Superintendent of his intent to expel is given.
2. Within 24 hours of the expulsion the Superintendent notifies the parents of the student and Treasurer of the Board.
3. The notice includes the reasons for the expulsion and the right of the student and parent to appeal to the Board or its designee; the right to be represented at the appeal and the right to request the hearing is held in executive session.

**When returning from the expulsion, a conference between the Principal and/or Assistant Principal and the student will occur before the student is permitted to return to their regularly scheduled classes.**

### **Emergency Removal**

Emergency Removal is an appropriate when the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, and is to be used when, in the authority's opinion immediate action must be taken.

1. If the student's actions are of the type described above:
  - a. The Superintendent or Principal may remove the student from the premises, curricular or extra-curricular activities.
  - b. A teacher may remove from curricular or extra-curricular activities under his/her supervision.
  - c. If a teacher makes an emergency removal, reasons must be submitted to the Principal in writing as soon after the removal as practical.
2. A hearing must be held within seventy-two (72) hours after removal is ordered.

- a. Written notice of the hearing and the reasons for removal and any intended disciplinary action must be given to the student as soon as practical prior to the hearing. The student must have the opportunity to appear at an informal hearing before the Superintendent, Principal or Assistant Principal, and the student has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions.
  - b. The person who ordered or requested the removal must be at the hearing.
  - c. Within twenty-four (24) hours of the decision to invoke disciplinary action, notification of the impending action must be sent to the parent, guardian, or custodian of the student and also to the Clerk of the Board.
  - d. The notice must include the reasons for the action, the right of the student or parent to appeal to the Board of Education or its designee, the right to be represented at the appeal, and to request the hearing on appeal is held in executive session.
3. If the Superintendent or Principal reinstates a student prior to the hearing for emergency removal, teachers may demand and shall be given written reasons for reinstatement. Teachers may not refuse reinstatement.
  4. In all cases of normal disciplinary procedure where a student is removed from a curricular or extracurricular activity for less than twenty-four (24) hours and is not subject to further suspension, the due process requirements do not apply.
  4. In an emergency removal, a student can be kept from the class or activity until the case has been resolved.

#### **Surveillance**

Parts of KHS hallways and social areas, as well as parking lots, are under video surveillance. These images may be accessed and used by the administration and its designees to research events related to student misconduct or campus security and safety.

#### **Telephone Use**

Telephones in the building are for school personnel and official school business and shall not be used by others without permission. Telephone calls are not permitted during class time and should be made before school, during lunch, or after school.

#### **Textbooks**

Textbooks are the property of the Kirtland Local Board of Education and are loaned to the students free of charge. The student is responsible for the care of the textbooks issued to him/her. In case of damage or loss, he/she must pay the amount due before school records can be released. It is strongly recommended that textbooks are covered.

#### **Visitation—School**

Visitors and parents that wish to visit the school or a staff member must seek authorization through the high school office and sign in before visiting any class. Under normal circumstances, visitors will not be permitted to attend classes during the regular school day. No visitors from another school will be permitted when their school is in session, except as authorized by the Principal or Assistant Principal.



### **Withdrawal From School**

All students are encouraged to complete their high school education. However, there are on occasion circumstances that make this impossible. If a student withdraws from school for any reason, certain procedures must be followed.

If a student is moving to another district, he/she must:

1. Pick up a withdrawal slip from the guidance office.
2. Turn in all textbooks.
3. Pay all fines and fees.
4. If all of the above are completed, a transcript of grades and credits will be released to the student's new school.

The law of the State of Ohio requires all minors to attend school until they become eighteen (18) years of age. There are certain exceptions:

1. Physical inability to attend.
2. Mental inability to benefit from further schooling.
3. Marriage.
4. Work-Permit must provide evidence of full-time employment.

### **Zero Tolerance**

Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "Zero Tolerance" of violent or disruptive behavior by its students.

### **Part II-Student Code of Conduct**

The Kirtland Local Board of Education establishes that the purpose of the Student Code of Conduct shall be directed toward student growth and responsibility, and that any disciplinary proceeding be administered with dignity and fairness. The Board also recognizes its responsibility to provide a safe and healthful environment for all students and employees in the school district. As part of the Positive Behavior Intervention and Support (PBIS) system at KHS, discipline will be linked to the theme of HORNET, where it is expected that all students are **H**ard working, **O**pen minded, **R**espectful, **N**oble, **E**ngaged and **T**rustworthy.

The items of this code are inclusive for all students when under the authority of school personnel during a school activity, function or event whether on property owned, rented, or maintained by the Kirtland Local Board of Education or another party.

During the enforcement of these policies of student conduct, it is recognized that the administration shall have discretionary powers in determining the application and enforcement of recommended disciplinary action. This code shall also be inclusive for the right to exercise authority and for the personal and property protection of all school personnel at all times.

A violation of any part of this code may result in disciplinary actions, including conference, warning, apology, community service, restitution, loss of privileges (see the "Loss of Privileges" section above) lunch detentions, before/after school detentions, Saturday School, emergency

removal, in-school restriction, out of school suspension, expulsion, and Police/Court referral. Administrative discretion, including progressive discipline for repetitive, multiple or frequent acts of misconduct, will be applied when assigning consequences. Stated consequences are guidelines, but the Administration reserves the right to vary or combine consequences based on the nature, frequency and/or severity of infractions, when considering the circumstances surrounding given incidents.

### **Rule 1—Disruption**

A student shall not cause a substantial material disruption or obstruction of any lawful mission, process, or function of the school. Administrator discretion will be used to determine consequences ranging from detention to recommendation for expulsion depending on the severity of the disruption.

Policy 5610 authorizes the Superintendent to expel a student for a period of up to one (1) year if a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

### **Rule 2—Failure to Comply**

A student shall comply with reasonable directions of all authorized school personnel. Failure to comply with directions or acting in defiance will result in disciplinary consequences. Chronic insubordination / disobedience / misconduct can result in expulsion.

### **Rule 3 – Bullying, Harassment, and Intimidation; Retaliation**

Confirmed acts of bullying, harassment (sexual and otherwise), and intimidation as well as threats are subject to full consequences of this student code of conduct. Retaliation against another for reporting allegations will not be tolerated and is subject to consequences under this code of conduct. See Rule 24 as well.

### **Rule 4—Fighting / Physical Contact**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way that could reasonably cause physical injury.

#### **Consequences:**

- 1st offense: In-School or 1-3 day out of school suspension
- 2nd offense: 3-5 days out of school suspension
- 3rd offense: 5-10 days out of school suspension, possible recommendation for expulsion
- 4th offense: Recommendation for expulsion

### **Rule 5—Vandalism (Including Graffiti) / Destruction of Property: School or Personal / Theft**

A student shall not intentionally cause or attempt to cause damage to private and/or school property or steal or attempt to steal private and/or school property. Parents will be liable for the replacement or repair of stolen or damaged property. “Pranks” are not condoned. Charges may also be filed.

#### **Consequences:**

- 1st offense\*: In School Restriction or 1-3 day out of school suspension/restitution
- 2nd offense: 3-5 days out of school suspension/restitution
- 3rd offense: 5-10 days out of school suspension/restitution, possible recommendation for expulsion

4th offense: Recommendation for expulsion

\*Severity or disruption to the day even for “pranks” may result in more e serious consequences as determined by the administration.

### **Rule 6—Weapons and Dangerous Instruments**

The Board of Education prohibits students from possessing, storing, making, or using a weapon, **including a concealed weapon**, in a **school safety zone** and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular 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, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. ***The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.*** The Superintendent shall refer any student expelled for ***bringing a firearm (as defined in 18 U.S.C. 921(a)(3) or weapon to school*** to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as 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 silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as a ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury. Policies 5772,5610

### **Rule 7—Alcoholic Beverages and Controlled Substances**

Board Policy #5530 prohibits the use, possession (on self, belongings, vehicles, etc.), concealment, or distribution of any drug or drug-related paraphernalia as the term is defined by law, on school grounds, or school vehicles, or at any school sponsored events. This policy

further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes. Policy #5530 defines drugs as: anabolic steroids, “look-alike” substances, all alcoholic beverages, all chemicals which release toxic vapors, any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy, and all dangerous controlled substances as so designated and prohibited by Ohio statute.

Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule provided all such medication is registered in the office or clinic.

**Consequences:**

Possession:

10 days suspension out of school and possible recommendation for expulsion (may be reduced to 5 days if chemical assessment procedures are followed) and charges filed.

Distribution, Solicitation, Buying or Selling:

10 days suspension out of school and recommendation for expulsion and charges filed.

**Rule 8—Gambling and Games of Chance / Extortion**

Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Games of chance (such as card playing) are not permitted unless authorized by a supervising staff member. Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else, and is subject to suspension.

**Rule 9—Cutting Class or Leaving School without Permission**

A student will comply with compulsory school attendance law and shall not cut/skip class or leave school without permission. **“Skip days” are not condoned.** Senior class activities are already planned and built in (Cedar Point, Senior Picnic, etc.)

**Consequences:**

1<sup>st</sup> offense: Saturday Detention.

2<sup>nd</sup> offense: Saturday Detention or In-school restriction.

3<sup>rd</sup> offense: Further disciplinary action will be at the discretion of Principal or Assistant Principal and a delinquency complaint may be filed with the County Attendance Officer and Juvenile Court.

**Rule 10— Inappropriate Language / Gestures / Pictures / Threats and/or Antagonizing Others: Written, Spoken, Non-Verbal**

The act of making oral/verbal threats, slanderous remarks, vulgar language, profanity, and/or obscene gestures is prohibited. Likewise, inappropriate images, electronic or otherwise, are not permitted. Furthermore, antagonizing others is not acceptable. Administrative discretion will be used when determining consequences.

**Rule 11—Inappropriate Language or Threats Toward Staff**

Use of inappropriate language (including slanderous, obscene, profane, or vulgar remarks) directed toward certified or classified staff members is prohibited. Also, acts described above in Rule 10 will not be tolerated if directed toward staff as well. Administrative discretion will be used when determining consequences.

**Consequences:**

- 1st offense: 1-3 day out of school suspension
- 2nd offense: 3-5 days out of school suspension
- 3rd offense: 5-10 days out of school suspension, possible recommendation for expulsion
- 4th offense: Recommendation for expulsion

**Rule 12—Possession/Use of Tobacco Products, including look alike**

For purposes of this policy, use of tobacco products shall mean all uses of tobacco, including cigarettes, electronic and/or vapor smoking devices, cigars, pipe, tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes.

The Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products by students in school buildings, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored activity. Smoking clove cigarettes or other substances is also prohibited. Policy 5512.

**Consequences:**

- 1<sup>st</sup> offense: 3 days in school restriction and Police referral
- 2<sup>nd</sup> offense: 3 days suspension out of school and Police referral
- 3<sup>rd</sup> offense: 5 days suspension out of school and Police referral
- 4<sup>th</sup> offense: 10 days suspension and recommendation for expulsion and Police referral

**Note:** Suspensions may be reduced by successfully completing a school approved smoking awareness/cessation program.

**Rule 13—Bus Conduct/Transportation**

A student shall follow the rules of bus conduct as established and published. **(See Bus Students)**

**Rule 14—Falsifying Communication / Identification / Forgery**

Falsifying in writing or orally the name of another person, falsifying times, dates, grades, addresses, or other data on school forms or correspondence directed to school is prohibited. Giving false information during school or police investigation/inquiry is prohibited.

**Rule 15—Public Display of Affection / Inappropriate or Sexual Contact**

Intimate physical contact, consensual or not, is inappropriate and prohibited at school. Consequences may range from warning to suspension based on seriousness and context.

**Rule 16—Loitering/Out of Bounds/Trespassing**

No one shall loiter in the parking lot or in the building before, during, or after school. Out of Bounds is defined as any place where the student is not assigned unless the student has been given an authorized pass. Roaming the halls, building(s) or campus is not permitted. Being in non-designated areas or on any part of the campus without permission and/or supervision may constitute trespassing. Consequences may range from warning to suspension and/or police involvement based on the context of the infraction.

**Rule 17—Student Driving/Vehicle Violations**

Reckless operation, squealing tires, excessive speed, and other irresponsible actions by the driver or his/her passengers will not be tolerated. These actions as well as excessive tardiness,

leaving school grounds without permission, being in the parking lot and/or in a car prior to the student's departure time, and parking in an unauthorized area may result in the student's parking privileges being suspended as well as other consequences. Students involved in after school activities are not permitted to park in the parking lot between the high school and middle school.

### **Rule 18—Off Campus Conduct Towards an Employee**

Students will be subject to discipline for violations of the Student Code of Conduct/Student Discipline Code directed at a District official or employee or the property of such official or employee even if the conduct occurs on property not owned or controlled by the Board of Education, when such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board of Education.

### **Rule 19—Misuse of Networked Information Resources & Technology**

A networked computer system has been installed for the Kirtland Local Schools for the benefit and education of all students and staff. Along with the opportunity to learn from the use of technology, also comes an obligation to use this technology in a responsible way. To ensure the integrity of this system, the following rules have been established:

1. Student workstations and laptops/devices are to be used by students with teacher permission and/or supervision. Students are to use only those programs to which their teacher(s) have given them access. Teacher workstations are for classroom presentations and classroom instruction.
2. Students are to use only the password of record given them to gain access to the network. Students are not to log on the network with any other ID name. Furthermore, students will not share their password with any other student or individual.
3. Students must always log out before leaving a computer workstation or before turning the computer system off.
4. Students may not install programs on the district's computers without permission from the teacher and the network administrator.
5. Students may only use the Intranet login screen to access the system. Accessing network administrator files, teacher files, or other student files, unauthorized use of DOS, or the use or installation of non school owned programs will place students into the suspension/expulsion category of the consequences list.
6. Students who aid or assist other students in computer misuse or computer tampering may be deemed equally responsible for the offense and may receive the same consequences.
7. Issues related to vandalism, plagiarism, dishonesty, and theft as outlined in the current Code of Conduct apply to the use of computer network, individual workstations, and other peripherals, software, and all electronic files.
8. Students must have signed the Student User Agreement to access any information from the Internet. When the student is under 18 years of age, their parents must sign the Parent Permission Form.
9. Students may not use their access to the district's computer system for commercial purposes.
10. No student user shall have any expectation of privacy regarding their use of the district's computer system.
11. Students who are in violation of any of the stated rules may lose their access to the school computer network in addition to disciplinary consequences.

**Rule 20 – For safety purposes, Book bags, back packs, etc...are discouraged during the instructional day. If a book bag is used, it is for carrying academic materials (books, laptop, folders, etc.) only. Stealing, concealing food, drink, or prohibited items, etc. may lead to a student losing book bag privileges. Staff may also refuse entrance with a book bag to a given class/area if trip hazards or other safety concerns arise. Consequences: See rule # 2, “Insubordination etc....”**

### **Rule 21—Cheating or Plagiarizing / Academic Dishonesty**

A student shall not obtain by fraudulent, dishonest, or deceptive means and use as his/her own, or provide to another student, any work, work product, or questions and answers to the examinations. A student also may not violate the reasonable requirements of a teacher in regard to the conduct and taking of examinations or the completion of other course requirements.

Students found in violation of this policy should be aware of the following consequences (in conjunction to Parent Contact for each offense):

#### **Consequences:**

- 1<sup>st</sup> OFFENSE: The student may receive a grade of zero (0) assigned for that project, test, or assignment. The teacher may also permit a retake or redo for partial to full credit.
- 2<sup>nd</sup> OFFENSE: The student may receive a grade of zero (0) assigned for that project, test, or assignment. The teacher may also assign a failing grade (F) for the current grading period in the particular subject.
- 3<sup>rd</sup> OFFENSE: The teacher may assign a failing grade (F) for the current grading period in that particular subject or remove the student from the class and issue an "F" in that subject, to be recorded on the student's permanent record.
- 4<sup>th</sup> OFFENSE: The student will be removed from the class and will be issued an "F" in that subject to be recorded on the student's permanent record.

### **Rule 22 – Electronic Devices**

Students are not permitted to use cell phones, IPODS, cameras, games or similar electronic devices during the school day at Kirtland High School unless approved by teachers or administrators in a given area or classroom. Cell phones may be used during lunch periods in the designated areas. Social Media are off-limits during the school day. The administration reserves the right to inspect the data contained in electronic devices which are confiscated by school personnel if reasonable suspicion exists linking the device to misconduct. Furthermore, staff members are permitted to confiscate a device from a student for disruption, distraction and other reasonable situations.

#### Discipline Procedure

Students who violate this electronic communication device policy shall generally be progressively disciplined in accordance with the progression set forth below unless circumstances warrant otherwise. If circumstances warrant otherwise, the school may skip progressive discipline steps and implement the degree of discipline appropriate to the level of the offense.

First Offense – First time violators of this policy will be asked to power off the device and put it away out of sight.\* The infraction will be reported to the principal/designee on a

written referral, and the student will be issued a warning or detention. Parent/guardian will be notified of the offense and consequence.

Second Offense – The violator will be asked to power off the device and to put it away out of sight.\* The infraction will be reported to the principal/designee on a written referral, and the student will be issued a minimum of 1 detention.

Subsequent Offense(s) – The violator will be asked to power off the device and to put it away out of sight.\* The infraction will be reported to the principal/designee on a written referral, and the student will receive consequences ranging from In School Restriction or Saturday Detention to Suspension Out of School depending on the circumstances. Parent/guardian will be notified of the offense and consequence.

\* See Electronic Devices protocol regarding confiscation and exclusions.

Discipline consequences may result in conjunction with and/or in addition to those that are within the purview of the Acceptable Use Policy and other Technology Department guidelines/expectations.

**Rule 23 – Unauthorized sale of materials or goods, Posting or Distribution of literature / images within the school environment or school Web site is prohibited.**

#### **Rule 24-Harassment, Intimidation, Menacing, Bullying and Other Forms of Aggressive Behavior**

Investigations will ensue whenever a complaint is communicated to the administration, and disciplinary consequences (subject to the Code of Conduct) will be determined by the administration when a confirmed infraction occurs. As for Bullying, it is defined as follows: "**Bullying**" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – using information and communication technologies such as the Internet, e-mail, video or imaging capabilities, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an



individual or group, that is intended to harm another

Furthermore, retaliation (if confirmed by the administration) against one who is reporting or the victim him/herself either directly or through friends or other means will result in consequences as deemed appropriate by the administration.

**Rule 25-Tardiness to school and/or class will be dealt with according to the relevant section in the front of this Handbook.**

**Rule 26- Appearance/Dress code violations will be dealt with according to the relevant section in the front of this Handbook.**

**Rule 27-Disruptive behavior, Disrespect or General Misconduct**

Misbehaviors falling in these categories, if not already covered in other rules above, will be dealt with according to Administrator discretion.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subjects while in school or participating in any school related activity or event. The information includes the types of conducts, which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate Principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

**Appendix A: KHS Matrix of PBIS expectations by area.**

<b>Expectation → School Setting ↓</b>	<b>Hard Working (H)</b>	<b>Open Minded (O)</b>	<b>Respectful (R)</b>	<b>Noble (N)</b>	<b>Engaged (E)</b>	<b>Trustworthy (T)</b>
<b>Class</b>	<ul style="list-style-type: none"> <li>❖ Come prepared to do your best</li> <li>❖ Show perseverance</li> </ul>	<ul style="list-style-type: none"> <li>❖ Listen to and consider others' ideas</li> </ul>	<ul style="list-style-type: none"> <li>❖ Respect classroom materials</li> </ul>	<ul style="list-style-type: none"> <li>❖ Set a good example</li> <li>❖ Be a positive leader / contributor</li> </ul>	<ul style="list-style-type: none"> <li>❖ Participate and provide positive feedback</li> </ul>	<ul style="list-style-type: none"> <li>❖ Do your own work</li> </ul>
<b>REC</b>	<ul style="list-style-type: none"> <li>❖ Mind boundaries</li> <li>❖ Sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>❖ Include others</li> </ul>	<ul style="list-style-type: none"> <li>❖ Respect other's space</li> </ul>	<ul style="list-style-type: none"> <li>❖ Share with others</li> <li>❖ wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>❖ Appropriate interactions</li> </ul>	<ul style="list-style-type: none"> <li>❖ Stay in assigned areas</li> </ul>
<b>Cafe</b>	<ul style="list-style-type: none"> <li>❖ Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>❖ Include others</li> <li>❖ Try new items</li> </ul>	<ul style="list-style-type: none"> <li>❖ Respect other's space</li> </ul>	<ul style="list-style-type: none"> <li>❖ Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>❖ Avoid horse-play</li> </ul>	<ul style="list-style-type: none"> <li>❖ Keep your area neat</li> <li>❖ Report misbehavior</li> </ul>
<b>Nest</b>	<ul style="list-style-type: none"> <li>❖ Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>❖ Be consider-ate of others</li> </ul>	<ul style="list-style-type: none"> <li>❖ Respect others' belongings</li> </ul>	<ul style="list-style-type: none"> <li>❖ Dissuade others from vandalizing</li> </ul>	<ul style="list-style-type: none"> <li>❖ No Loitering</li> <li>❖ Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>❖ Academic Honesty-especially online courses</li> </ul>
<b>Hall</b>	<ul style="list-style-type: none"> <li>❖ Keep lockers clean and organized</li> </ul>	<ul style="list-style-type: none"> <li>❖ Be a friend to all</li> </ul>	<ul style="list-style-type: none"> <li>❖ Respect each others' boundaries</li> </ul>	<ul style="list-style-type: none"> <li>❖ Appropriate voice</li> </ul>	<ul style="list-style-type: none"> <li>❖ Appropriate interactions</li> </ul>	<ul style="list-style-type: none"> <li>❖ Always have a pass, and go where expected</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>❖ Always do your best</li> </ul>	<ul style="list-style-type: none"> <li>❖ Respect differences</li> </ul>	<ul style="list-style-type: none"> <li>❖ Respect others</li> <li>❖ Only supportive comments</li> </ul>	<ul style="list-style-type: none"> <li>❖ Good Sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>❖ Be a Team Player</li> </ul>	<ul style="list-style-type: none"> <li>❖ Report wrongdoing</li> <li>❖ Be a leader</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>❖ Be on time</li> </ul>	<ul style="list-style-type: none"> <li>❖ Make a new friend</li> </ul>	<ul style="list-style-type: none"> <li>❖ Respect others and their property</li> </ul>	<ul style="list-style-type: none"> <li>❖ Help others on and off</li> <li>❖ Share as needed</li> </ul>	<ul style="list-style-type: none"> <li>❖ Pay attention to safety</li> </ul>	<ul style="list-style-type: none"> <li>❖ Report wrongdoing</li> <li>❖ Be a leader</li> </ul>

## Appendix B-Kirtland Local Schools Laptop Guidelines and Procedures with Acceptable Use Policy

One Lenovo N22 is issued to this student, along with a charger. These items are on loan to the student in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

Identification labels have been placed on the laptop. **These labels are not to be removed or modified.** If they become damaged or missing the IT Support Staff should be contacted for replacements.

The Lenovo N22 that has been issued to this student is, and at all times remains, the property of Kirtland Local Schools and is herewith being loaned to the student for educational purposes only for the academic school year, and must be used in accordance with the Policies and Procedures contained herein, the Student Code of Conduct, the Kirtland Local School District Acceptable Use Policy, and any applicable laws. ***Use of this computer, as well as access to the computer network, the Internet and email are a privilege and not a right.*** The computer and accessories are provided for educational purposes only, and are intended to support the learning objectives of Kirtland Local Schools.

### **Using the Computer at School**

1. Each computer is assigned to an individual student. Students should never “swap” or “share” their computer with another student. Laptops should be in a student’s possession or secured in a classroom at all times.
2. Students may never share their password with another student. Passwords should always be kept confidential.
3. Students are responsible for bringing their laptop, **fully charged**, to school each day.
4. Students should never eat or drink while using their laptops, or use it near others who are eating and drinking. Caution must be taken around food and liquids because students are responsible for any damage to their device.
5. Students are responsible for saving or backing up their documents to Google Drive or portable media storage.
6. Students are not allowed to download or install any software without the permission of the District IT staff.
7. Students are prohibited from downloading or installing illegal music/movies or other copyrighted material. Additionally, altering or modifying the original pre-set software image without District IT Staff permission is prohibited. Examples include but are not limited to:
  - a. Loading unauthorized software applications
  - b. Changing the computer name
  - c. Altering pre-loaded applications
  - d. Altering security & filtering software
9. Students are prohibited from taking photos or videos at school without prior approval from teachers and/or administrators. Inappropriate use of the camera will result in disciplinary action.
10. The district/school will periodically check devices for unauthorized materials.
11. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.
12. Students are prohibited from downloading programs, music, games, and videos.
13. Students must comply with all requests to turn over laptop and equipment by teachers or administrators. Failure to do so could result in disciplinary action.

### **Activities Requiring Teacher Permission**

1. Using headphones in class
2. Playing games
3. Each laptop is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21<sup>st</sup> century tool and to develop 21<sup>st</sup> century communication skills. Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include: recording videos or taking pictures to include in a project; recording a student giving a speech and/or playing it back for rehearsal or improvement; Skype with educational institutions.

### **Using the Computer at Home**

1. The student may not make any attempt to add, delete, access, or modify other user accounts on the laptop and on any school-owned computer.
2. If the computer is lost or stolen, a parent or guardian should **immediately** report the loss or theft to the Principal's office.
3. If the computer is damaged or not working properly, **it must be turned in to the Office where it will be taken to District Technology staff for repair or replacement.** Parents or guardians **are not authorized** to attempt repairs themselves or contract with any other individual or business for the repair of the laptop.
4. Students are responsible for recharging the laptop at home on a daily basis.
5. The District is not responsible for any computer or electronic viruses that may be transferred to or from Student's hard drive or other data storage medium. The student agrees to use best efforts to assure that the School District property is not damaged or rendered inoperable by any such electronic virus while in student's possession.

### **Using the Computer for Internet and Email**

1. Kirtland Local Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the student may be able to access inappropriate material while using their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
2. Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.
3. Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and email access.
4. Students should be aware that Internet access and email, and other media that are accessed, created, or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

### **Malfunctioning and Damaged Equipment Policies and Procedures**

Occasionally, unexpected problems occur with the laptops that are not the fault of the user (computer crashes, software errors, etc.). The Kirtland Informational Technology (IT) Department will assist students with resolving these problems. Report problems to the Office, and issues will be remedied at no cost.

1. Students are expected to report any damage to their computer as soon as possible or at minimum, within a **24 hour period**. If the laptop is damaged or not working properly, it must be taken to the Office and it will be taken to the **Technology Office** for repair.

2. Temporary replacements, known as “swaps”, are available so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same laptop rules and regulations apply to swaps. Students are required to make frequent backups to their Google Drive in case they need to be issued a swap.
3. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device; this voids the warranty.

### **Computer Fee**

All students in grades 5 through 12 will be required to pay a \$35 non-refundable computer fee before receiving their laptop. This is a yearly fee.

### **Cost of Repairs or Damage**

The Warranty will cover wear of defective parts on all laptops for a period of 1 year. When repairs for accidental damage are needed, the first accidental repair is a **\$25 charge**. The second repair is a **\$35 charge**. The third repair is a **\$50 charge**. After the third repair students will lose their take home privileges. If a fourth repair is needed, the fee will be the **entire cost** of the repair. These charges are yearly and start over with each new school year.

Students are also responsible for the cost of replacing their power adapter. The replacement cost for power adapter are as follows:

Power Adapter \$35

### **Lost or Stolen Equipment Policies and Procedures**

If the laptop is lost/stolen the student/guardian will be responsible for the **entire** replacement cost of the laptop and power adapter.

### **General Use and Care of the Computer:**

1. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their rights and privilege to use the computer. The equipment will be returned when requested by Kirtland Local School, or sooner, if the student withdraws from Kirtland Local School prior to the end of the school year.
2. Students are expected to treat the laptop with care and respect. The computer is the property of Kirtland Local Schools.
3. Students are encouraged to help each other in learning to operate their computer. However, such help should be provided with voices and not hands. Students should operate their own computer at all times.
4. Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
5. Students **should not** use the laptop while walking. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.
6. Computers and charger should be protected from the weather, water, liquids, food, pets, and book bag damage.
7. Students should never eat or drink while using the laptop, or use the laptop near others who are eating and drinking.
8. Students should use care when plugging in the power cord.

## **Consequences of Inappropriate Use**

The use of any district technology is a privilege and not a right. Students are expected to use their assigned computer in accordance with these Guidelines and Procedures, and District Acceptable Use

Policy and any applicable laws. Failure to use this computer in an appropriate manner may result in the following consequences, as determined by the staff and administration of the Kirtland Local Schools:

Cancellation of student use and/or access privileges, including the privilege of taking the computer home. Suspension from school. Expulsion from school. Civil or criminal liability under applicable laws.

## **FREQUENTLY ASKED QUESTIONS:**

What do I do when my computer needs service?

*Bring the computer to the Office. Someone in the office will contact the Technology Office.*

How long will it take to fix?

*Every attempt to troubleshoot and repair the computer will be made in a timely manner. Some repairs may require sending the computer to an authorized Repair Center.*

If a computer is sent out for repair, how long will I be without it? *Typically, the repair process will take 2-5 days.*

Will I lose my files?

*During the course of the repair files may be erased. It is important that students back up important data on a regular basis. If possible, files should be backed up before turning in the computer for repair.*

Who will backup my files?

*Every student is responsible for backing up his/her files to the server or to portable media, for example a flash drive or external hard drive. It is recommended that important files be archived to portable media so the student will be able to access those files in the future when they may no longer have access to the school owned computer. Students will be given access to Google drive in which to backup their documents.*

What about internet usage at home?

*Internet and filtering will be provided when the computer is used on the Kirtland campus. Families are responsible for internet and security at home. The best security is to require the student to use their laptop computer in a "family" area. That way parents can monitor what the students are doing and when the computer is being used. Parents should set limits and enforce them.*

## **Privacy**

Kirtland Local Schools retains control, custody and supervision of all Lenovo N22 computers, iPods, iPads, tablets, desktop computers, networks, and Internet services owned or leased by Kirtland Local Schools. Kirtland Local Schools reserves the right to monitor all activity by students. No expectation of privacy in the use of school computers including e-mail, stored files or Internet sites visited should be assumed by the student-users.

All users need to be aware Kirtland Local Schools has the ability to monitor Internet usage.

Using computers to visit sites that are inappropriate under our Code of Conduct and that do not meet the educational purposes of the program may result in revocation of privileges. Authorized members of our IT Department may periodically review material stored on the hard drives.

Never put anything in an e-mail or on a hard drive that would be embarrassing, inappropriate or illegal. The Kirtland Local Schools Code of Conduct is in effect and is applicable to student use of computers.

Updated 5/19/17

## **Policy 7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy [5136](#), computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy [5136](#), computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are

prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications**
  
- B. the dangers inherent with the online disclosure of personally identifiable information**
  
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and**
  
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors**

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet



users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

47 C.F.R. 54.500 – 54.523

Revised 3/20/06

Revised 5/15/06

Revised 12/20/10

Revised 9/28/15

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## Acceptable Use Policy and Laptop Agreement

By signing below you are attesting that you have read and understood the contents of the acceptable use policy and laptop agreement. This paper must be signed by a Parent or Guardian before the laptop leaves the school.

\_\_\_\_\_

Student Name (Print)	Grade
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\_\_\_\_\_

Student Signature	Date
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\_\_\_\_\_

Parent/Guardian Signature	Date
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The annual \$35 fee must be paid before the student will be given their Lenovo N22  
Any damage fees or delinquent computer fees from previous school  
years must be paid in full before the Lenovo N22 computer will be  
issued annually.