

The Kirtland Elementary School Handbook



**9140 Chillicothe Road
Kirtland, OH 44094**

**(440) 256.3344
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www.kirtlandschools.org

KES Staff Directory

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Hello KES Families,

Welcome to Kirtland Elementary School. KES carries a proud tradition of academic excellence due to a combination of hard working students, dedicated staff, well-trained teachers, caring administrators, and an active, totally supportive community.

Our doors open each morning to the children with an invitation to accept challenges; the challenges of doing a job to the best of their abilities. We maintain an atmosphere in which the children may take part in many activities. No matter what their ability level might be, the challenge of doing a good job is always there for them to achieve. Their self-esteem and satisfaction are always self-evident. We hope that as the students proceed through Kirtland Elementary School they will acquire not only the academic skills needed but also a desire to get along with others---as well as pursue their personal best!

This handbook is the result of many people contributing to questions that parents and students most frequently need answered. We urge you to read it with your child and keep it handy for future reference. Although it is difficult for teachers to discuss your concerns while conducting classes, every effort will be made to arrange a mutually convenient time. KES welcomes your visits. If you have questions or concerns regarding your school's program, please call (440) 256-3344 anytime.

Sincerely,
Mrs. Godina, KES Principal

Kirtland Elementary School...A Historical Perspective

Kirtland Elementary School is located in the northern section of Kirtland at 9140 Chillicothe Rd. The school was constructed in 1927, and additions were made in 1936 and in 1948. A major renovation took place in 1989. Between 2006 and 2009, there were 16 new classrooms added to the elementary along with a new gymnasium. In addition, many other areas were renovated to provide more functional areas for the elementary school. With these additions and renovations, the schools in Kirtland are now all connected. At one time, the building housed grades one through twelve. Now, however, it houses Kindergarten through grade five, with approximately 500 students and 25 classroom teachers. In addition to the classroom teachers, teachers for reading, art, music and physical education also serve the children. Special services are also provided by a speech and language pathologist, an occupational therapist, school psychologist, Intervention Specialists, nurse, library aide, guidance counselor, Literacy Specialist, and gifted/talented services.

OUR MISSION STATEMENT

"We are here to help children succeed: it's that simple!"

The mission of Kirtland Elementary as a cooperative partnership of students, staff, parents, and an involved informed community is to develop the knowledge, skills, meaningful strategies, and attitudes necessary for each student to positively meet the challenges for being a citizen in a rapidly changing, technological, and diverse world. Paramount concern is our attention to literacy development within all children.

Each student is encouraged to reach his/her unique scholastic potential by experiencing a strong, innovative, well rounded, and diversified curriculum founded in academic fundamentals, in a supportive, safe learning environment that emphasizes security and safety as well as personal worth, and positive social interaction.

Through frequent monitoring of student achievement and ability via standardized tests, state diagnostics, achievement testing, class observations, parental feedback, and informational assessments, changes are made to align educational expectations and student progress. Interaction, observation, listening, and testing, are utilized by educational professionals and parents to monitor the progress of each student. Adjustments in learning activities are made to encourage, support, and remediate each child in his/her journey towards successful life-long learning. Students needing additional support will receive interventions (for example literacy, resource room support, classroom accommodations, additional instruction time) to further assist these students and all students toward mastery of the content and

life-long learning so that "no child is left behind."

Philosophy of Our Elementary School

The function of the elementary school is to develop in every child a love and appreciation for the heritage of the rights and privileges guaranteed by our form of government. The school should help the child acquire the abilities and skills needed in performing the duties of a productive citizen within the community.

The school must provide learning experiences through which the child will acquire the fundamental abilities, attitudes, and skills needed by the individual and through which his/her will be able, under wise guidance, to practice the art of group living; but at the same time realize his worth as an individual and maintain his/her self-respect.

By pooling the resources of the community and the school for the common good, there should be developed a deep sense of personal values and a sense of responsibility to society. With these thoughts in mind, our objectives for each child are:

- To recognize himself or herself as a unique individual, with a unique contribution to society;
- To help the student cooperatively work and play with playmates and other people;
- To develop self-respect and a respect for others;
- To be able to speak clearly and correctly;
- To initiate and complete a task;
- To develop a sense of initiative and responsibility;
- To be able to do his/her share, either of work or play;
- To have wide interests in art, music, science, and the world;
- To be capable of locating information needed to function in today's world;
- To write clearly; and
- To develop reading and comprehension skills.

Absence from School

Attendance Policy

The Ohio Revised Code classifies absence from school as excused and unexcused. The following conditions constitute reasons for an **excused** absence when notifying the office:

- | | |
|---------------------------|--|
| 1. Personal illness | 4. Death of a relative |
| 2. Illness in the family | 5. Observance of religious holidays |
| 3. Quarantine of the home | 6. Emergency or set of circumstances which in the judgment of the Superintendent of School constitutes a good and sufficient cause for absence from school |

Doctor Appointments

Parents are expected to make every effort to schedule doctor and dental appointments outside of school hours; however, when this is not possible, the students will be excused for these special appointments. If it is necessary for a student to be excused during the school day, a written statement should be sent to the school principal. Parents should arrange to pick up their child(ren) in the school office at the appointed time and sign them out.

Tardiness

Prompt arrival at school is expected of all students. It is a good habit to learn early and will be useful throughout one's life. Furthermore, late arrival disrupts class and causes loss of instruction time. Any child who arrives **in the classroom** after 9:00 a.m. is considered tardy. If a student comes to school after 10:00 a.m. or leaves before 2:40 p.m., he/she is marked absent for that half of the day.

Vacations

Vacations during school time are discouraged as the loss of class time cannot be replaced. If you choose to take your children, please notify the office and classroom teacher as far in advance as possible. Work that is missed is to be made up at the teacher's discretion. Not all assignments can be prepared prior to departure. Work that is not made up within a reasonable time frame will not be counted for credit.

Admissions

Early Entrance Testing

Children who will be five years old on or before December 31 are eligible for early entrance testing for kindergarten. Children who will be six years old on or before December 31 are eligible for early entrance testing for first grade. Testing is held in the second half of each year, and parents who wish to have their children tested must submit a written statement requesting an evaluation and stating the reason the child should be considered. After a parent/principal interview and the testing program, parents are notified in writing as to the results of the tests.

Kindergarten

In order to be eligible for kindergarten, children must be 5 years old on or before September 30 of the school year in which they are enrolling. A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate and immunization records must be current.

First Grade

First Grade students must be 6 years old before September 30. All students entering first grade must also have had a kindergarten experience or successfully completed an assessment which establishes the students' preparation for first grade.

Transfer Students

Students who are transferring from other schools must present in person to the Board of Education, at the time of initial entry, a birth certificate (as required by Section 3705.05 of the Revised Code) (or a comparable certificate) and proof of residency. Additional documents may be required.

Assemblies

Assemblies are planned periodically as special events on the school calendar. An indication of the cultural level of the school is the conduct of its student body at an assembly. Student behavior, therefore, should be refined and courteous, whether guests are present or not. Each student is personally responsible for the impression made by the school as a whole. Students are reminded that whistling, uncalled-for clapping, boisterousness, and talking during a program are unacceptable behavior.

Bicycles

Students may ride their bikes to and from school; however, they may NOT be ridden during the school day. Bikes must be parked in the bike rack when the students arrive. Locks are encouraged (the school cannot be held responsible for stolen or damaged property). Students should obey all traffic regulations when traveling to and from school.

Birthday Treats

The KES Health and Wellness Group, consisting of teachers, administration, the school nurse and parents, have had discussions on ways to promote health and still have fun at school. **We do not allow food items at school to celebrate a child's birthday.** At KES, teachers will continue to recognize students' birthdays in their own unique ways and parents can send in non-edible items to share with classmates to recognize their child's birthday. We believe this change has many benefits:

1. **Limit Disruptions.** Birthday treats often arrived at various times of the day and many times this resulted in limited time and/or inopportune time for disbursement. If parents and caregivers choose to send in a non-food item such as stickers, pencils, a book, etc. for their child to share with classmates in recognition of his or her birthday, it can simply be sent in a backpack and the teacher can use a set time during the day to have the child share it.
2. **Safety and Feeling Included.** We are experiencing an increase in the number of students with food related allergies at KES. Often these children feel left out when they can't have a food item or "treat" that the rest of the class can enjoy.

Please do not send balloons to school. This request is based on latex allergies and the danger they pose on the school bus.

Bus Routes

Most of our students arrive at school by school buses. Routes for the new school year are published several days before school begins in the District Newsletter. Questions about transportation should be directed to the transportation coordinator at (440) 256-3344 x1013.

Bus Rules

For the safety of all students, rules of conduct have been established. Violation of the rules may result in suspension of bus-riding privileges. On the following page is a list of the Kirtland Local Schools Transportation Department Rules of Conduct. For the safety of all students and all drivers, please be sure to read them over with your children.

The following procedures will be observed:

- Drivers have been instructed to turn in the names of violators to the transportation office. Parents will be notified.
- Two reported violations would result in one or two week suspension of bus-riding privileges. The school office will send the official notice of suspension home.

NOTE: Automobile drivers are breaking the law if they pass school buses when the flasher lights are on. **PLEASE** observe these flashing lights and **DO NOT** pass the school bus while on school property.

Kirtland Local Schools Transportation Department RULES OF CONDUCT

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.

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.
3. Eating, gum chewing and littering are not permitted on a bus or vehicle unless approved by driver.
4. There must be absolute quiet at railroad crossings and other dangerous areas as signaled by the driver.
5. 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.
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 any time.
8. Cross the street well 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 the school bus. The driver may approve objects that are packaged to eliminate hazard.
10. Pupils should go promptly to the bus when dismissed from school. When discharged from the bus, they should go directly to their homes.
11. Positively NO SMOKING or flame is allowed on the bus. Violators will incur severe punishment. Punishment is likely to be long term loss of bus privilege.
12. Squirt guns or other objects that could be considered as weapons are not permitted.
13. Pupils must remain in their assigned seats until the bus stops.
14. While waiting for a bus, do not trespass or impose on nearby property. Students **must** respect the rights of other students.

15. 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.

Cell Phones

Kirtland Elementary School will be a cell phone free zone during school hours of 8:25 am to 3:30 pm. Students may bring their individual cell phones to school but must keep their phones in their book bags. Phones are not permitted during lunch and recess. If a cell phone or other device is in visible sight, students will have their device confiscated and get a referral to the office to meet with the principal. This policy includes Smart watches being used for communication and other portable electronic devices. If a parent needs to contact their child(ren), please call the office. Students can get permission to use their phones in the office, if needed.

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.

Gifted/Talented

In grades 4 and 5 we offer an enrichment instruction for identified gifted and talented students. For the school year, the Gifted Intervention Specialist will instruct our identified students in the areas of math and reading.

Child Abuse/Neglect

State law requires that school personnel report ***all*** suspected cases of what could appear to be child abuse. If a child has bruises, burns, cuts, scratches or does not appear to be receiving the same basic standard of care that other children at KES receive, we are required ***by law*** to report these observations to the Lake County Department of Human Services. ***If we fail to do this, we are subject to legal action.***

Remember:

- Lake County Department of Job and Family Services is a HELPING agency who does not want to punish parents or to take children away.
- Being a parent is difficult. Children can tax our self-control to the limit.
- Don't be afraid to seek help or to accept help.
- Normal discipline is NOT child abuse.
- Parents should provide firm direction and discipline for their children.
- Child abuse generally results from the heat of anger rather than with a loving spirit.

Child Find

Please see the Child Find Public Notice, located on page 29, Appendix C.

Closing of School/Delayed Openings

Decisions on school closing and delayed openings are made after consulting with the City of Kirtland Road Department about road conditions. (All efforts are made to keep schools open, so the decision to close or to delay opening is usually made early in the morning - before 6:00 a.m., if possible). Parents will be notified via our AlertNow system as well as being broadcast on the local television Stations: ABC, NBC, CBS and FOX. Please make sure that the school has current phone numbers and e-mail addresses.

Early Dismissal

In case of inclement weather, school may be called off for the day and students already in school may be dismissed early. Parents are notified through the radio and television stations, as well as via our AlertNow notification system. ***Arrangements for the care of your child should be made in***

case of your absence during weather or other emergencies.

Conduct

The major emphasis of conduct is placed on self-discipline. The self-disciplined person:

- Is aware of and responsive to the wants, needs, and rights of others;
- Can establish goals and work effectively toward them;
- Practices self-restraint without direction when appropriate;
- Uses common courtesies as a matter of course; and
- Knows the difference between right and wrong and chooses to do what is right.

Students are expected to follow certain rules that have been set up to protect the safety and welfare of all concerned. As a staff, our major goal regarding discipline is to accentuate the positive! The following rules will apply to all students at our school.

Cafeteria

- ✓ Voices will be at a conversational level.
- ✓ Keep hands, feet and food to oneself.
- ✓ Put downs or vulgar language are not acceptable.
- ✓ Table manners should be observed.
- ✓ Follow all instructions given by cafeteria personnel.

Hall

- ✓ Use quiet voices. Walk at all times.
- ✓ Keep feet, hands and objects to oneself.

Playground

- ✓ Go directly outside when dismissed from the playground.
- ✓ Respect the boundaries and off-limit areas.
- ✓ Keep hands, feet and objects to oneself.
- ✓ Use and share equipment in a safe and fair manner.
- ✓ Follow instructions given by playground aides.
- ✓ Sexual harassment is prohibited.

See p. 23 for Behavior Expectations

CODE OF CONDUCT

We believe that our schools should provide the best possible educational experience for students and, at the same time, be so structured that self-respect and dignity is preserved and nurtured in both students and staff. Students have a commensurate responsibility to act in such a way so as not to interfere with the rights and privileges of others.

Essential to fostering and maintaining a good school program is responsible and necessary order in the schools. We recognize that students, as all of us, are prone to error, and consider the maturity of students in the development and application of conduct expectations. A student may forfeit all or some of his rights to educational opportunities when his conduct is such that it substantially disrupts the educational process and deprives others of their rights.

The Kirtland Board of Education specifies the following Student Code of Conduct, as required by the Ohio Law (HB421, 1976). This Code is designed to make clear the types of behavior which 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.

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, emergency removal, or expulsion from school, following legal guidelines established by the law of the State of Ohio. ***Infringements that are thought to be illegal will result in the police being notified.***

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 for student re-entry.

Zero Tolerance Policy

The Kirtland Board of Education has adopted such a policy regarding the disruption of school.

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

Rule 1 - Fighting, Disruption

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Rule 2 - Vandalism 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 will be liable for replacement or repair of stolen or damaged property.

Consequence: *Restitution and Minimum Suspension Out of School for one day for first infraction, 3-10 days if repeated.*

Rule 3 - Assault on 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.

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

Rule 4 - Abuse of a Student or Other Person Not Employed by the School.

A student shall not intentionally attempt to do serious bodily injury to another person. A student shall not physically, verbally, or sexually harass, haze, or intimidate any person.

Consequence: *Minimum Suspension Out of School for one day for first infraction, 3-10 days if repeated.*

Rule 5 - Weapons and Dangerous Instruments

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon. (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 knife and other dangerous objects of no reasonable use to the pupil at school.**)

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

Rule 6 - Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Paraphernalia related to, or promoting, drugs or alcohol are not permitted on school property or at school. (Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule; all such medication must be registered in the Office or Clinic.)

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

Rule 7 - 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 Exclusion.*

Rule 8 - Truancy

A student shall not be truant from class or from school. A student shall not leave KES without permission.

Consequence: *Minimum of One Day of In School Exclusion.*

If repeated, additional days of In School Exclusion will be assigned and a referral to Juvenile Court.

Rule 9 - Abusive Language:

A student shall refrain from the use of slanderous remarks or obscene or vulgar language. Written or oral profanity and vulgar gestures are prohibited.

Consequence: *If directed to a student - Detention or In School Exclusion will result for the first infraction, In School Exclusion or Suspended Out of School if repeated.*

If directed towards any school employee - Suspension out of School for a minimum of 3 days, 5-10 if repeated.

Rule 10 - Smoking

A student shall not possess, use, or smoke tobacco products on school property during school or at school related functions.

Consequence: *1st Offense - Minimum 1 day In School Exclusion.*

2nd Offense - Minimum 2 days In School Exclusion.

3rd Offense - Minimum 3 days Suspension Out of School.

Rule 11 - Transportation

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

Consequence: *Bus privileges may be denied.*

Rule 12 - Failure to Comply

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 Exclusion. If repeated, Suspension Out of School for no less than 3 days will result.*

Rule 13 - Littering

Littering anywhere on school property is prohibited.

Consequence: *The student will clean-up the area affected and detention will be issued.*

If repeated, clean-up and In School Exclusion will result.

Rule 14 - 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.

Consequence: *Minimum of a One Day In School Exclusion.*

Rule 15 - Public Display of Affection

Excessive public displays of affection are in bad taste, and therefore, not permitted. Students will not hold hands, hug one another, kiss, and / or display other forms of affection.

Consequence: *Minimum of a Detention will be issued. If continued, In School Exclusion will result.*

Rule 16- Inappropriate Conduct Towards an Employee (or property) off Campus

Students may be subject to discipline for violation of the Student Code of Conduct / Student Discipline Code, 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 17 - Harassment, Intimidation, Menacing, Bullying and Other Forms of Aggressive Behavior

Investigations will ensue whenever a complaint is communicated to the administration, and disciplinary consequences will be determined by the administration when a confirmed infraction occurs. As for Bullying, it is defined as follows:

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), psychological (e.g., emotional abuse), or electronically transmitted 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

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

- On the school grounds during and immediately before or after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off school grounds, at any school sponsored activity, function or event;
- On vehicles provided by the Board or in private vehicles used for transporting students; and
- At bus stops and during travel to and from school.

Disciplinary Procedure

In every case, disciplinary action taken shall be appropriate to the situation and in the judgment of the superintendent, principal, and/or teacher, and be the most beneficial to the student(s) involved and to the school. Disciplinary action may include:

- Conferences involving student, teacher, counselor, administrator, parents, in appropriate combinations;
- Restriction of student's privileges while at school and/or detentions;
- Removal by the Board of Education;
- In-school suspension - supervised suspension where a student completes schoolwork and makes use of school services;
- Emergency removal and/or suspension from school from one(1) to ten(10) days following procedures outlined in Ohio Law and Kirtland Administrative Procedure 5114; or
- Expulsion, in accordance with procedure outline in Ohio Law and Kirtland Board of Education Policy.

* It is regrettable but unfortunately sometimes necessary to suspend a student from school. Students who have been suspended will be expected to maintain the curriculum flow by completing all class and homework assignments. All work is to be submitted to the teacher(s). Assignments and credit will be made up in accordance with other excused absence protocol. 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. 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.

Zero Tolerance

In July 1998 the Kirtland Board of Education approved the policy for Zero Tolerance. The policy briefly states that students choosing to be a disruption at school will be removed immediately, suspended out of school, and recommended for expulsion.

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 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, "School 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 School District property (e.g., visiting speakers, participants on opposing athletic 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 School District community at school-related events/activities (whether on or off School District property).

Reports and Complaints of Harassing Conduct: Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, 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 should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Sanctions and Monitoring: The Board shall vigorously enforce its prohibitions against, unlawful harassment. While observing the principles of due process, 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 law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. 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).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Computer Guidelines

- No gum, food or drink is permitted at the computer carts.
- No one is permitted to touch another person's computer system without the permission of the teacher.
- Only the software purchased by the Kirtland Local School District may be used on these computers.
- 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.

- Internet access, in the computer lab and in the library/classroom will be reserved for those students who have current parent/student agreement on file. This permission must be renewed each year.
- Failure to comply with computer guidelines may necessitate referral, parent notification and revocation of computer lab privileges, detention, exclusion or suspension.

Custody

If parents are in the process of divorcing, but are not yet divorced, then both parents have equal rights and powers with respect to decision-making concerning the child's education and welfare, unless there is a court order to the contrary. ***Kirtland Elementary School requests that parents provide certified or court stamped copies of current orders.***

Daily Schedule

Classes begin at 8:40 a.m. and children who do not ride the school bus are asked to arrive **no earlier** than 8:25 a.m. If using the front driveway drop-off circle, it is requested that this be a quick stop and not a parking zone. If it is necessary to stop for an extended period of time, please park your vehicle in a designated spot. Although teachers arrive earlier, they are not supervising the playground or hallways; they are often in team meetings, conferences with parents or preparing lessons. School is dismissed at 3:25 p.m.

Dress Code

We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. We believe that there is a definite relationship between the way children dress and the way they behave. We feel that the prime responsibility for dress belongs with parents and children. We ask your cooperation in compliance with a few minimum student-dress guideline requests:

Clothing advertising alcoholic beverages, tobacco products, drugs, symbols of death (i.e. skulls), or containing inappropriate language or messages will not be permitted (stated or implied). It is also recommended that parents place labels with their child's name on articles of clothing such as sweaters, mittens, boots, hats and coats! *Conventional school clothes, properly fitted, and in good taste are the right clothes to wear to KES. Also, In the interest of safety, socks should be worn with sandals and no open back shoes.*

Please refrain from:

Girls	Boys
Short shorts and/or tight shorts	Short shorts and/or tight shorts
Midriff or halter tops	Shirts that are unbuttoned
Tank tops worn by themselves	Tank tops worn by themselves
Halter dresses	Cleated athletic shoes
High heels, flip flops, or clog shoes	Flip flops
Hats worn in the building	Hats worn in the building

Emergency Drills

The school has a detailed emergency plan, with which all staff is familiar. Fire drills are conducted once each month. During the tornado season, tornado drills are conducted. Detailed escape plans are posted inside the door of each classroom. We also practice intruder and lock-down drills.

Emergency Medical Authorization Forms

These are a state requirement and are sent home each year so they are current with your recommendations. Only the custodial parent has the right to complete the form. Please remember we always try to reach parents or guardians first and if unable to do so, we use the emergency forms. You have a choice of Lake-West Hospital or Hillcrest Hospital. It is best to choose one with which your family doctor has privileges.

Extra Curricular Activities

Band

At the fifth grade level, students have the opportunity to study band instruments. In the fall, students are given a brief introduction of the instruments in their general music class and they attend a performance by The Kirtland Hornet Marching Band. At a special parent-student, one-on-one conference with the band director, students may try a variety of instruments and with guidance, select one. ***The Kirtland Board of Education does not provide instruments for the fifth grade band.*** They may purchase their chosen instrument or rent it. The band director will advise you further on this at that time.

Fees

The list of fees for each grade level is presented at the start of each school year. Parents are requested to pay the consumable supply fee as soon as possible or contact the school for an arrangement to be made. We regret that report cards may be withheld at the years' end if the fees are not paid or if some arrangement for payment is not made.

Field Trips

Classroom study is often complemented with field trips within the city and to nearby points of interest. Parents are notified of the dates of field trips and are asked to sign field trip permission slips. A fee may be required from each student to help defray costs of some field trips. Children that are not in the class attending the field trip are not permitted to attend (this especially applies to at home pre-schoolers). We encourage parent chaperones, but all chaperones must be finger printed prior to the trip.

Grades

The Kirtland Schools' philosophy of education stresses the development of the individual. Academic achievement and children's social growth and development are based on the premise that children have diverse capabilities and individual patterns of growth and learning in the area of skills, attitudes, and knowledge. These areas of development will be incorporated into the total school environment, each component being appropriately weighted with regard to the level of maturity and diagnosed needs of the individual students. These objectives are reflected in the grading philosophy.

Grading Philosophy

The school system's grading procedures should:

- Represent both objective and subjective evidence of growth and achievement, taking into consideration a student's ability and effort, as well as a minimum acceptable standard of performance;
- Communicate in a positive and the most specific way possible to parents and students the growth and achievement which the student has made;
- Be presented in ways that are easily understood by students and parents;
- Provide a basis for current and future guidance; and
- Be geared to the maturity of the students at the different levels of schooling.

The purpose of elementary school grading is to report the individual growth as well as achievement standing with peers.

Communicating Grading Criteria

At the beginning of each year/trimester, as appropriate, each teacher will present written criteria for grading to students. Copies shall be available for parents upon request. Homework may be assigned a maximum value of 20% of the grade.

Gum Chewing

In order to help keep a clean learning environment, children are not permitted to chew gum while in school or on field trips.

Homework

Homework is an extension of the classroom curriculum. From kindergarten through the intermediate grades, homework is needed to expand the learning process for each level. The secret to success is to believe homework is necessary to reinforce your child's schoolwork, and treat it accordingly. Making homework a family commitment can help your child develop lifelong study skills, self-discipline and independence. However, if you think homework is a waste of time, so will your child.

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.

Latchkey

Kirtland Elementary school offers a before and after school care program for students in grades K-5. Please contact the office for registration forms and more details of the program.

Library/Media Center

The library is open on a regularly scheduled basis and is supervised by a library aide. Library classes are held for all students in grade kindergarten through grade five so that they may enjoy the books, enhance their library skills, and research abilities as well as exploring quality literature.

Non-Custodial Parents

Kirtland Elementary School believes the involvement of parents is important in the educational and social development of children. KES offers the same opportunities of access and observation to both parents, unless there is a court order restricting access and observations. A divorce or change in custody does not change the rights of a natural parent to information about their child's education or their right to review and inspect school records. A non-custodial parent may request and receive a copy of their child's report card, permanent record, a school calendar, progress reports and conference times and dates. Only the custodial parent has the right to make educational decisions requested by the school. Stepparents generally have no right to records, reports or conferences unless the custodial parent approves the rights.

Parent-Teacher Association (PTA)

Another means of communication between parents and the school is the Parent-Teacher Association, which is organized:

- To promote the welfare of children and youth in home, school, church, and community;
- To raise the standards of home life;
- To secure adequate laws for the care and protection of the children and youth;
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth; and
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

The Kirtland PTA serves the elementary, middle and high schools. It meets monthly in order to achieve its stated goals. Officers are elected in the spring to serve the following school year. The local PTA is a member of the Lake County Council of PTA's, the Ohio PTA, and the national PTA. The PTA homeroom parents coordinate the elementary school parties each year. The PTA asks that a small amount of money be sent with each child to help defray the costs of the parties.

The PTA sponsors fund raisers which generates monies to help with the cost of such school activities as field trips, Caught Being Good program, sixth grade camp, seventh grade tour, eighth grade Washington D.C. tour, Ice Cream Social, scholarships, academic and senior awards, assemblies, various

health programs, teachers workshops, art awards, and many more activities. The PTA also hosts great many community-based functions throughout the year. Parents are greatly encouraged to become supporters. Your time and talent will not be wasted!

Classroom Parties

The KES Health and Wellness Group, has looked at planning for classroom parties. The PTA room parents and teacher will provide the food/snacks for classroom and end of year parties.

We will continue to celebrate Valentine's' Day by being "Heart Healthy". While students may exchange cards, they will not be permitted to give away candy or chocolate. The PTA will bring a variety of fruits and vegetables to each classroom as a "Heart Healthy" alternative.

Open House/Meet the Staff Night

Kirtland Elementary's Open House is held at the start of the school year so that parents and teachers may meet.

Parent-Teacher Conferences

Even though parent-teacher conferences are scheduled near the issuance of the first report card, parents are invited to call and arrange for a conference whenever they have a concern at any time during the school year. Individual conferences between teacher and parent provide a better picture of the child at school and home. Students may also be included as active participants in the conference.

Progress Reports/Report Cards

Report cards are issued three times each year, at the end of each trimester grading period. Report cards are a summary of the student's achievement for each grading period. In addition to grades, report cards include the teacher's evaluation of the child's conduct and work habits. Parents are asked to review the card carefully, to encourage the child to work to the best of his/her ability, and, when necessary, to speak with teachers about questions they may have.

Pets

Occasionally, a child has a pet, which he/she would like to share with his/her classmates. This can be arranged by having the parents contact the teacher and make arrangements for the parent to bring in the pet (at a specific time) and then take the pet home. Pets must be caged in a "temporary home" or properly restrained.

Pictures

Both individual and class pictures are taken each school year. They are usually returned to the families by Thanksgiving. We are on a PRE-PAY PLAN. This means parents wishing to purchase pictures must pay in advance in order to have a picture package printed. All students will have their pictures taken (for school records and yearbook) but only those who prepay will receive packages. Satisfaction is guaranteed - you may have pictures retaken or have your money refunded. Class pictures only may also be ordered. Yearbooks will be available for purchase later in the year.

Recess

Students also have an opportunity for physical activity at recess, which we encourage. Only children who have notes from a doctor stating that the child should stay in for health reasons will be excused from recess. Children should wear boots and heavier clothes in colder weather because they do have outside recess and need proper clothing.

Safety and Security

In order to enhance district safety and security, the school district utilizes a video surveillance system both within the buildings and around the campus. Visitors must enter through the main entrance and check in with the secretary. Visitors will be issued a badge or sticker to acknowledge that they have received permission from the office to be in the building. All adults that work with children in the school or go on field trips, must be fingerprinted at the Board of Education.

Student Services

Health Services

The school nurse is responsible for the maintenance of health records, routine health appraisals, parental contact and referrals concerning health problems, control of communicable diseases, care of minor injuries, assistance in health teaching and screenings. The school nurse's office is located to the right of the main door of the elementary school. Parents are encouraged to contact the nurse if a child has unusual health problems.

School nurses, in general, monitor the school environment to keep it safe for students. They also educate the public, through newsletters, on various health issues and communicable disease.

Sometime during the school year, vision, hearing, blood pressure, height, weight and scoliosis screening will be done. Any objection to these tests should be made in writing and given to the school nurse.

Communicable Disease

Communicable disease control is an integral part of school health services. The school follows current public health practices and the state and county health departments set up rules and regulations governing the control and prevention of communicable disease.

Cold	Reduction of cough No fever for 24 hours	1-6 days
Chicken Pox	No fever for 24 hours No new eruptions for 5 days	7 days from first eruption
Hepatitis A	Doctor permission only	10 days after onset of jaundice
Impetigo	On medication for 24 hours No fever	1-3 days
Mononucleosis	Doctor's written permission	Depending on condition
Mumps	With doctor's note of diagnosis	9-14 days after swelling begins
Pediculosis (head lice)	When all lice and eggs (nits) are gone. School nurse will verify.	1-10 days after proper shampoo
Pink Eye	24 hours of medication and clear eyes	1-7 days
Ringworm	24 hours after medication and clear areas	1-5 days
Slap face (fifth disease)	May return with rash if no fever or distress	1-3 days

Illness/Injuries

In case of illness or injury, the school nurse or a member of the school staff cares for the child temporarily. If emergency treatment is necessary, parents will be contacted or instructions will be followed per EMERGENCY MEDICAL AUTHORIZATION forms. Parents are asked to provide the school with at least two emergency numbers and the student's home phone number. All this information is included on the emergency medical form sent home each school year. It is very important that these forms be completed and returned to the school as soon as possible. Additional copies are always available in the school office.

Children who show the following symptoms of being ill should **NOT** be sent to school:

- Fever (over 100 degree within the past 24 hours)
- Flushed, pale face, glassy appearance to eyes
- Nausea, vomiting within the past 24 hours
- Diarrhea or complaint of abdominal pain
- Headache, generalized aching
- Stuffy nose, sore throat, coughing or tearing eyes
- Rash
- Unusual sleepiness or irritability
- Swollen lymph nodes (glands) in the neck
- Stiffness of neck

Children cannot concentrate if they are not well! Additionally, they unsuspectingly infect all the children in the class or school.

Immunizations

State law mandates that every child who is admitted to the Kirtland Schools must have evidence of current and successful vaccinations for diphtheria, tetanus, whooping cough, polio, rubella, rubella, mumps, hepatitis B and Chickenpox. A tuberculin skin test is also required (DPT, MMR, Tetanus).

Procedures for Administering Medication

(In accordance with the Kirtland Board of Education, see below)

Policy Statement (6164.1)

Many students with disabilities and illness are able to attend school regularly only through effective use of medication. If possible, the parent at home should give all medication. If this is not possible, the administration will be done in accordance with regulations consistent with state laws and approved by the Board of Education. Regulations shall be in compliance with 3313.13 O.R.C.

Regulations/Procedures

The following guidelines are taken from the Kirtland Board of Education policy of Administering Medication (6164.1) and relate to the steps and procedures students and parents need to be aware of when a student is taking medication.

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

Counseling

Counseling services are available to KES students. Our guidance program will feature small support groups as well as individual assistance resulting from parent-referrals, teacher-referrals, or self-referrals. Special permission will be requested for your child to participate in an on-going small support group. To better meet children's individual needs we should be apprised of unusual circumstances or stressful situations. If you feel that your child would benefit from extra support as he/she agonizes with a particular difficulty, please contact the school. Remind your child that he/she might feel more comfortable if he/she talked with his/her special "friend at school."

Food Service

Numerous studies have shown a positive relationship between good eating practices and learning in school. Lunches are served, therefore, as a part of the total educational program, and designed to improve children's diets by providing nutritionally sound meals. Students may pay for one meal or pay in advance for any quantity of meals. Applications for free and reduced lunches are available in the school office. Questions regarding the school food service are welcome (440) 256-3344, x4009. Please visit the school's website to sign up for the NutriKids system.

Psychological Services

A psychologist is available through the Lake County Educational Service Center. Parents can initiate a request for referral of their child by discussing their concern with the principal, a teacher or the guidance counselor. The psychologist provides service in the field of testing, individual child study and special education recommendations. Any questions may be directed to the director of Pupil Services at (440) 256-3344 x1008.

Speech, Language and Hearing

The speech, language and hearing program in the Kirtland Schools is concerned with providing corrective therapy for those students who display speech defects, articulation, cleft palate, delayed language, voice and speech disorders related to hearing loss. All kindergarten, first and second graders are screened for speech/language defects at the beginning of the school year. Students in grades kindergarten through twelve are screened from teacher referrals. Any student who seems to have problems in the areas of articulation and/or language is tested by the speech therapist, after obtaining written consent from parents. After a parent conference, identified children are then enrolled into therapy classes. If any parent feels his/her child may need help in the area of speech/language development, the school's speech therapist should be contacted.

Parent Permission Needed

All students attending an activity after school and not riding the bus/walking home **MUST** have **written** permission in order to go to that activity or leave the building. All students that will be going home with another student need a note from their parent the day of the event. It is also requested that **last minute changes (after 2:00 pm) be kept to emergencies only** as it is difficult and disruptive to get messages to children throughout the building late in the day.

Substitute Teachers

A licensed substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or a family emergency. Students are expected to cooperate and behave and to be extra courteous to substitute teachers. *Any misconduct in the classroom will be dealt with immediately.*

Telephone Use

The office telephone is for school business and emergency calls only. For obvious reasons, students will not be called to the telephone except in cases of an emergency. Permission is required from the principal before the school telephone may be used for any reason. Students should plan ahead so that they will not need to make emergency calls for transportation or supplies.

Visitations

Parents are invited to visit our school. Please make arrangements prior to your visit. Students from other schools will not be allowed to “drop in” to visit during school hours. Prior arrangements need to be made.

Walkers

The safety of students who walk to school is a major concern. The cooperation of parents is needed to build and maintain good safety habits.

Urge your child to:

- Walk on sidewalks where possible - walk facing the traffic and avoid cutting across lawns and lots;
- Cross only at marked intersections; (Joseph Street and Chillicothe Road)
- Refuse to enter strange automobiles or talk to strangers;
- Go directly to school or home before beginning to play - let an adult know you are there;
- Be considerate of smaller children;
- Arrive at school no earlier than 8:40am.

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 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 person. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Withdrawals

If you plan to move out of our school district, you should obtain your child’s report card and transfer slip. We will need all text and library books returned and fees current before withdrawal. We will send the child’s complete record when the new school requests it.

KES – Behavioral Expectations

<i>Expectations</i> → School Settings ↓	Hard Working	Open Minded	Respectful	Noble	Engaged	Trustworthy
Classroom	<ul style="list-style-type: none"> ❖ Come prepared ❖ Always do your best 	<ul style="list-style-type: none"> ❖ Listen to others' ideas ❖ Accept differences 	<ul style="list-style-type: none"> ❖ Take care of classroom materials ❖ Listen to and follow teacher directives 	<ul style="list-style-type: none"> ❖ Set a good example ❖ Use kind words 	<ul style="list-style-type: none"> ❖ Participate ❖ Provide positive feedback to peers 	<ul style="list-style-type: none"> ❖ Do your own work ❖ Treat others with kindness and respect
Recess	<ul style="list-style-type: none"> ❖ Follow adult expectations at recess ❖ Play fair 	<ul style="list-style-type: none"> ❖ Include others ❖ Celebrate good choices and feelings of others 	<ul style="list-style-type: none"> ❖ Honor each other's space and playground equipment 	<ul style="list-style-type: none"> ❖ Share with others ❖ Wait your turn 	<ul style="list-style-type: none"> ❖ Follow rules of good sportsmanship 	<ul style="list-style-type: none"> ❖ Own up to your mistakes rather than blaming others
Cafeteria	<ul style="list-style-type: none"> ❖ Clean up after yourself ❖ Stay focused on eating lunch 	<ul style="list-style-type: none"> ❖ Welcome others to your table 	<ul style="list-style-type: none"> ❖ Keep your hands and lunch box to yourself 	<ul style="list-style-type: none"> ❖ Wait your turn ❖ Be helpful to your tablemates 	<ul style="list-style-type: none"> ❖ Use good table manners ❖ Follow adult directives 	<ul style="list-style-type: none"> ❖ Choose appropriate interactions and words
Restrooms	<ul style="list-style-type: none"> ❖ Clean up after yourself ❖ Use good hygiene procedures 		<ul style="list-style-type: none"> ❖ Respect others' belongings and school property 	<ul style="list-style-type: none"> ❖ Respect the privacy of others 	<ul style="list-style-type: none"> ❖ Take care of business in a timely fashion 	<ul style="list-style-type: none"> ❖ Use restrooms only when needed
Hallways	<ul style="list-style-type: none"> ❖ Keep hook and floor space neat and organized 	<ul style="list-style-type: none"> ❖ Guard the learning time of others ❖ Smile at others 	<ul style="list-style-type: none"> ❖ Respect each other's boundaries and personal property 	<ul style="list-style-type: none"> ❖ Use good manners ❖ Keep voice at appropriate level (0-1) 	<ul style="list-style-type: none"> ❖ Walk with Hornet Hands 	<ul style="list-style-type: none"> ❖ Be a good role model for others
Bus	<ul style="list-style-type: none"> ❖ Stay in your seat ❖ Listen to the driver 	<ul style="list-style-type: none"> ❖ Be accepting of changes 	<ul style="list-style-type: none"> ❖ Keep your voice at appropriate level 	<ul style="list-style-type: none"> ❖ Always use appropriate language 	<ul style="list-style-type: none"> ❖ Keep track of your own belongings ❖ Safety first! 	<ul style="list-style-type: none"> ❖ Respect others' property and space

Appendix A

KIRTLAND LOCAL SCHOOL DISTRICT STUDENT ANNUAL NOTICES

BOARD POLICIES

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.

Removal, Suspension, Expulsion, and Permanent Exclusion of Students

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.

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.

Civil Rights Compliance and Grievance Procedure

The District has designated the superintendent as its Civil Rights Coordinator to monitor and evaluate district compliance with Title VI and Title IX. If any person believes that the Kirtland School District or any of the District's staff has inadequately applied the principles and/or regulations of these laws, she/he may bring forward a complaint, which shall be referred to as a grievance to the superintendent and District Civil Rights Coordinator. District Administrative Guideline 2260B specifies the procedure for investigation of any grievances. (Refer to Board Policies #2260, 5610.) The District has designated the Director of Pupil Services as its Section 504 and ADA Coordinator. The district's Director of Pupil Services should be contacted if anyone feels these laws have been violated at (440) 256-3311 X1008.

Dangerous Weapons

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

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

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

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

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

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.

Sexual and Other Forms of Harassment

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or

physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive educational environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic. Sexual and other forms of harassment will not be tolerated.

The harassment of a staff member, student of this District, or third party (visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any professional staff member or agent of this Board who is found to have harassed a professional staff member, student, or third party will be subject to discipline in accordance with law and/or the terms of any applicable collective bargaining agreement. Policy #5517

Student Directory Information

Board Policy #8330 has established the following information about each student as “directory information” and will make it available upon a legitimate request, unless a parent, guardian, or adult student notifies the school district within 10 days after receipt of the District’s public notice that he/she will not permit distribution of any or all such information:

- name, address, date and place of birth;
- major field of study; and sports;
- height and weight; if a member of an athletic team,
- dates of attendance,
- dates of graduation and awards received.

In accordance with State law, the District shall release the names and addresses of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces who requests such information. Such data shall not be released if the adult student or student’s parents submit a written request not to release such information.

Use of Medications

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

OHIO LAWS

Compulsory Attendance

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be 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 shall require, from the parent of each student or from an adult student who has been absent from school or from class for any reason, a (written) statement of the cause for such absence. 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 suspension or expulsion.

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 Board authorizes the Superintendent to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence.

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

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly.

Policy 5200

Use of Tobacco

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

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

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.

Student Fees, Fines and Charges

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

Student Network and Internet Acceptable Use and Safety

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 Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines. Policy and Administrative Guideline 7540.03.

Appendix B

Student Possession of 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 pagers, cellular telephones, personal digital assistants ("PDAs"), smartphones, and other portable electronic communications devices (collectively "electronic communication device") while on school property, **as long as these devices are turned off and stored out of sight during school hours and any other instructional time.** The District assumes no responsibility or liability if these devices are broken, lost or stolen, whether in the possession of students or if confiscated by school personnel.

During school hours, (excluding lunch periods per Administrative permission, pass by periods, restroom breaks, student assemblies, 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, (2) stored in a locked locker or stored out of sight, and (3) 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 on school property, 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 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.

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.

Board Approved: 12/14/2009

First Offense – First time violators of this policy will be asked to power off the device and put it away out of sight.* The infraction will be reported to the principal/designee on a written referral, and the student will be issued a warning or detention. Parent/guardian will be notified of the offense and consequence.

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

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

*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.

Appendix C

Child Find Public Notice

Special Education Child Search

Kirtland Local Schools, as well as all other schools districts across the state have been given the responsibility by both federal and state laws to locate, identify and evaluate children with disabilities, ages birth through 21, who may be in need of special education and related services. If you are aware of a child who may have special needs, please contact the building principal of the school or the Director of Pupil Services (440) 256-3311 x1008.

Public Views in Funds for Handicapped

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

Policy of Non-Discrimination

The Kirtland Local School District does not discriminate on the basis of race, color, national origin, sex, handicap or religion in the educational programs and/or activities operated by the district insofar as employment opportunities. The District considers applicants for all positions with regard to race, color, religion, sex, national origin, age, marital status, the presence of a non-job related handicap, or any other legally-protected status. The District is an equal opportunity employer.

Student Records

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