

Kirtland Middle School

Student/Parent HANDBOOK

2018 – 2019

9152 Chillicothe Road
Kirtland Ohio 44094
Phone: 440-256-3358
Fax: 440-256-3928

www.kirtlandschools.org



Administration:

Mr. Scott Amstutz, Principal (6-12)
Mr. David Leone, Assistant Principal (6-8)

Board of Education:

Mr. Timothy Cosgrove, President
Mr. Tom Meyer, Vice President
Mrs. Shannon Green, Member
Mrs. Kathryn Talty, Member
Mr. Jonathan Withrow, Member

Bill Wade – Superintendent



Greetings from KMS!!

Dear Students and Parents:

Welcome to Kirtland Middle School and a new school year! I am honored to serve as your principal for the 2018-2019 school year and I am grateful to continue to promote, foster and support the incredible efforts of our students, staff and community. I will dedicate my efforts to making KMS a positive, safe, engaging experience for all students that walk the halls of our building. I also recognize the values of the community and the district striving for continuous improvement for the educational experience for all children.

The middle experience is one of transition, maturation, self-discovery and more freedom. Our mission is to encourage your child to be lifelong learners with a sense of purpose. We will provide a challenging environment to build and further the educational foundation so all students will have the opportunity to reach their full potential. Partnerships between KMS and families are vital to the success of each child. This partnership requires consistent collaboration to maximize educational growth. Together, we can accomplish great things.

Please familiarize yourselves with this handbook and Code of Conduct and refer to this document as questions arise throughout the school year. Rules, guidelines, and procedures are necessary for maintaining a safe climate that maximizes student achievement in our numerous school activities and programs.

Let's have a great year!

Sincerely,

Scott Amstutz

Mr. Scott Amstutz (6-12 Principal)

David Leone

Mr. David Leone (6-8 Assistant Principal)



Bell Schedule
Monday – Tuesday - Friday

Warning Bell	7:25 am
1st Period/Announcements	7:30 – 8:24 am
2nd Period	8:28 – 9:18 am
3rd Period	9:22 – 10:12 am
Lunch/Rec – 4th Period (6th Grade)	10:16 – 10:56 am / 11:00 – 11:50 am
4th Period – Lunch/Rec (7th/8th Grade)	10:16 – 11:06 am / 11:10 – 11:50 am
5th Period	11:54 – 12:44 pm
6th Period	12:48 – 1:38 pm
7th Period / Announcements	1:42 – 2:37 pm

Wednesday and Thursday – Modified Block Days

Wednesday and Thursday are designed to offer extended learning time for students. Each day has 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. Wednesday or “Blue” are all the odd periods in a student’s schedule. Thursday or “Gold” are all the even periods in a student’s schedule.

“Blue” - Wednesday		“Gold” - Thursday	
1st Period Block	7:30 – 8:52 am	Delayed Start – Teacher Meetings	
3rd Period Block	8:57 – 10:19 am	2nd Period Block	8:57 – 10:19 am
Lunch/Home Base	10:22 – 11:45 am	Lunch/Home Base	10:22 – 11:45 am
5th Period Block	11:48 – 1:10 pm	4th Period Block	11:48 – 1:10 pm
7th Period Block	1:15 – 2:37 pm	6th Period Block	1:15 – 2:37 pm

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 MIDDLE SCHOOL STUDENT HANDBOOK
TABLE OF CONTENTS

Page	Title(s)
2	Letter from the Principals
3	Bell Schedule
4	Table of Contents
5	School Calendar
6	Kirtland Local School District Vision Statement
7	Kirtland Middle School Mission Statement
8	Kirtland Middle School Phone Directory
9	Absences: Excessive, Unexcused/Truancy, Informing the School; Academic Recognition
10	Accidents; Access to Equal Educational Opportunity; After School and Before School Hours; Anti Harassment
11	Assemblies; Assignment Book; Blood-Borne Pathogens; Bullying and Other Forms of Aggressive Behavior
12	Busing Students; Cell Phone Policy; Child Find; Civil Rights Compliance and Grievance Procedure
13	Clinic; Compulsory Attendance; Credit Flex; Dances; Dangerous Weapons
14	Directory Information Policy; Drills
15	Drug Prevention; Early Dismissal/Late Arrivals; Emergency Removals; Expulsion
16	Permanent Exclusion of Students for Bomb Threats; Field Trips; Guidance; Health Services; Home Base
17	Homework; Incentives for Positive Behavior; In-School Restrictions (ISR); Library/Media Center; Lockers and Locks
18	Lost and Found; Lunch; Medications; Out-of-School Suspensions (OSS)
19	Promotion of Students; Psychological Services; Remaining After School; Report Cards; Saturday School; Schedule Changes
20	Scheduling; School Insurance; Search and Seizure; Speech Services; Student Activities/Clubs/Organizations
21	Student Dress; Student Fees/Fines/Charges; Student Hazing; Student Portable Electronic Devices, Including Cell Phones
22	Student Network and Internet Acceptable Use and Safety
23	Substitute Teachers; Surveillance; Tardiness; Telephone Use
24	Use of Tobacco; Visitors; Withdrawal from School Kirtland Middle School
25-32	Student Code of Conduct Guidelines and Consequences
33-39	Appendix A – Kirtland Local Schools Laptop Guidelines and Procedures

KIRTLAND LOCAL SCHOOLS 2018 - 2019 CALENDAR

August 22	Classes Begin
September 3	<i>Labor Day-No School</i>
September 21	<i>Teacher Work Day – No School</i>
October 12	<i>NEOEA Day-No School</i>
October 19	End of 1 st Nine Week Grading Period
November 21	<i>No School</i>
November 22-November 26	Thanksgiving Break
December 21	End of 2 nd Nine Week Grading Period
December 24-January 3	Winter Break
January 4	<i>Teacher Records Day-No School</i>
January 21	<i>Dr. Martin Luther King Jr. Day-No School</i>
February 15	<i>Teacher Work Day-No School</i>
February 18	<i>President’s Day-No School</i>
March 15	End of 3 rd Nine Week Grading Period
March 18-March 22	Spring Break
April 19-April 22	April Break
May 10	<i>No School</i>
May 24-May 27	<i>Memorial Day Weekend-No School</i>
June 4	Students’ Last Day
June 5	Record’s Day

Please visit www.kirtlandschool.org for more information and detailed events.

Kirtland Local Schools Vision Statement

The Kirtland Local School District believes that, in providing the best education for students, there must be an investment in and focus upon a clear sense of commonly-held goals. To that end, this Vision Statement for the Kirtland Local Schools is intended to provide the foundation for seeking, achieving, and sustaining continuous improvement and excellence.

STUDENT

A school district that excels provides opportunities for all students to achieve individual academic success and maximize personal growth whereby the student:

- Meets and exceeds goals established at the local, state, and national levels
- Masters skills necessary for learning
- Develops a strong sense of self and character
- Accepts responsibility for actions and achievements
- Fosters an appreciation for life-long learning, problem-solving and critical thinking

STAFF

A school district that excels recruits, develops, and maintains a highly qualified group of individuals, whereby the staff:

- Commits to continuous improvement with high expectations for self, students, and the community
- Models life-long learning to inspire student success
- Shares goals through a common sense of purpose, collaboration, and support
- Promotes and protects the district vision through leadership and staff development
- Provides instructions and interventions appropriate for student growth and development needs

CURRICULUM

A school district that excels provides a dynamic curriculum whereby the curriculum:

- Develops aligned to appropriate standards and current research
- Maintains an effective and timely review schedule
- Expands to offer courses designed to meet individual student academic, career, and personal goals
- Integrates technology in all areas as a means to meet specific curriculum and instructional activities

RESOURCES

A school district that excels continuously evaluates the effectiveness of its resources as it impacts on student achievement and growth whereby the district:

- Continuously plans, evaluates, and provides for future facility needs
- Provides resources which enable long-range financial planning to protect the community's investment in education
- Maintains appropriate, adequate, safe, and secure facilities to support student achievement as well as create and maintain community pride in the schools
- Supports courses of study with appropriate texts, materials, and supplies
- Pursues obtaining revenue sources to supplement operating funds in the form of donations and grants
- Utilizes facilities, transportation, food service, and other related and necessary student services to provide for the individual needs of students

COMMUNITY

A school district that excels continuously develops effective communication with its community, parent, residents, businesses, and other related educational and governmental agencies. It continuously seeks community support whereby the district:

- Acts to support the mutual sharing of resources and facilities to the benefit of all concerned
- Seeks to inform and engage the community regarding the continuous improvement of the schools
- Works with families to promote important roles in their children's education
- Actively initiates and furthers the enhancement of two-way communication between and among the various participants in the community

CLIMATE

A school district that excels demonstrates a climate which develops mutual respect and life-long learning whereby the climate:

- Promotes positive and welcoming relationships between and among students and staff through recognition of achievement and accomplishments
- Provides for a safe and educationally effective environment based upon mutual respect and consideration
- Maximizes instructional time through the utilization of a progressive discipline policy which promotes a safe and positive environment

Kirtland Middle School Mission Statement

The Mission of Kirtland Middle School is to assure the highest quality education for all its students in a safe and professional educational climate. We recognize our students are transitioning from adolescents in elementary school to young adults in high school; learning is the main focus for our students. In achieving academic excellence the staff of Kirtland Middle School commits itself to the following values and standards:

1. What will teachers expect the students to learn?

KMS students will learn and master the grade level content standards developed by the Ohio Department of Education and the District Course of Studies.

2. How will teachers know when the students are learning?

Teachers will include the constant diagnosis of student learning (assessments such as class participation, written and oral responses and tests, projects, self / peer evaluations, portfolios, journals, multimedia presentations, Internet research, and formal testing such as achievement and diagnostic testing, and AIR state testing.

3. How will teachers respond when students do not learn?

The teachers appreciate the different learning styles of each individual student and make adaptations in instruction when students are not successful. Refocusing, re-teaching, finding new ways to present materials, individualized attention, and redirecting information are just a few of the strategies.

In addition, the KMS Staff recognizes:

a. The Student

- Is a person in transition: intellectually, emotionally, socially, and physically.
- Is a person that should be treated as a unique individual.
- Has a unique learning style and learning abilities.
- Should have diverse academic opportunities provided for them (include exploratory, music)
- Benefits from many activities to serve their different interests (clubs, athletics, activities).
- Should be assisted in developing honest respect for others, and interdependence as a learner and person.

b. The Teacher

- Shall serve as a role model to students.
- Shall exhibit professional relationships with peers, students, parents, and community members.
- Possesses content area knowledge and skills regarding appropriate teaching methodologies and strategies identified with different teaching styles and learning abilities.
- Is an integral participant in governance, operation, and improvement of the school.
- Believes professional growth is a continual goal / activity which is assisted by the school administration.

c. Instruction

- Utilizes eclectic instructional strategies and approaches.
- Incorporates different teaching approaches to meet the needs of the various student learning styles.
- Requires the use of a multitude of instructional materials.
- Incorporates technology in all academic areas.

d. Parents and Community

- Parents need to be engaged for maximum student learning. Involvement will include interactive and open communication between educational personnel and home.
- Educational excellence requires a community commitment of human and financial resources to assure these high levels of academic excellence.

KMS Phone Directory – Jean Powell - 440-256-3311

If you wish to leave a voicemail for a teacher, please call the number above and dial the phone extension below.

ROOM #	PHONE EXT. VOICEMAIL	STAFF
M100	3510	ANDREHA O'DONNELL
M102	???	ALICE MONIHAN
M104	3000	CAFETERIA
M105	3518	GLORIANNE CAMBURAKO
M106	3500	STAFF
M107	3107	STAFF
M108	3007	DAN KUKURA
M110	3007	TUTOR ROOM
M111	3512	SUE SUMMERHILL
M112	3509	CARLY GALLO
M113	3519	KURT RAGLE
M114	3505	MARY REILLY
M115	3508	KATIE VITATOE
M117	2004	ED BRADAC
STAFF LOUNGE	3800	STAFF
	<u>DOWNSTAIRS</u>	
M203	3503	JOE COXON
M205	3205	FFL/ROBOTICS
M207	3504	MICHELLE MASTRANGELO
M208	3502	HEIDI GRUNENBERG
M209	3511/3525	BEANS/HEDGER
	<u>SCIENCE WING</u>	
M51	3508	J. P. MORAN
M53	3000	FORUM
M55	4507	SARAH POULSON
	<u>MUSIC</u>	
H80	4523	SUZANNA ADKINS
H90	4518	TOM DINGELDEIN

Absences: Excessive (Excused or Unexcused)

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. The parent is responsible for permitting only those absences that can be excused under the recommendations of the Ohio Department of Education and the regulations of Kirtland Middle School. Reasonable attempts will be made to contact a parent/guardian of students who have accumulated 8 absences during a school year. **Once a student accumulates 72 or MORE hours of absence in a school year, regardless of unexcused or excused, further absences will only be excused by submitting a letter from a medical, legal, or other authorized professional.**

Absences: Unexcused /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 of the Student Code of Conduct. **A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, for 42 or more hours in one (1) month, or 72 or more hours in one (1) school year.** Students will be referred to the juvenile courts for the above conditions.

Absences: Informing the School

Parents should telephone (from home or work) **256-3358 ext. 3000** before 8:30 a.m. if their child is going to be absent or tardy that day. Please note, to report an absence before school hours, you may leave a message on our voicemail system. A note will also be accepted prior to a planned absence, or if you do not have a working telephone. (Written – Students Name, Dates of absences, Reason for absence, Phone number of parent, Signature of parent or guardian) If we haven't heard from a parent/guardian by 8:30 a.m., we will assume your child may be truant and you will be notified. If a student is considered truant from school, he/she may receive consequences as outline in the Conduct Code (Truancy). If you are planning a vacation or trip, a "Planned Absence Form" needs to be completed.

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 form*. 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.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork. Students who are absent must immediately upon return to school make arrangements with their teacher(s) to make up work missed. Homework assignments may be requested after the student has been **absent at least two days**. Students, who are absent from school for reasons not permitted by state law, may or may not be permitted to make up work. Each case will be considered on its merits by the principal and the respective teacher(s).

Academic Recognition

Honor Roll: Students achieving a GPA between 3.5 and 4.0 during a grading period

Merit Roll: Students achieving a GPA between 3.0 and 3.49 during a grading period

Academic Improvement: Kirtland Middle School believes that student improvement in academic activities is very important. The school sponsors a recognition breakfast to honor those students showing a net improvement in at least two subjects which meet the entire year. The Kirtland Kiwanis has assisted and supported these recognition breakfasts.

Honor Club: The Kirtland Middle School Honor Club was designed to honor our outstanding students excelling in academics as well as extra-curricular and community activities. To be eligible, a student must have at least a 3.6 average in their major core subjects (math, science, reading, social studies and English), at least a minimum of 54 quality points out of the 60 possible in the core courses. Eligible students must then complete an application listing extracurricular/community activities and a writing component. The applications are evaluated by our middle school faculty. Students are inducted into the Honor Club at a special all-school assembly in the Spring.

Accidents

Report all injuries, however slight, to the teacher, bus driver, principal, or staff member in charge.

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.

After School and Before School Hours

Students may enter KMS at 7:15 AM, however students are **limited to the KMS lunch room**. 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. Forced or unauthorized admittance to a school building could be construed as breaking and entering.

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

Assemblies

Assemblies are held throughout the year and for a variety of reasons. Assemblies are held in the gym, and students are assigned specific seating locations. When at assemblies, students are to be attentive and respectful of those involved or being recognized at the assembly.

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

Busing 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. Absolutely no smoking or flame is allowed on the bus. Violators will incur severe punishment, which may include long-term loss of bus privilege.
12. Pupils must remain in their assigned seats until the bus stops.
13. While waiting for a bus, do not trespass or impose on nearby property.
14. 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.

Cell Phone Policy

Kirtland Middle School will be a cell phone free zone during school hours of 7:30 am to 2:40 pm. Students may bring their individual cell phones to school but must keep their phones in their lockers. Phones are also not permitted during lunch and rec. If a cell phone or other device is in visible sight, students will get a referral to the office to meet with the principal.

If a parent needs to contact their child(ren), please call the office. (Jean Powell) Students can get permission to use their phones in the office, if needed.

Child Find

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.**

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 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 Curriculum as its Section 504 and ADA Coordinator. The Director of Curriculum should be contacted if anyone feels these laws have been violated.

Clinic

The school is equipped with a clinic to take care of minor first aid situations. The school nurse is not able to visit KMS at all times, however, because she must also serve other district buildings. Students who become ill are to report to the office. Students will be given a pass to visit the school nurse if she is in another building, or a parent will be contacted if the illness is serious. **Medicines or treatments will not be administered without parent and/or physician permission as required by Board Policy.**

Compulsory 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 written 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.

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.

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.

Credit Flexibility Option

The Credit Flexibility Plan 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 KHS student grade point average (GPA), class rank and as graduation credit in the related subject area or as an elective. If traditional coursework cannot meet the needs of your **accelerated** student, Credit Flexibility may be an option. Contact your Principal.

Dances

Periodically, there will be school dances sponsored by the Student Council. At such dances, all school rules are in effect. **Students must be in school the entire day** (unless excused by the principal) of a dance in order to be admitted. ***Student attendance at school dances is a privilege and can be denied*** if a student does not adhere to school rules. **These dances are open to KMS students only.**

Dangerous Weapons

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, explosives, pepper spray, firecrackers, etc. Weapons also include anything with a sharp edge that can cause injury to another student or staff. (Glass, metal, wood, wire, etc.)

Unless a student is permanently excluded from school, the Superintendent may 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

Directory Information: Policy 8330

Each year the Superintendent shall provide public notice to students and their parents of 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.

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.

Drug Prevention

Board Policy #5530 prohibits the use, possession, 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.

Early Dismissals/Late Arrivals

1. Parents are asked to call the school to make arrangements for early release as soon as possible. Calls should be directed to the office at 256-3358 Ext. 3000. 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
2. 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. **All attendance calculations for students are done on a per/minute total. 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.**

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 or 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.
5. In an emergency removal, a student can be kept from the class or activity until the case has been resolved.

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 the student will occur before the student is permitted to return to their regularly scheduled classes.

Permanent Exclusion of Students for Bomb Threats

H.B. 620 gives Boards of Education the authority to expel a student for up to a year for bomb threats. 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.

Field Trips

Field trips are an extension of the classroom and an important part of our program. School buses will be used to transport students on these trips. Written parental permission is required for field trips except interscholastic athletic events. Special field trips - 6th Grade Camp, 7th Grade Chicago Tour, and 8th Grade Washington Tour, will continue to be arranged so long as they are economically feasible. **All School Rules are in effect** while students are traveling to, attending, and returning from all field trips and school related activities. Non-curricular field trips will require a fee to cover the transportation (such as our year-end incentive)

Guidance

1. Guidance services are available on a full-time, daily basis. Parents or teachers may request that the counselor sees a student, or a student may refer him/herself or another student.
2. Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths, and limitations. This process should assist students in the development of their potential, their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.
3. Guidance services include: educational guidance; testing programs; occupational, career, and higher education orientation and information; study helps; and personal developmental guidance as needed. Guidance services are available to all students.
4. Guidance is based upon fundamental principles such as:
 - a. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires, and values.
 - b. Conditions can be improved.
5. Improvement of educational opportunity will benefit the individual and society.
 - a. Guidance is a continual and developmental process. Every experience of the individual influences his performance in some way.
 - b. Guidance does not propose to program an individual's course of action but rather tries to assist the individual in arriving at his own satisfactory solutions.
6. Guidance should assist the individual in understanding his circumstances and opportunities, and to plan his life in a satisfactory manner to serve himself as well as society.
7. The Guidance Counselor is available to assist students with any academic or social problem that may arise. Students will be provided with an opportunity to discuss privately any problem(s) they might have.
8. Your guidance counselor is a very good person to know.

Health Services

The State of Ohio requires a Health/Immunization Record and an Emergency Medical Record on file for each student (due the first week of school). Grade 7 MMR is due the 15th day of school. To prevent the spread of communicable disease, we ask that students remain at home until any fever or vomiting has subsided for a full 24 hours. There is a nurse on campus throughout the day, so any illnesses or injuries will be sent to the clinic. All medicines must be brought to school by a parent or guardian in the original container accompanied by written permission

Home Base – (No New Instruction – NNI Support)

Home Base is a short period of time incorporated into 1st period where attendance is taken and occasional announcements are made. The announcements are directed to the students and/or faculty, and include reminders, bus schedules, and other school business. Students are expected to be quiet and orderly so that announcements can be heard and any school business conducted. Home base will also align before or after lunch for all students during the Modified Block schedule. This Home Base time will be used for academics, programming, exploratory, literacy, and academic support / intervention.

Homework

Our staff will make an effort to insure that it is carefully planned and geared to the development of the assigned students. ***Parents are urged to check for completion. Students must complete all assignments missed due to absence, tardy, etc.*** Homework is essential to get students back into content or to front load information that will be used in the classroom the next day.

Incentives for Positive Behavior

KMS Students are expected to exhibit good citizenship at all times. Appropriate behaviors (as outlined in the Conduct Code), as well as those behaviors that promote a positive school climate will be rewarded throughout the year. KMS will also recognize their students with these programs (subject to change):

GRADE LEVEL SCHOOL TRIPS, YEAR-END ACTIVITY, FIELD TRIPS or AMUSEMENT PARK: Every KMS student can earn their way to this year-end activity as a reward for having good behavior at school. Students who have good conduct and stay out of trouble are eligible. As a general rule, ***students with less than five referrals to the office and less than two In School Restrictions, and no Out of School Suspensions during the entire school year will be eligible*** to attend. Any student who has a particular conduct code violation that the principal feels is warranted may also be excluded.

Incomplete Student Work

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 - Full or Half Day (ISR)

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

1. **Full Day** - Students assigned ISR are to report to the Principal's office by 7:40 a.m. and will be dismissed at 2:30 p.m.
2. **Half Day** – Students assigned to ISR are to report to the Principal's office by 7:40 a.m. and will be dismissed at 11:30 a.m. to go to lunch. They will continue a normal day after 11:30 a.m.
3. An excused absence will result in a make-up day assignment.
4. Students are responsible for bringing all needed textbooks and classroom materials to ISR with them.
5. 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).
6. 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.
7. During assignment to ISR, students may not be permitted to attend or participate in any school-related activity during the school hours.
8. Restroom breaks will be permitted when necessary for the student upon request.
9. Students who are tardy to school on their assigned day should report directly to the office.
10. Students will be furnished bus transportation (if applicable) by the school.
11. In addition to the rules of ISR, all other school rules and policies will continue to apply.
12. Students who are disruptive in ISR or who do not follow prescribed rules will receive an out-of-school suspension.

Library/Media Center

The Middle School Library/Media Center is open each school day during school hours. In our library students can check out books, use technology, collaborate in groups and have use of the encyclopedias, dictionaries and magazines. The library is used for studying, research for reports, etc., and not for social gathering. There is a limit of 3 books that can be taken out of the library at any time.

When a book becomes overdue, the student will not be permitted to check out another book until the overdue book is returned. If a student returns a book that he/she has damaged, the student will be expected to pay for the book. We do have a well-stocked library (over 8000 volumes) as well as access to information on the Internet. Internet access is available for those students having the proper permission form on file.

Lockers and Locks

At the beginning of each year students are assigned two lockers, one in the hall to keep coats, books, book bags, and other articles you bring to school; the other locker is in one of the locker rooms to keep your street clothes and valuables locked up during physical education and athletics. **Special combination locks are to be purchased in the office.** You are expected to ***keep your locks secured at all times*** and to ***keep your combination to yourself*** to avoid any unnecessary problems. No sharing!

Lockers are the property of the school and are loaned to the pupils for use with the understanding that they are school-owned and may be entered by school authorities for **reasonable suspicion**. The student is obligated to open the locker when requested by an administrator or school staff member. CELL PHONES MUST REMAIN IN THE LOCKER FROM APPROXIMATELY 7:30 AM TO 2:37 PM.

Lost and Found

When found, all lost articles should be turned into the office. Lost textbooks are returned to the teachers of the courses involved. Clothing and other items are kept no longer than a semester grading period, at the end of which they are given to a charitable organization. If you lose something, stop in the office and ask if it has been turned in.

Lunch

Choices – While packed lunches from home are a student’s right, **please refrain from bringing energy drinks (Red Bull, Rock Star, etc..)** due to the adverse effect on concentration and behavior related to such quantities of caffeine, sugar and other supplements found in these drinks.

Building - All students are to eat in the cafeteria. Recreation time is provided in the gym unless other arrangements are made. No one is to leave the lunchroom without the explicit **permission of the staff member** in charge. Any student in the hallway after the period begins must have a pass or lose lunch-time privileges. Students are not permitted to order food for delivery unless given permission by the principal. Each student must put their lunch in their locker until lunch time. CELL PHONES ARE NOT PERMITTED DURING LUNCH AND REC. TIMES.

Dismissal - Each student is responsible for cleaning papers from the tables and cleaning the floor under and around the table. At the end of the second lunch, chairs are to be stacked against the wall. Lunch Aides will enforce all lunchtime expectations and consequence as necessary.

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.

Out-of-School Suspension (OSS)

A suspension is the removal of a student for a period of one (1) to ten (10) days. The Superintendent and 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.

The administration and faculty of Kirtland Middle 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 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 when the misbehavior is considered by school authorities to be serious enough to warrant exclusion from school.

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 participated 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.

Promotion of Students

The primary criterion for promotion of a student to the next grade is academic performance. **A student may be retained if he/she fails more than one core course for the year** (Language Arts, Science, Social Studies, and/or Math). If retained, a parent and student may choose to attend an approved summer school program to successfully pass the needed course(s). To be promoted, Kirtland Middle School must receive a transcript documenting a student's successful completion of summer school. In addition to academic performance, consideration can also be given to personal, psychological, and social considerations of a student when evaluating student promotion and / or assignment (placed) to the next grade.

Psychological Services

A school psychologist is available through the Lake County Educational Resource Center. Parents can initiate a request for referral of their child by discussing their concern with the principal, a teacher, or guidance counselor. The psychologist provides service in the field of educational testing, individual child study, guidance, and special education recommendations.

Remaining after School

Any student staying after school for any purpose must be under the supervision of a teacher or staff member. Students may request from their teacher an Elementary Bus Pass in order to ride the bus home. **Students are required to leave the building after the last period of the day, unless they are involved directly in a school activity.** Athletic Spectators are asked to go home after school and return for the contest (games generally start at 4:00pm). When available, staff will supervise students in the building. Car-pooling is suggested and encouraged.

Report Cards

The mark given in any subject represents the achievement of the individual as related to his group and his individual ability. The grading scale is 90 to 100% = A, 80 to 89% = B, 70 to 79% = C, 60 to 69% = D, and 59% and lower = F. A report card is mailed home every nine weeks.

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 middle 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 or consume food or beverages during Saturday School.
7. 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.
8. 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.
9. Students are responsible for their own transportation to and from Saturday School.
10. Students can only be excused from attending Saturday School by the Principal.
11. **UNEXCUSED ABSENCE FROM SATURDAY SCHOOL**

1st Offense: 1 day Out-of-School Suspension
2nd Offense: 2 days Out-of-School Suspension and so on

Schedule Changes

A specific procedure is used when making changes in student schedules. The student must get a drop/add form from the guidance counselor and have all sections completed by the appropriate people (parent, teachers, student). The principal will then approve/disapprove the schedule change request. The guidance counselor will then inform the student regarding the requested change.

Scheduling

During winter and/or spring, KMS students are informed about courses to be taken the following school year. Students are presented with a registration form, listing required and elective courses and presented with detailed information regarding each subject.

School Insurance

School insurance forms are distributed to every student at the beginning of the school year. All details concerning this insurance are included on the form. Claim forms are available in the office if needed, but are to be sent directly to the insurance company when a claim is being processed.

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. Policy 5771.

Speech Services

The services of a therapist (including testing, diagnosis, and corrective instruction for speech and hearing problems) are also provided upon referral (usually in an IEP).

Student Activities / Clubs / Organizations

Builders Club: Students can provide school and community services working with the Builders Club. Many projects involve all students related to different areas of the school and community throughout the year.

Student Council: The Student Council is a service organization that provides students with an opportunity to become involved in a leadership role. Student Council representatives are elected near the end of the previous school year. Academic grades of B or better are required for the representatives. Student Council sponsors fund raising programs, dances, and serves as a vehicle to communicate student input to the principal.

Newspaper: The Middle School publishes a newspaper that is designed to enhance writing skills, journalism techniques, meeting deadlines, using the computer for work processing, and allowing students to develop responsibility for organizing their materials. All students are welcome to participate.

Student Announcers: Any 8th grade student wishing to be a member of the morning announcement team must audition for these positions. Those selected will be assigned on a rotating basis to be a member of p.a. / video announcement team.

Rocket Club: The Rocket Club meets periodically during the school year. Students enjoy constructing their own rockets and shooting them skyward. Posters and announcements will indicate meeting times.

Yearbook: The Yearbook Staff is made up of 6th, 7th, and 8th graders whose involvement includes being in charge of selling the yearbook and collecting the money. The editor and layout design editor are chosen from eighth graders. During the year the yearbook staff members are supplied with film and are encouraged to take candid pictures to be used in the yearbook. The yearbook is usually available to the students by the end of the school year.

FIRST Lego League: FFL is comprised of 6th, 7th, and 8th graders that work with Lego's, robotics, programming, and STEM principles.

Power of the Pen: 7th and 8th graders may participate in the Power of the Pen along with competing with other schools.

OTHER: Media Club and Peer Mentoring are among recent new additions; others may arise.

CHEERLEADING: Our cheerleaders help to provide and escalate school spirit. Cheerleader tryouts are open to any 6th and 7th graders, and are held each Spring. Requirements are: neatness of appearance, citizenship, ability, and sportsmanship. Academic eligibility is determined on the basis of the previous nine weeks' grades as per school board policy. A physical exam is necessary.

INTERSCHOLASTIC ATHLETICS: An interscholastic athletic program is offered for all seventh and eighth grade students. State regulations preclude 6th grade students from inter-scholastic athletics. **Academic eligibility is determined on the basis of the previous nine weeks' grades as per OHSAA Rules (passing 75% of their classes) and Kirtland School Board Policy (cannot have multiple failing marks or less than 1.5 GPA).** All **training rules** as set forth by the coaching staff must be adhered to, and a **physical exam** is required before a student can participate. The student athlete must have medical insurance. The following programs are offered to seventh and eighth graders during the appropriate seasons: Fall - Girls' Volleyball, Boys' Football, Boys' and Girls' Cross Country, Co-Ed Soccer, Cheerleading; Winter - Girls' Basketball, Boys' Basketball, Boys' Wrestling, Cheerleading; Spring - Boys' and Girls' Track.

Student Dress

The key to any dress code is that we all accept certain standards for ourselves. Dress and grooming shall not disrupt the teaching-learning process. In general, school dress should be such that it ensures the health, welfare, and safety of each person in the school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously undesirable. Conventional school clothes, properly fitted, and in good taste, are the right clothes to wear at Kirtland Middle School. ***Items not permitted include, but not limited to: Extremely Short shorts, short skirts, etc. Visible midriffs, low cut tops, clothing having inappropriate wording, depicts violence, sex, drugs, or tobacco products, clothing that can be considered for bed (pajamas-like clothing), revealed undergarments, etc. Hats and book bags are not permitted unless provided permission from the principal. Final determination of appropriate dress is at the discretion of the administration.***

*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 when possible.

Student Fees, Fines and Charges

In accordance with R.C. 3313.642 and Policy 6152, 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. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

The school board furnishes all textbooks, but there are times when class workbooks and other consumable materials are necessary and the student must purchase these aids. **Fees must be paid in order to receive report cards and to transfer student records to another school.**

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 Portable Electronic Communication Devices, Including Cellular Phones 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 remain in the student’s issued locker during school posted hours.** 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.

Student Network and Internet Acceptable Use and Safety

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet.

Student use of the Board's computers, networks, Internet services (including any Internet-based e-mail and any remote or home connectivity), e-mail or other messaging and communication capabilities ("Network Resources") will be governed by this policy and the related administrative guidelines and the Student Code of conduct. As set forth in detail below, users must recognize that they have no expectation of privacy in the content of their communications, files and records of their activity while using the Network Resources.

In exchange for the privilege of receiving access to and use of the Board's Network Resources, each student-user understands and agrees that the following uses are **unacceptable** under any circumstances:

- Transmitting, retrieving, storing or accessing any material, site, data or information that is discriminatory, harassing or derogatory to any individual, group or entity;
- Transmitting, retrieving, storing or accessing any material, site, data or information that is obscene, pornographic or sexually-oriented;
- Posting, or otherwise transmitting in any manner, any information or material that encourages, promotes or acknowledges the use of drug, alcohol or tobacco products or related paraphernalia;
- Posting, or otherwise transmitting in any manner, any information pertaining to a student, including directory information, personally identifiable information, photographs or images to any Web site, chat room, electronic bulletin board system or any other person or location without approval from an appropriate District administrator;
- Any use that constitutes intentional waste of Board resources, including but not limited to mass mailings;
- Communications that are defamatory or threatening;
- Any use that would violate federal (including copyright laws), state or local laws, including, but not limited to, installing software not expressly licensed to the Board for its use, installing any software licensed to the Board to any personal computer, network or other equipment or otherwise violating software licensing agreements in any manner whatsoever;
- Any use that violates any Board policy, administrative guideline, student handbook or student code of conduct;
- Any use in violation of Board policy or guidelines or student codes of conduct;
- Uses that attempt to gain unauthorized access to another computer system ("hacking") or which disrupt or impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment);
- Accessing or attempting to access another user's account, using another user's password for any reason, misrepresenting yourself as another user and/or accessing another user's stored data, information, e-mail or files without express permission of the other user;
- Any user intended to further commercial, profit-making activities, or any other unauthorized use (political lobbying, advertisements);
- Any fundraising activities, unless specifically authorized by the building principal;
- Downloading "freeware" or "shareware" programs;

- Posting or responding to “chain letters” or send annoying or unnecessary messages to a large number of people;
- The use of inappropriate language in any public or private message or any material posted on Web pages; or
- Transmission of or intentional receipt or information regarding the design or detailed information pertaining to explosive devices; criminal activities or terrorist acts; discrimination or harassment; or gambling.

This list of prohibited uses is not exhaustive and is not intended nor should it be construed to restrict the Board, through its duly-authorized administrators, in any way from taking appropriate disciplinary action, up to and including expulsion from school, should an inappropriate use occur that does not fall into one of the aforementioned categories.

Students must abide by the policies and procedures set forth herein at all times they are using the Board’s Network Resources, regardless of the time of day, location or intermingling of personal resources, so long as the Board’s Network Resources are utilized in some fashion, even if such use is limited. For example, students are required to abide by these policies if they are using their personal home computers on personal time but accessing the Board’s Network Resources through its server.

Students are responsible for good behavior on the Board’s Network Resources just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Network Resources are often public in nature. General school rules for behavior and communication apply. Any use of Network Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines is strictly prohibited. Students are responsible and accountable for using the Board’s Network Resources in an ethical and lawful manner at all times.

Violations of this policy constitute a threat to the availability and integrity of the Board’s Network Resources. Therefore, students who disregard this policy may have their use privileges suspended or revoked, and disciplinary action taken against them, up to and including expulsion. Users who are granted access to the Board’s Network Resources assume personal responsibility and liability, both civil and criminal, for any use not authorized by this Board policy.

The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing through its Network Resources. The Board will not be responsible for any damages the student may suffer while using the Board’s Network Resources. The Board further specifically denies any responsibility for the accuracy of information obtained through its Network Resources. The Board will not be responsible for financial obligations arising through unauthorized use of its Network Resources. At any time, and for any reason, the Board may limit, suspend or revoke access to its Network Resources. Policy 7540.03

Substitute Teachers

Substitute teachers are to be given the **same respect and courtesy** afforded to regular KMS teachers. Your cooperation will enable the substitute teacher to continue your class work until your regular teacher returns.

Surveillance

Parts of KMS hallways and social areas 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.

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 7 of the Student Code of Conduct.

Late arrivals in the morning will be counted tardy and the tardy will be documented in minutes missed during the school day.

*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. Oversleeping, car trouble, and missing the bus are examples of unexcused tardiness.

Telephone Use

Emergency messages will be given to students as they are given to the school secretary. Students may ask to use the office phone for emergency use. Students may use personal cell phones in the office to call home for an emergency.

Use of Tobacco

For purposes of this policy, use of tobacco products shall mean all uses of tobacco, including cigarettes, electronic and/or vapor smoking devices, vaping pods, cigars, pipes, **(or look-alike)** 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.

Visitors

All visitors must stop at the Middle School Office upon entering the building and state the purpose of the visit. A *Visitor's Pass* will be issued if permission is granted. The Principal must approve any student or parent visitors in advance. KMS discourages student or parent visitors for an entire day. If a parent needs to speak with their child for any reason, the student will be called down to the office.

Withdrawal from School

Students who are withdrawing from school during the school year must report to the office on their last day of school. The office will issue a student withdrawal form which must be signed by all teachers and the librarian to ensure that all fees are paid and books have been returned. A student's records will not be forwarded to the next school unless this form is completed and obligations fulfilled. These procedures can be expedited if parental contact with the office is done in advance.

KIRTLAND MIDDLE SCHOOL
STUDENT CONDUCT CODE

Students have a responsibility to behave in ways that promote learning. Where necessary, school staff with the cooperation of the home will attempt to help students improve their behavior in each of the following ways:

- a. Identifying the underlying problem
- b. Using available school and community resources to resolve those problems
- c. Applying a variety of disciplinary techniques

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 KMS, discipline will be linked to the theme of HORNET, where it is expected that all students are **Hard working, Open minded, Respectful, Noble, Engaged and Trustworthy.***

The Kirtland Board of Education specifies the following Student Code of Conduct, as required by Ohio Law (HB421, 1976). This code is designed to make clear the types of behavior that cause substantial disruption of the learning process or infringe upon the rights of others in such a way as to deprive them of their rightful opportunity to a sound educational experience.

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 (including, but not limited exclusion from academic and co/extra-curricular offerings), 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.

When a student is found to be in violation of this code, it shall be necessary to take disciplinary action. This action may include suspension from school, not to exceed ten (10) days, or expulsion from school following legal guidelines established by the law of the State of Ohio.

It is expected that the Code of Conduct will be followed:

12. On the school grounds during and immediately before or after school hours,
13. On the school grounds at any other time when a school group is using the school,
14. Off school grounds at any school sponsored activity, function, or event,
15. On vehicles provided by the Board for transporting students and in private vehicles used for the same purpose,
16. Bus stops and during travel to and from home to the stop.

CODE OF CONDUCT

GUIDELINES FOR CONSEQUENCES

Parent contact will be made for each referral (written or phone conversation is most common). All out of school suspensions will necessitate a parent conference (phone or other) for student re-entry. Please note that the given consequences are recommended, however, the principal reserves the right to alter any disciplinary consequences based on facts and situations.

Zero Tolerance Policy

The Kirtland Board of Education has adopted such a policy regarding the major disruption of school or the obstruction of any lawful mission, process or function of school (bomb threat, fake fire drill, etc.)

Consequence: *Students involved in such an act will be removed from school immediately, suspended out of school, and may be recommended for expulsion, and referral to law enforcement.*

Rule 1 – 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, harass, or intimidate another person.

Consequence: *1st Offense – 1 to 3 Days Out Of School Suspension (OSS)*
2nd Offense – 3 to 5 Days OSS
3rd Offense – 5 to 10 Days OSS & Possible Recommend Expulsion
4th Offense – 10 Days Out Of School Suspension and Recommend Expulsion

Rule 2 - Vandalism (includes graffiti) and 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 may be liable for replacement or repair of stolen or damaged property. Charges may also be filed.

Consequence: *1st Offense – 1 to 3 Days Out Of School Suspension (OSS)*
2nd Offense – 3 to 5 Days OSS
3rd Offense – 5 to 10 Days OSS & Possible Recommend Expulsion
4th Offense – 10 Days Out Of School Suspension and Recommend Expulsion

Rule 3 – Physical Aggression or Harassment toward a School Employee

A student shall not intentionally cause (or attempt to cause) physical injury to a school employee. A student may not physically or verbally harass and / or intimidate a school employee. (This may occur on or off school property at any time).

Consequence: *Suspended Out of School for 10 days and Recommendation for Expulsion*

Rule 4 - 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, sharp objects (glass, metal wood), razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, explosives, pepper spray, firecrackers, etc..

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

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon (**or look-alike**). (This rule does not apply to normal school supplies such as pencils or compasses, but **does apply to any firearms, any explosives including firecrackers, any type of incendiary device, any knife and other dangerous objects of no reasonable use to the pupil at school.**)

Consequence: *3 to 10 days Out of School Suspension and possible Recommendation for Expulsion*

Rule 5 - Alcoholic Beverages and Controlled Substances

Board Policy #5530 prohibits the use, possession, 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. Board policy 5530 further notes that students be advised the use of illicit drugs (as defined in Policy 5530) and the unlawful possession of alcohol is wrong and harmful. Consequently, students should not have consumed within 24 hours any drug / alcohol when on school grounds, in school vehicles, or at any school sponsored activity. Because the use of drugs as defined by policy 5530 is illegal, the school district will contact the appropriate law enforcement agency to report such matters.

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

Consequence:

Possession – 10 days Out of School Suspension and possible recommendation for expulsion (may be reduced to 5 days if chemical assessment procedures are followed) and referral to law enforcement.

Distribution, Solicitation, Buying or Selling – 10 days Out of School Suspension and recommendation for expulsion and referral to law enforcement.

Subsequent offenses – As determined by the administration.

Rule 6 - Gambling and Games of Chance

A student shall not gamble. Games of chance are not permitted unless authorized by a supervising staff member. Card playing is not permitted during the school day without permission from the supervising staff member.

Consequence: *Minimum of One day of In School Restriction*

Rule 7 - Truancy

A student shall not be truant (considered an unexcused absence) from any assigned class, activity, lunch, or from school. A student shall not leave KMS without permission.

Consequence: *Minimum of Saturday School or One Day of In School Restriction.*

If Repeated, additional days of In School Restriction or Suspension may be assigned and a referral to Juvenile Court. If excessive truancy occurs, then School Board Policy will prevail.

Rule 8 – Inappropriate Language/Gestures/Pictures/Threats and-or Antagonizing Others: Written, Spoken, and Non-Verbal

A student shall refrain from the use of slanderous remarks or obscene, vulgar or otherwise offensive language. Written or oral profanity and vulgar gestures are prohibited. Disrespect towards others is not acceptable. Likewise, inappropriate images, electronic or otherwise, are not permitted. Furthermore, antagonizing others is not acceptable.

Consequence: *If directed to a student – Administrative discretion will be used when determining consequences.*

If directed towards any school employee – Multiple days of In School Restriction or suspension out of School

Rule 9 – Possession / Use of Tobacco Products

For purposes of this policy, use of tobacco products shall mean all uses of tobacco, including cigarettes, electronic and/or vapor smoking devices, vaping pods, cigars, pipes, **(or look-alike)** 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.

Consequence: 1st Offense - 1 day Out of School Suspension and Police referral
2nd Offense - 3 day Out of School Suspension and Police referral
3rd Offense - 5 day Out of School Suspension and Police referral
4th Offense- 10 day Out of School Suspension, Recommend Expulsion & Police-referral

Note: A school approved smoking awareness/cessation program may be required.

Rule 10 - Transportation

A student shall follow the rules of bus conduct as established and published.

Consequence: Bus privileges may be denied

Rule 11 - Failure to Comply / Insubordination / Disrespect towards School Personnel

A student shall comply with directions of both certified (teachers, administration) and classified (clerical, custodial, and cafeteria) employees during any period of time when he/she is under their authority or supervision.

Consequence: Minimum of one day In School Restriction,
If repeated, or if an act is blatant, Suspension Out of School may result.

Rule 12 - Littering

Littering anywhere on school property is prohibited.

Consequence: The student(s) will clean up the area affected and detention will be issued.
If repeated, clean up and In School Restriction will result.

Rule 13 - Falsifying Communication with the School

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 the school is prohibited. Falsifying any statement during school or police investigation/inquiry is also prohibited and warrants the minimal consequence below.

Consequence: Minimum of a One Day In School Restriction.

Rule 14 - Public Display of Affection / Inappropriate or Sexual Contact

Intimate physical contact, consensual or not, is inappropriate and prohibited at school.

Consequence: May range from a warning to suspension based on the seriousness and context.

Rule 15 – Physically Aggressive / Excessive Force/Endangering the Safety of Others

Students will not intentionally hit, slap, strike, kick, etc. another person. This is a “non-contact” school.

Consequence: Minimum of a one day In School Restriction will be issued.
If continued, multiple days of In School Restriction will result or Out of School Suspension

Rule 16 – Horseplay (such as Pushing, Shoving, Tripping, etc.)

Consequence: 1st Offense - referral - detention and parent notified
2nd Offense - referral - detentions or ISR and parent notified
3rd Offense - referral - In School Restriction and parent notified
Additional offenses - Out of School Suspension - parent conference

Rule 17 - Inappropriate Classroom Behaviors (Disruptive Noises, Throwing Items, Failure to Follow Class Rules, etc.)

Consequence: 1st Offense - referral - possible parent notification or detention
2nd Offense - referral - detention(s) and parent notified
Repeated Offenses - referral - In School Restriction or Out of School Suspension.

****Cheating and Plagiarizing will not be tolerated.** Consequences include parent notification, zero credit for work (both parties), additional work assigned, and whatever else the teacher has in “classroom expectations”. If referred to the office, the principal will act on a case by case basis. Repeated offenses see Rule 26 consequences. Copying works from other students or internet sites is included.

Rule 18 - Defacing School Property / Staff Materials and/or Property

Consequence: 1st Offense - cleanup / restitution, parent notified and detention
2nd Offense - cleanup / restitution, detentions, or exclusion, and parent notification
Repeated Offenses - In School Restriction or Out of School Suspension parent notified, cleanup, and restitution
(Saturday Detention, ISR, or suspension may be assigned based on seriousness or level of damage)

Rule 19 - Missed Detention

Consequence: 1st Offense - additional detention may be assigned, parent notified
2nd Offense - detentions or ISR assigned, parent notified
3rd Offense - In School Restriction or Out of School Suspension, parent notified

Rule 20 - Unexcused Tardy to School or a Class

Consequence: 3rd Tardy - 1 detention assigned by the teacher/principal -parent notified
6th Tardy - Saturday Detention-parent notified
9th Tardy - ISR-parent notified
12th Tardy - ISR x 2-parent notified
15th Tardy - ISR or suspension and Complaint filed with Juvenile Court
(Tardiness will be factored in with excessive absences/truancy when consequences are assigned)

Rule 21 – Dress Code, Book bags, Accessories

Conventional school clothes, properly fitted, and in good taste, are the right clothes to wear at Kirtland Middle School. **Items not permitted include, but not limited to: Extremely Short shorts, short skirts, etc. Visible midriffs, low cut tops, clothing having inappropriate wording, depicts violence, sex, drugs, or tobacco products, clothing that can be considered for bed (pajamas-like clothing), revealed undergarments, etc. Hats and book bags are not permitted unless provided permission from the principal.** Skateboards are prohibited from being used or in the possession of any student while on school property, at any time. These items *will be confiscated*. Squirt Guns, yo-yos, etc. will be *confiscated*. **Final determination of what is appropriate is at the discretion of the administration.**

Consequences:

1st Offense: Warning, Parent Notification
2nd Offense: Detention, Parent Notification
3rd Offense: Saturday School, Parent Notification
4th Offense: In-School Restriction, Parent Notification

- * 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 when possible. Inappropriate items will be confiscated.
- * Any offenses beyond 4 may result in out of school suspension

Rule 22 - Attendance at Activity Nights, School Dances, Other School Functions

Students can be denied the privilege of attending and participating in school activities such as, but not limited to, athletic contests, school dances, activity nights, field trips, assemblies, ceremonies, and other activities if they fail to adhere to school rules and academic expectations. Participation in these events is a privilege, not a right, requiring good behavior and good citizenship by students.

Rule 23 - Denial of Privilege

Incentive - Students who are suspended out of school any time during the school year will not be eligible to attend the KMS year-end school activity or class celebration trip. Also, as a general rule, students with 5 office referrals and two or more In-School Restrictions will be excluded. Students may also be excluded at the discretion of the principal if reasoning aside from that stated above justifies such exclusion.

Camp, Chicago, Washington D.C. - A student who has been referred to the office 5 or more times for negative behaviors or interactions with peers or staff members during the current school year faces possible exclusion from these activities at the discretion of the Principal. Students may also be excluded at the discretion of the principal if reasoning aside from that stated above (i.e. suspension out of school, repeated bullying, or other anti-social behavior).

Rule 24 - Rules for the KMS Computer Lab

1. No gum, food or drink is permitted in the lab.
2. No one is permitted to touch another person's computer system without teacher permission.
3. Only software purchased by the Kirtland School District may be used on these computers.
4. These computers are for your use. This means that you may use the software, but you may NOT modify any set-ups, screen savers, etc.
5. Clean up after yourself. Remove any books, papers, etc. before you leave the lab.
6. Gently push your chair back under the desk or table.
7. Internet access (only sites approved by the teacher); both in the computer lab and in the media center will be reserved for those students who have current parent / student agreement on file. This permission form must be renewed each year.
Failure to comply with computer rules may necessitate referral, parent notification, removal of computer lab privileges, detention, restriction, or suspension.

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 the computer also comes an obligation to use this technology in a responsible way. **Students are bound to the Kirtland Local Schools Student Network and Internet Acceptable Use and Safety (Policy # 7540.03)**

Consequences: - Kirtland Local Schools-violations of this policy will prompt consequences from the following range of options:

1st Offense - Principal/student conference

2nd Offense - Parent contact/notification/Detention (Saturday, after school)

3rd Offense - Restitution for costs involved in restoring the integrity of the network and or individual computer workstations.

4th Offense - In-School Restriction, Suspension and / or Recommendation for expulsion

Rule 25 - School Bus Rules of Conduct

1. All rules published below are simple, local amplifications of regulations established by the State Department of Education with the advice and consent of the Director of Highway Safety, under authorization of Section 4511.76 (a) Revised Code of Ohio. Students are expected to follow all bus rules when riding school buses. Courteous, polite behavior is expected at all times when riding a school bus, along with following directions of the bus driver.
2. Load and unload from bus at its designated stop in an orderly manner.
3. Ride only the regularly assigned bus or vehicle and unload at the regular stop.
4. Eating is not permitted on a bus or vehicle unless approved by the Driver. Littering is not allowed.
5. There will be absolute quiet at railroad crossings and places of danger as signaled by the Driver.
6. Noise on the bus or vehicle must be kept to a minimum. The same behavior is expected on a school vehicle as in a classroom. Pupils may talk quietly as the Driver permits.
7. Pupils must not throw anything while a passenger on a school vehicle.
8. Pupils must not project any object or part of their body outside the bus window at any time.
9. Cross the street at least well in front of the bus in the driver's line of vision and upon the signal of the Driver.
10. Pupils are never permitted to transport animals or other potentially dangerous objects on the school bus. Objects that are packaged to eliminate hazard in a manner satisfactory to the driver are approved.
11. Pupils should go promptly to the bus when dismissed from school. When discharged from the bus, they should go directly to their homes.
12. Positively no smoking or flame is allowed on the bus. (Violators will incur severe consequence.
13. Consequence will likely be long term loss of bus privilege.)
14. Squirt guns or other objects that could be considered as weapons are not permitted under any circumstances to be transported on a bus.
15. Pupils must remain in their assigned seats until the bus stops.
16. While waiting for the bus, do not trespass or impose on nearby property.
17. Any child who insists on misbehaving or otherwise creating a hazard by distracting the driver's attention, shall be *denied the privilege of riding a bus for an indefinite term.*

Rule 26 – Repeated Violations of the Conduct Code

Any student repeatedly violating the KMS Conduct Code is subject to a progression of consequences that may increase the amount of days or times a student has the consequence.

Rule 27 – Inappropriate Conduct Towards an Employee (or property) off Campus

Students may be subject to discipline for violation of the Student Code of Conduct, even if the conduct occurs on property not owned or controlled by the Board, but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at District official or employee or the property of such official or employee.

Rule 28 – Bullying, Harassment, and Intimidation, Menacing

Confirmed acts of bullying, harassment (including sexual), and intimidation as well as threats are subject to full consequences of this student code of conduct. 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.

The principal shall investigate each allegation on a case-by case basis and administer appropriate consequences after his or her investigation. In alignment with District Policy and State Law (see p. 13), KMS is dedicated to being bully free. Off-campus incidents, including but not limited to Cyber-Bullying, will be investigated with potential consequences being assigned if the incident(s) leads to a disruption of the educational process.

Consequence: *1st Offense – 1 to 3 Days Out Of School Suspension (OSS)*
2nd Offense – 3 to 5 Days OSS
3rd Offense – 5 to 10 Days OSS & Possible Recommend Expulsion
4th Offense – 10 Days Out Of School Suspension and Recommend Expulsion

- * **Depending on the severity of the offense, the consequences above may be accelerated or increased at the discretion of the administrator.**

Rule 29 - Retaliation/False Charges

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.

Rule 30 – Electronic Devices

Students are not permitted to use cell phones, IPODS, cameras, laptops, games or similar electronic devices during the school day at Kirtland Middle School. Students will not be permitted to carry their electronic devices from 7:30 am to 2:40 pm. District issued devices are permitted at all times. Cell phones must remain in their lockers. **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. Approved medical devices needed for a medical purpose are permitted throughout the school day.

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.

Consequences:

1st 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.*

2nd 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*

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 Middle School

Student/Parent HANDBOOK

Appendix A

2018 – 2019



Appendix A - 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
8. 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.
9. The district/school will periodically check devices for unauthorized materials.
10. Students should immediately report any inappropriate or careless use of a device to a teacher or other staff member.
11. Students are prohibited from downloading programs, music, games, and videos.
12. 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 21st century tool and to develop 21st 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 \$40 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 a power adapter is \$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:

- Q - What do I do when my computer needs service?
A - Bring the computer to the Office. Someone in the office will contact the Technology Office.
- Q - How long will it take to fix?
A - 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.
- Q - If a computer is sent out for repair, how long will I be without it?
A - Typically, the repair process will take 2-5 days.
- Q - Will I lose my files?
A - 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.
- Q - Who will backup my files?
A - 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.
- Q - What about internet usage at home?
A - 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 cyber bullying 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
© Neola 2014

Kirtland Local Schools Laptop Guidelines and Procedures with Acceptable Use Policy Signature Page

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

Student Signature _____
Date

Parent/Guardian Signature _____
Date

The annual \$40 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.