

Kirtland Local Schools

Kirtland High School Student/Parent Handbook

2024 – 2025



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Kirtland Ohio 44094

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www.kirtlandschools.org

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Mr. Matt Paul, Athletic Director / Assistant Principal

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Mrs Shannon Green, Vice President
Mr. Jonathan Withrow, Member
Mrs. Sheila Dikowicz, Member
Dr. Matt Whittaker, Member



Dr. Chad VanArnhem – Superintendent



KIRTLAND LOCAL SCHOOLS: KHS STUDENT HANDBOOK

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Dear Students and Parents/Guardians:

Welcome to a new school year! We are honored to serve as your administrative team for the 2024-25 school year. We look forward to promoting, fostering, and supporting the incredible efforts of our students, staff, and community. We will dedicate ourselves towards making our school a positive, safe, engaging experience for all students that walk the halls of our building. We also recognize the values of the community and the district, striving for continuous improvement for the educational experience of all children.

The high school years offer unique challenges and opportunities for students. The high school experience requires increased dedication, innovation, and collaboration for students to find success. Our mission is to encourage your child(ren) 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 KHS and families are vital to the success of each child. This partnership requires consistent collaboration and communication to maximize educational growth. Together, we can accomplish great things.

Our staff is committed to providing engaging curricular and co-curricular experiences that will help students continue to expand the tradition of excellence that the Kirtland Local Schools have always embodied. However, for the excellence we strive for to be attained, it takes the dedication of our entire community. It is the responsibility of all of us to help these young people reach their true potential as learners and citizens. To that end, it is imperative that parents, faculty, staff, community members, and, of course, students take an active role in supporting the Kirtland Local Schools Strategic Plan we have collectively cultivated.

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,

Victor Puskas
Mr. Victor Puskas (Principal)

Matt Paul
Mr. Matt Paul (Athletic Director / Assistant Principal)



Bell Schedule

Monday, Tuesday, Friday

7:30 – 8:21 (51 mins) 1st period	
8:25 – 9:20 (55 mins) 2nd period (video announcements)	
9:24 – 10:14 (50 mins) 3rd period	
10:18 – 10:58 4A Lunch*	10:18 – 11:08 Early 4th period (50 mins)
11:02 – 11:52 Late 4th period (50 mins)	11:12 – 11:52 4C Lunch*
11:56 – 12:46 (50 mins) 5th period	
12:50 – 1:40 (50 mins) 6th period	
1:44 – 2:37 (53 mins) 7th period	

Wednesday (Blue)

7:30 – 8:50 (80 mins) 1st Block	
8:55 – 10:20 (85 mins) 3rd Block (video announcements)	
10:24 – 11:04 1st Homebase (40 mins)	10:24 – 11:04 9/12 Lunch* (40 mins)
11:08 - 11:48 10/11 Lunch* (40 mins)	11:08 - 11:48 2nd Homebase (40 mins)
11:52 – 1:12 (80 mins) 5th Block	
1:17 – 2:37 (80 mins) 7th Block	

Thursday (Gold)

7:30 – 8:50 Delayed Start	
8:55 – 10:20 (85 mins) 2nd Block (video announcements)	
10:24 – 11:04 1st Homebase 10/11 (40 mins)	10:24 – 11:04 9/12 Lunch* (40 mins)
11:08 - 11:48 10/11 Lunch* (40 mins)	11:08 - 11:48 2nd Homebase 9/12 (40 mins)
11:52 – 1:12 (80 mins) 4th Block	
1:17 – 2:37 (80 mins) 6th Block	

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.

Sunset Statement

This Handbook replaces all prior handbooks and other prior written material provided on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.

KIRTLAND LOCAL SCHOOLS 2024-2025 CALENDAR

August 14	Building Meeting – <i>No School</i>
August 15	Classes Begin
August 30	Teacher Work Day – <i>No School</i>
September 2	Labor Day – <i>No School</i>
October 10	End of 1 st Nine Week Grading Period
October 11	NEOEa Day – <i>No School</i>
November 15	K-12 Conferences – <i>No School</i>
November 27- December 2	Thanksgiving Break – <i>No School</i>
December 20	End of 2 nd Nine Week Grading Period
December 23 - January 3	Winter Break – <i>No School</i>
January 6	Records Day - <i>No School</i>
January 7	Classes Resume (End of Winter Break)
January 20	Dr. Martin Luther King Jr. Day – <i>No School</i>
February 10	Teacher Work Day – <i>No School</i>
February 17	President’s Day – <i>No School</i>
March 7	End of 3 rd Nine Week Grading Period
March 24 - March 28	Spring Break – <i>No School</i>
May 9	<i>JR/SR Prom – No School</i>
May 17	2025 Graduation / Commencement
May 26	Memorial Day
May 30	Students’ Last Day - End of 4th Quarter
June 2	Record’s Day – <i>No School</i>

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



Kirtland Local Schools Strategic Plan



OUR VISION

Kirtland Local Schools will provide a personalized education for all students.

OUR MISSION

We educate students to become empowered citizens.

WE BELIEVE IN

- Cultivating a personalized learning environment for all students.
- Providing a safe, positive, and productive atmosphere.
- Increasing communications within the schools, families and the community.
- Encouraging innovation and cultivating a sense of intellectual curiosity.
- Treating all persons with respect and dignity.
- Empowering students to have a voice in our democracy.

OUR GOALS

1. Kirtland Local Schools will implement a personalized learning pathway system for all students (with a focus on innovation, life skills, and career and college preparation).
 - a. Update and modernize the district's curriculum, instruction (literacy) and assessment to promote intellectual curiosity and ensure alignment to state and local standards, while preparing students for life after graduation.
 - b. Develop college and career pathways to expose students to multiple opportunities to help in post-secondary planning.
 - c. Expand the use of technology to promote personalized learning in grades K-12.
2. Kirtland Local Schools will continue to focus on a safe and secure environment, including the appropriate social and emotional supports to develop the whole child.
 - a. Provide a systematic structure to support the needs of our students and staff in creating a positive and productive school climate.
 - b. Work with local safety officials and other professionals to evaluate and upgrade our safety procedures, policies and equipment.
 - c. Provide our students with relevant educational experiences that promote healthy choices.
3. Kirtland Local Schools will manage resources efficiently and effectively focused on student learning.
 - a. Continue to find cost control and reduction measures through increased efficiency and utilization of the District's five fiscal management beliefs.
 - b. Explore alternative revenue options that supplement traditional funding sources.
 - c. Educate the community on school finances regularly.
4. Kirtland Local Schools will implement a plan to engage and empower students, staff, parents and community.
 - a. Work with the high school and current, active graduates to develop increased engagement with our alumni.
 - b. Develop relationships with local business and alumni professionals for college and career pathways.
 - c. Increase involvement between the students and the community.
 - d. Increase district and building-level communication with parents/guardians.
 - e. Increase opportunities for the community at large to ensure awareness and active participation in the education process.



Kirtland Local Schools Strategic Plan



VISION

PROVIDE PERSONALIZED EDUCATION FOR ALL STUDENTS

GOALS

PERSONALIZED LEARNING

- Modernize curriculum and assessment to promote intellectual curiosity
- Develop college and career pathways
- Expand the use of technology

SAFE & SECURE ENVIRONMENT

- Provide structure to support student and staff needs
- Partner with local safety officials
- Promote healthy choices for students

WELL-MANAGED FINANCES

- Control costs
- Explore alternative revenue options
- Educate community on school finances

ENGAGED COMMUNITY

- Engage alumni
- Partner with businesses
- Increase student and community interaction
- Increase parent communication
- Engage community

S T R A T E G I E S

MISSION

WE EDUCATE STUDENTS TO BECOME EMPOWERED CITIZENS

KHS Phone Directory – Anna George - 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
H80	4523	JESSE BOBBITT
H212	3506	ALEX ARDO
H115	4514	JEN BERRY
H203	4526	STEVE MILAZZOTTO
H90	4518	TIM FLORJANCIC
H205	4501	MERIAH DUNCAN
H112	4529	ALLISON ECKERLE
H109	4516	ERIC EYE
H207	4502	RYAN BEELER
THE NEST	4007	KIM RUGGERI
H198	4513	BRIAN HARVEY
H209	4532	BETH HRUSOVSKY
H110	4531	SEAN JOSEPH
H116	4503	HEATHER KLEMENS
H206	4504	VALERIE KRAHE
H211	4506	TIGER LAVERDE
H199	4509	JAMIE KAMENSKY
H209	4510	ALICIA MARTIN
H117	4511	LAURIE MELFI
M58	4515	KIM PERRY
M55	4507	SARAH POULSON
M50	4517	GREG SAYLE
H202	4520	ALEXA TARASCO
H118	4519	JOHN VALENTIC
M51	3519	KURT RAGLE

KIRTLAND LOCAL SCHOOLS

KHS STUDENT HANDBOOK

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 totally make up for what 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 Local Schools.

The State has established the following thresholds for "excessive absence:"

- Absent 38 or more hours in a month, with or without legitimate excuse
- Absent 65 or more hours in one school year with or without legitimate excuse

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.

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 who reach truancy will be required to attend an Absence Intervention meeting, along with their parent/guardian.** Students may be referred to the juvenile courts if they fail to adhere to an absence intervention plan.

Informing the School

Parents should telephone (from home or work) **440-256-3311 (ext. 4003)** 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 outlined 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.

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.

**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 an unexcused 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.*

Early Dismissals/Late Arrivals

Parents are asked to call the school to make arrangements for early release as soon as possible. For KHS, calls should be directed to the attendance office at 440-256-3366 Ext. 4003. Written requests are to be turned into the office by 7:50 a.m. The following information is needed:

- a. Student's name
- b. Reason for the release
- c. Date and time of the appointment
- d. Phone number to reach a parent or guardian
- e. Signature of the parent or guardian
- f. Expected time of return

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.**

Procedure:

- a. After meeting the requirements stated above, a student will be issued a "dismissal slip"
- b. A student leaving school must have prior approval of an administrator and parent/guardian.
- c. If a student, for some unforeseen reason, must leave the premises, he or she is to report to the office where a call can be made to a parent or guardian to get permission to leave.
- d. The dismissal slip is to be turned into the main office at the time the student signs out. Students must report to the office and sign in or out of school at all times.

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

Early Dismissal/Late Arrival Privileges

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

1. 3.0 cum GPA and passing all subjects the previous quarter*
2. An acceptable discipline record.
3. On-track for meeting statewide testing point requirements*
4. Reason for early dismissal/late arrival.
5. Parental permission.
6. A study hall scheduled for the first or last period of the day*.
7. Junior or senior level status
8. Full-time status* (5 credits)

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

College Visitations

College visitation days should be scheduled through the guidance office. Students need their parents' approval for the visitation. Juniors can be excused for two (2) college days and seniors are permitted (3) days per school year (KHS Visitation Form must be signed by the institution contact). College visitation days may be scheduled between October 1 and May 15. Local college fairs that students attend will be considered college visitation days, and other vocational visits may be approved by the Administration.

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).

Academics

Kirtland Local Schools believe in the importance of celebrating and recognizing the academic accomplishments of our students.

Honor/Merit Roll

High Honors: Any student who earns above a 4.0 during the grading period.

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 Recognition:

We believe that student achievement in academic activities is very important. Both schools sponsor recognition ceremonies (sponsored by KAB) at the end of the school year to acknowledge these students. At KHS, a dinner (for Juniors and Seniors) and a lunch (for Freshman and Sophomores) honor those students recognized for excellence in the classroom.

Academic Letter

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

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

Honors Diploma

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Academic Honors Diploma. Students must meet all minimum graduation requirements and ***all but one*** of the following criteria, as determined by the Ohio Department of Education:

ACADEMIC HONORS DIPLOMA	
Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	1 unit
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher

Advanced Placement

Advanced Placement courses provide a means for high school students to undergo the academic rigor of college coursework while continuing to attend classes at Kirtland High School. In May of each year, students enrolled in Advanced Placement (AP) courses have the opportunity to take exams for each course and earn college credit if they score well. AP courses on a student's transcript can be very advantageous when embarking on the highly competitive college admissions process. Make an appointment with your guidance counselor for assistance in determining what AP courses may be right for you.

Weighted Grades & Benchmarked Quarterly Assessments

Weighted categorical grades have been instituted at KHS (70% Summative/30% Formative for all classes) so that we can truly assess student learning against the major work of the class - what the students should know and be able to do for each course. This 2 prong approach includes the addition of benchmarked quarterly assessments which will produce standard-based data to support, remediate, and extend all students in the classroom. Each Benchmark quarterly assessment will be separate from the quarterly grade, and count towards 5% of the final grade. In total, the four quarterly benchmark assessments will total 20% of the final grade. Students who take an AP exam, or an end of course exam, will be exempt from the 4th quarter Benchmark in that class.

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 KHS at 7:00 AM; however students are **limited to their respective lunch rooms** (KHS JR/SR can go to their lockers). Students should be out of the building by 3:00 p.m. each day unless under the 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 charges.

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.

Athletics & Extracurricular Activities

The role of athletics in the extra-curricular program will be to develop good character, self-discipline, and leadership through competitive activities that further develop the specialized athletic abilities of students. These programs will both stimulate personal growth and develop role models for other members of the student body and the community. Recognizing that athletics are an important part of school life for many students, Kirtland High School offers comprehensive programs of interscholastic sports which includes girls and boys cross country, football, volleyball, girls and boys soccer, golf, boys and girls basketball, wrestling, boys baseball, girls softball, tennis, and girls and boys track.

Athletic Code of Conduct

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

Athletic Eligibility

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

Interscholastic Extracurricular Eligibility

Kirtland High School students must satisfy OHSAA By-Law 4-4-1 In the preceding grading period, receiving passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation and maintain a 1.50 grade point average or higher in order to participate in interscholastic extracurricular activities. (Failure to meet the OHSAA By-Law 4-4-1 requirements will mean a student is ineligible for the entire grading period regardless of a student's GPA. Failure to meet the 1.50 minimum grade point average at the end of a grading period will mean a student is required to participate in a remediation program prescribed by the appropriate teacher(s), guidance counselor, and building administrator. The coaching staff of each athletic team on an individual basis will determine the opportunity for a student/athlete to practice during a period of ineligibility. OHSAA eligibility rules apply to all extracurricular activities at Kirtland High School. For non-OHSAA sports/clubs/activities, administrators may make exceptions to eligibility based on extreme circumstances.

Athletic Expectations

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

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 the 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 any time.
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 hazards 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 refusal to submit to the authority of the driver will result in the loss of the privilege to be transported by the bus to school.*

Career Education

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

Goals of the Career Education Program include:

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

Cell Phone/Electronic Device Policy

While **Kirtland High School** allows the use of cell phones during appropriate times, this is at the discretion of the administration and staff. Subject to the guidelines set forth herein and with parental or guardian permission, students may be allowed to possess cellular telephones, personal digital assistants (“PDAs”), smartphones, and other portable electronic devices while on school property, as long as these devices are out of sight during instructional time and do not cause a distraction to the school day.

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 ringtone, vibrating alert, speakers, 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 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. 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.

Change of Address/Custody

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

Child Find

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 in our specific buildings at all times, however, there is always a nurse on campus (at one of the three 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.**

College Credit Plus (CCP)

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

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's 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

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

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

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 designated 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.

Drivers Education

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

Dropping a Course

A student may drop a course during the first ten days of the semester. However students are required to meet with the teacher involved, the guidance counselor, and receive administrative approval before a schedule change can be made. Dropping a course within the first ten days of school will permit a student the opportunity to enter into another course. A student is required to make up any assigned work a teacher may request within the time set by the individual teacher. Any missed work will be treated the same as an excused absence from class. (See make-up work) Any student wishing to drop a course after the first 9 weeks of a semester, will require a meeting consisting of the principal, guidance counselor, parent/guardian, teachers(s) and student involved. The final decision will rest with the Principal. Required courses cannot be dropped unless a workable schedule can be organized for the upcoming school year. Students must maintain full time status.

Eighteen-Years Olds

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

Emergency Removal

Emergency Removal is 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 extracurricular activities.
 - b. A teacher may remove from curricular or extracurricular 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.

Note on Expulsion: Auburn Career Center and Kirtland Local Schools have reciprocity regarding the expulsion and/or suspension of students. When a student is issued an out-of-school suspension or an expulsion from Kirtland or Auburn Career Center the other entity shall honor this disciplinary action, meaning it is reciprocal. If a student is suspended/expelled from Kirtland they are suspended/expelled at Auburn Career Center as well and vice versa. The violation does not have to correspond to the Kirtland Student Code of Conduct or Auburn Career Center's Student Code of Conduct for this to take effect.

Exclusion of Students (Permanent) 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. KMS 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)

First Aid

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

Full Time Status

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

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/her circumstances and opportunities, and to plan his/her life in a satisfactory manner to serve him/herself as well as society.
7. The Guidance Counselor is available to assist students with any academic or social problems 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). 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

Home Base periods occur on Block days at KHS. Home Base time will be used for pathways, guest speakers, academics, programming, exploration, literacy, and academic support / intervention as needed.

Homework

Our staff will make an effort to ensure that homework 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 (PBIS)

Kirtland 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. PBIS is a framework or approach for assisting school personnel in adopting and organizing preventive behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. Kirtland Middle School and Kirtland High School's PBIS program extends the core value of the Kirtland Elementary School "HORNET" program into something that is more age-appropriate for middle and high school students.

The 6-12 PBIS Framework allows us to better support all students with their social-emotional needs, mental health, and stress levels while encouraging positive behaviors. This initiative centers around the concept of positively affecting self, others, and the world. Students are challenged to **Improve** (Yourself), **Empower** (Others), and **Impact** (the World) on a daily, ongoing basis to truly make a difference in their lives and the lives of others. This holistic approach to our school climate and culture will foster growth in competencies and skills of our students as they transition from KMS to KHS and support our Profile of a Hornet upon graduation from Kirtland. Our ultimate goal is for these competencies and skills to create empowered citizens that can affect positive change within our schools, our community, and the world at large.

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 7:30 a.m. and will be dismissed at 2:37 p.m.
2. **Half Day** – Students assigned to ISR will be instructed to report for either AM or PM ISR. AM ISR will start at the beginning of the school day and go through the lunch/rec period. PM ISR will start during the lunch/rec period and conclude at the end of the school day.
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 provided 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.

Lockers

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.

Students will be assigned lockers on the first day of school. Athletic lockers are not to be used for academic materials. Once assigned, lockers should not be changed or shared, as damages incurred to a locker will be the responsibility of the student assigned to that locker. 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!

Kirtland Local Schools are not responsible for lost items. Valuable items should not be stored in student lockers. Students should keep their lockers locked and their combination should not be shared.

Students are to clean out their lockers regularly (schoolwide locker cleanouts will occur from time to time as well). THE SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS REMAINING IN LOCKERS AFTER THE LAST DAY OF THE SCHOOL YEAR. Writing on the outside and/or inside of a locker is prohibited. Also, any damages incurred through carelessness, kicking, slamming doors, or altering the interior of lockers will be considered vandalism and treated as such. If a student has a problem with a locker that does not open or has a problem with items being taken out of the locker, he/she should contact the office.

Loss of Privileges

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

Lost and Found

When found, all lost articles should be turned 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. No one is to leave the lunchroom without the explicit **permission of the staff member** in charge (loitering is not allowed). Recreation time is provided in the gym unless other arrangements are made. 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 (services like Uber Eats, GrubHub, etc. are strictly prohibited). **Students must put their lunch in their locker until lunch time.**

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 students as necessary.

Makeup Work

In cases where students have excused absences, the students are given one school day for each excused absence to make up their work plus one extra day. For example, if a student has one excused absence, then he/she will have two days to complete all assignments. If a student has three excused absences then he/she will have four days to complete all assignments. If a student is absent on a day an assignment is due, the student is responsible for the assignment when he/she returns to school. It is the discretion of the teacher whether or not to expect major assignments on the due date. If the student cannot be in school on the day a major assignment is due, arrangements must be made to bring the assignment to the teacher on the due date. It is the responsibility of the student to communicate with the teacher about missed work when returning to school following excused absences. It is up to the teacher's discretion if he/she will allow the student additional days other than those allotted by the guidelines stated above. Students, when returning to school, are expected to stay current with work assigned.

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.

National Honor Society

Kirtland High School established a local chapter of the National Honor Society in 1947. The purpose of the organization is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the young men and women of Kirtland High School. To be eligible for membership, the candidate must be a member of the junior or senior class and have a cumulative grade point average of 3.75. The faculty council shall then evaluate candidates on the basis of service, leadership, and character. The selection of each member shall be by a majority vote of the faculty council, upon the recommendation of all faculty members. Each member is required to be involved in service projects, both as an individual and as a group, that fulfills a need within the school or the community. These projects shall have the support of the administration and faculty, be appropriate and educationally sound, and be well planned, organized, and executed.

Online Courses

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

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 are 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 participate in or attend any school-related activities during the weekend. If a student's suspension ends on a Friday, the student would be permitted to attend weekend school related activities. Athletes are to refer to the Athletic Participation Guidelines and Individual Sports Regulations. If the suspended student attends any school-related activity during the period of suspension then he/she will be assigned an additional day of out of school suspension.
2. A suspended student will be responsible to keep up with all instructional material, homework, and tests. All work is to be submitted to the teacher(s). Assignments and credit will be made up in accordance with other excused absence protocol, with the exception noted in item #3 below. The other exception is the allotted time to submit make-up work. Unless stated otherwise by the principal, make-up work deadlines will be 2 school days for suspensions of 3 days or less, and 3 school days for suspensions greater than 3 days.
3. No student should expect a teacher to provide special instruction to catch up with the work. Although the faculty is committed to student achievement, it is unreasonable for any suspended student to expect special considerations when suspended from school. Private tutoring at the student's expense may be necessary for longer periods of suspension.

Note on Suspension: Auburn Career Center and Kirtland Local Schools have reciprocity regarding the expulsion and/or suspension of students. When a student is issued an out-of-school suspension or an expulsion from Kirtland or Auburn Career Center the other entity shall honor this disciplinary action, meaning it is reciprocal. If a student is suspended/expelled from Kirtland they are suspended/expelled at Auburn Career Center as well and vice versa. The violation does not have to correspond to the Kirtland Student Code of Conduct or Auburn Career Center's Student Code of Conduct for this to take effect.

Parking Rules and Regulations

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

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

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

1. Register your vehicle and obtain a parking permit
2. The speed limit on school grounds is 5 mph.
3. The driver will leave his/her car upon parking and not return to the parking lot until the end of the school day unless he/she has received permission through the school office. Loitering in the parking lot is forbidden.

4. Students are to park in the area provided for them in front of the high school (11-12th gr.) and in back of the middle school (10th gr.) and are NOT to park in the areas behind the high school reserved for middle and high school faculty.
5. At the end of the school day, students driving vehicles must not interfere with the loading of buses by cutting through the center of campus to prepare for athletic practices.
6. Students remaining for practices shall leave their vehicles in the front lot until after practice is completed. The busses will load between the high school and middle school buildings and depart at approximately 2:50 p.m.

Driving a motor vehicle to and from school is a privilege. Students driving to school must exercise all due care, courtesy, and the safety measures required of licensed drivers in the State of Ohio. Reckless operation, squealing tires, excessive speed, and/or other irresponsible actions by the driver or his/her passengers will not be tolerated. These actions as well as excessive tardiness, leaving school grounds without permission, being in the parking lot and/or in a car prior to the student's departure time, parking in an unauthorized area may result in the student's parking privilege being suspended and are punishable under Misconduct in the Code of Conduct. **School officials retain the right to examine the contents and/or search a car parked on school premises or at a school sponsored activity when reasonable belief has been established that items contained in the car may interfere with the safe and effective operation of the school or may violate the Code of Conduct.**

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 directly involved in a school activity. Athletic Spectators are asked to go home after school and return for the contest (games generally start no earlier than 4:00 pm at either building).** When available, staff will supervise students in the building. Car-pooling is suggested and encouraged.

Repeating Courses

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

Report Cards & Grading Policies

The mark given in any subject represents the achievement of the individual as related to his/her group and his/her 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. Report cards will no longer be mailed home, but will be available digitally to parents and students. Please contact your respective office if you would like to opt-in to mailed report cards.

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 KHS cafeteria (regardless of which building the student attends) 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 engage in activities that are disruptive to the educational environment.
7. Students are not permitted to bring or consume food or beverages during Saturday School.
8. Students are required to bring enough of their own study materials, including school related books, paper, pens, pencils, etc. to occupy the entire four hours.

9. There will be a ten (10) minute break (around 10:00 am). Students may use the restroom, throw away paper, and sharpen pencils, etc. at that time.
10. Students are responsible for their own transportation to and from Saturday School.
11. Students can only be excused from attending Saturday School by a building level Administrator.
12. **UNEXCUSED ABSENCE FROM SATURDAY SCHOOL will result in further disciplinary action based on the discretion of administration.**

School Sponsored Performances

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

Schedules & Scheduling

During winter and/or spring, 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. **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.

School Insurance

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

Signs

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

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).

Sportsmanship

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

Student Council

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

Student Deliveries/Messages

The delivery of messages to students during school hours causes disruption of classes; therefore it is requested that all family business (reminder of appointments, etc.) will be attended to before the student leaves home in the morning. School personnel will deliver legitimate emergency messages from parents to students as soon as possible. Again, please use good judgment when making these requests. **If there is a message that needs to be communicated to a student, they will be called down to the main office at the school's earliest convenience.** If at all possible, please communicate scheduled doctor and dentist appointments to your child before school and have them bring in a note explaining the reason for early dismissal. Students who receive deliveries (flowers, balloons, etc.) will be notified by the office to pick these items up after school. Under no circumstances will these be delivered to student classrooms or be picked up before the end of the school day. **Food deliveries are not permitted during school hours.**

Note on Food Delivery: Kirtland Local Schools do not accept or allow any food deliveries to our schools (i.e. GrubHub, Doordash, Uber Eats, etc.) during the school day. We will not allow this food/drink to be delivered to the school - it will be turned away at the door. Additionally, students will not be permitted to accept this food at any time.

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 Local Schools. ***Items not permitted include, but not limited to: Extremely Short shorts, short skirts, etc. Visible midriffs, low cut tops (revealing clothing), 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 the law. Administrators, staff members, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities. Policy 5516

Student Network and Internet Acceptable Use 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 Website, chat room, electronic bulletin board system or any other person or location without approval from an appropriate District administrator;
- Any use that constitutes an 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 email 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 of 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

Student Publications

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

1. **School Sponsored Publications:** To be considered school-sponsored, a student publication must have an advisor appointed in the same manner as other activity advisors. Each such publication must conform to written standards, which standards may vary from publication to publication and from building to building, however, the standards must at least provide that no publication shall be distributed which contains untrue, libelous, or defamatory materials, obscenity, or statements which incite others to damage property, physically harm others, or seriously disrupt school activities or the educational process.
2. **Nonschool-Sponsored Publications:** Students who edit, publish, and/or wish to distribute nonschool sponsored handwritten, printed, or other material (including computer-generated or otherwise produced graphics) among their fellow students must assume responsibility for the content of the publication/materials. Each building should develop as the necessity demands, such restrictions on the time and place of distribution as are considered desirable. The same standards of publication apply to nonschool as to school-sponsored publications. As set forth above, such standards prohibit:
 1. Defamatory statements;
 2. "Hate" literature, including but not limited to, publications which attack ethnic, religious, or racial groups;
 3. Writings or other media creations aimed at disrupting order or discipline in school, or creating hostility or violence or violation of school policy or civil law;
 4. Obscene, pornographic or vulgar material or material which contains lewd or vulgar language;
 5. Materials which denigrate specific individuals in or out of school, or which invade the rights of others.

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

Study Hall Procedures

Study halls will be held in several areas of Kirtland High School. Study hall behavior should be no different from that in the regular classroom. These areas are for study and the teacher may set forth rules for their study hall in accordance with a good learning atmosphere. **With this in mind, study halls will be a quiet area in which talking and noise will be held to a minimum.** Passes out of study hall should be secured in advance. Students may have access to cell phones/electronics limited based on the cell phone policy.

Substitute Teachers

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

Surveillance

Parts of our school (i.e. 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.

Use of Tobacco Products, Vaping Devices, etc.

For purposes of this policy, use of tobacco products, vapes, etc. shall mean all uses of these products, including (but not limited to) cigarettes, electronic and/or vapor smoking devices, vaping pods, cigars, pipes, clove cigarettes, (look-alike) tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other paraphernalia.

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. Policy 5512.

Visitors

Visitors and parents that wish to visit the school or a staff member must seek authorization through the respective office of the building they intend to visit. They must sign in before visiting any class. A *Visitor's Pass* will be issued if permission is granted. Under normal circumstances, visitors will not be permitted to attend classes during the regular school day. No visitors from another school will be permitted when their school is in session, except as authorized by the Principal or Assistant Principal. KLSB 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.

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

There are certain exceptions:

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

Zero Tolerance 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.*

KIRTLAND LOCAL SCHOOLS

KHS 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 healthy environment for all students and employees in the school district.

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:

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

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.

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.

Rule 1 – Causing Physical Injury, Fighting, Unauthorized Contact or Harassment

No student shall contact, harass or otherwise behave in a manner or provoke others to behave in a manner that may cause physical or emotional injury to anyone on school property at any time or during a school activity, function or event off school grounds. Examples include but are not limited to the following: bullying, harassment, fighting, hazing, intimidation, threats, and extortion, verbal or physical assault or throwing objects of any kind. Furthermore, students will not intentionally hit, slap, strike, kick, etc. another person.

***Consequences:** Can range from 1 to 10 days of suspension with a recommendation of expulsion based on severity of offense and number of offenses.*

Rule 2 – 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 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 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 – Inappropriate Language/Gestures/Pictures/Threats and-or Antagonizing Others: Written, Spoken, and Nonverbal

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.

Rule 5 – Insubordination/Lack of Respect

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. Students shall display respectful behavior to all staff and students, both on and off campus grounds.

Consequence: *1st Offense - Detention / Saturday School and parent notification**

*2nd Offense - Saturday School and parent conference**

**At the discretion of school personnel (administration, teachers, staff, etc.) based on the situation.*

**If repeated, or if an act is blatant, Suspension Out of School may result (per administrative discretion).*

Rule 6 – Bullying, Harassment, Intimidation, Menacing

Confirmed acts of bullying, harassment (including sexual), and intimidation, as well as threats, are subject to the 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 websites, and defamatory online personal polling websites, 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. 14), KLSD 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 7 – Improper Use Of Social Networking Sites, Cyberbullying, Texting, And Unauthorized Use Of Media

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd, unauthorized (without permission), or otherwise illegal or unauthorized use of media whether by electronic data transfers or otherwise (commonly called texting, emailing, airdropping, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd, unauthorized (without permission), or otherwise illegal or unauthorized use of media may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies. Cyberbullying is the act of harassment perpetrated with computers, cellular phones, internet websites, and/or any other electronic devices. If a student is being harassed by these means, even off school grounds, and the effect of such acts hinders a student's ability to learn, it is under our best judgment to take appropriate action.

Rule 8 – 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.

Rule 9 – Damage, Theft or Unauthorized Possession of School or Private Property

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.

Rule 10 – Tobacco Products, Vaping Devices, 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. 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.

Smoking clove cigarettes or other substances is also prohibited. 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. Possessing, using, transmitting, concealing, or showing evidence of consumption of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug-related paraphernalia is a violation of this Code of Conduct.

**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.

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

Rule 11 – 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.

Rule 12 – Truancy, Absence, Tardiness

Students shall comply with state and local attendance laws. School attendance shall include but is not limited to attendance at all assignments as specified in the student’s schedule. Repeated tardiness to school in general or to specific classes or excessive cutting of classes shall be considered a violation. Leaving the school campus without the expressed permission of authorized school personnel shall be considered a violation of this regulation. This will be administered in accordance with the school attendance policy.

Consequence: 5th Tardy - Detention

10th Tardy - Two Detentions

15th Tardy - In School Restriction

Past 15 Tardies: Administrator discretion

(Tardiness will be factored in with excessive absences/truancy when consequences are assigned)

Rule 13 – Loitering / Out of Bounds

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

Rule 14 – Littering

Littering anywhere on school property is prohibited.

Rule 15 – Falsifying Communication with the School / Forgery

Falsifying in writing or orally the name of another person; falsifying times, dates, grades, addresses or other data on school forms or correspondence directed to the school is prohibited. Falsifying any statement during school or police investigation/inquiry is also prohibited and warrants the minimal consequence below.

Rule 16 – 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 17 – Cheating / Plagiarizing / Academic Dishonesty

Generally, teachers will handle this offense within their classroom, based on the guidelines below. If referred to the office, the principal will act on a case by case basis.

Consequences: *1st Offense - Grade of ZERO may be assigned for that project, test, assignment, etc. Teacher may permit retake/redo for partial to full credit (at their discretion), as well as a Detention and parent contact*
2nd Offense - Grade of ZERO (without the option of retake/redo), as well as ONE day In-School Restriction and parent conference
3rd Offense - Grade of ZERO (without the option of retake/redo), as well as ONE days Out of School Suspension and parent conference
4th Offense - Grade of ZERO (without the option of retake/redo), as well as THREE days Out of School Suspension and parent conference

* *Copying work from other students or internet sites is included in the consequences above.*

Rule 18 – Dress Code, Bookbags, Accessories

Conventional school clothes, properly fitted, and in good taste, are the right clothes to wear at Kirtland Local Schools. ***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.**

* *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 19 – Missed Detention

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

Rule 20 – 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 21 – 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 the 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 hazards 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 consequences. The consequence will likely be long term loss of bus privilege.)
13. Squirt guns or other objects that could be considered as weapons are not permitted under any circumstances to be transported on a bus.
14. Pupils must remain in their assigned seats until the bus stops.
15. While waiting for the bus, do not trespass or impose on nearby property.
16. 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 22 – Inappropriate, Unauthorized, Or Disruptive Use Of Cell Phones, Earphones, And Other Electronic Devices

Upon entering the classroom, all students will place their cell phone in the designated area. No airpods are permitted in class. All smartwatches should be used only to tell time during class. Teachers may collect smartwatches during testing. Students may access and use their cell phones/airpods during passing time, lunch, and study hall. Administration has the ability to restrict cell phone use of individual students during study hall based on missing assignments and/or poor achievement. Students may be granted permission to keep their cell phones on them during the school day based on administrator discretion (ex: medical). Students may only use school issued laptops/computers, and may not use a personal laptop.

District issued devices are permitted at all times. **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. Use of any technology in any way that is deemed inappropriate will result in disciplinary action if it impacts the learning environment or other Kirtland students or staff.

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.

Students who are found with a cell phone on their person during the class period will have their device collected for the remainder of the period by the teacher. The teacher will return the device to the student at the end of the period. The teacher will then submit an office referral, resulting in loss of cell phone privileges enforced by administration.

First infraction - one day without cell phone

Second infraction - three days without cell phone

Third infraction - five days without cell phone

Four infractions and beyond - administrator discretion

Rule 23 – Repeated Violations of the Conduct Code

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

Rule 24 – Denial of Privilege

Students who are disciplined at any time during the school year may not be eligible to attend certain events/activities throughout the school year (i.e. extracurricular activities, after school activities, class trips/camp, etc.) As a general rule, students with 3 office referrals, 2 or more In-School Restrictions/Saturday Schools, &/or 1 Out of School Suspension will be excluded. Students may also be excluded at the discretion of the principal if reasoning aside from that stated above justifies such exclusion.

Additionally, driving to school is a privilege for students. Reckless operation, squealing tires, excessive speed, and other irresponsible actions by the driver or his/her passengers will not be tolerated. These actions, as well as excessive tardiness, leaving school grounds without permission, being in the parking lot and/or in a car prior to the student's departure time, and parking in an unauthorized area may result in the student's parking privileges being suspended as well as other consequences. Students involved in after school activities are not permitted to park in the parking lot between the high school and the middle school.

Kirtland Local Schools

KHS Student/Parent HANDBOOK

Appendix A

2024 – 2025



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

One district-owned device 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 transport the device to and from school on a daily basis, and 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 district-owned device 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 passwords 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 laptops 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 charging 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 K 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**. **If a device needs**

repaired a fourth time then that student will lose their take home privileges. Additionally, 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 will range from \$20 to \$40 depending on the device. Replacements may not be purchased through a third party.

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 chargers 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 the 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 school issued computer devices, 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 that 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 email 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 8/2020

Policy [7540.03](#) - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

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

47 C.F.R. 54.500 – 54.523

Revised 3/20/06

Revised 5/15/06

Revised 12/20/10

Revised 9/28/15

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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 district-issued device.
Any damage fees or delinquent computer fees from previous school years must be paid in full
before the district-owned computer will be issued annually.

Kirtland Local Schools FERPA Guidelines

Please read and consider the following consent information relating to photographs and publications. If you have any objections to the use of your child's records, pictures and other works being shared as explained below, you must notify our school office in writing within the first two weeks of the school year.

FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Kirtland Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Kirtland Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in writing. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. We are also required by law to provide military recruiters with names, addresses, and telephone listings, unless parents have advised us that they do not want their student's information disclosed.

The Kirtland Local School District has designated the following information as directory information, and will release such absent contrary written direction from parents:

- | | |
|---|--|
| • Student's name, address and grade level | • Electronic mail address |
| • Telephone listing | • Date and place of birth |
| • Photographs | • Dates of attendance |
| • Honors, and awards received | • The most recent educational agency or institution attended |

RELEASE OF PHOTOGRAPHS AND OTHER WORKS

Participants in athletics and other extracurricular activities are likely to have their photographs taken by the news media, or by school-related individuals for use in school newspapers, yearbooks, news reports or releases, internet web sites, calendars, and cable television channels. Photographs are also taken of non-participants in athletics and extracurricular activities. The Kirtland Local School District cannot control third parties such as the news media, or prevent them from photographing the student while he/she participates in athletics and other extracurricular activities. Student photographs are also used in the school newspaper, yearbook, news reports or releases, Internet web sites, school Twitter accounts, calendars, cable television channels, district reports or any other school-related communications. **If you have an objection to any specific item, please notify your building principal in writing as stated above within ten days.**

Also, a student may produce a work such as a school newspaper or yearbook article, fiction, poetry, art or other similar works during the course of their curricular and extra-curricular studies. Permission to permit publication of any such works by the Kirtland Local School District in school newspapers, yearbooks, news reports or releases, Internet web sites, calendars, cable television channels, district reports or any other school-related communication media is implied without notification from the parent/guardian in writing as stated above.

KIRTLAND HIGH SCHOOL

ATHLETIC PARTICIPATION GUIDELINES AND CODE OF CONDUCT

Purpose:

The most important goal of the interscholastic athletic program is to provide every participant the opportunity to grow mentally, morally, physically, and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior. Rules promote order and safety, and assists participants to reach maximum performance potential. Compliance with the rules can help individuals learn values that carry beyond the extracurricular programs and into daily living. It must also be remembered that participation in extracurricular activities is not a right, but a privilege that may be regulated.

Therefore, all students who participate in interscholastic athletics must meet the following regulations during the full duration of his/her sports season. Sports seasons begin with the first day of organized practice set by the Ohio High School Athletic Association, and terminate when the athletes competitive season is over and is no longer under the jurisdiction of the coaching staff. Actions between the end of the season and presentation of awards could jeopardize the privilege of recognition.

General Regulations:

To participate in interscholastic athletic programs at Kirtland High School, the student must abide by the following regulations:

1. Comply with all eligibility requirements established by the OHSAA, including but not exclusive to those pertaining to age, scholarship, residency, and attendance. Ineligible students will not be permitted to participate when eligibility requirements are not met.
2. The student must have a completed physical exam card on file, signed by a physician and parent/guardian prior to the first practice.
3. A student must be adequately covered by a legitimate insurance carrier.
4. A student must accept financial responsibility for careless use of issued equipment.
5. A student will behave in a manner which reflects positively on the school and his/her activity.
6. A student will comply with all additional training rules or requirements set by the coach of the activity.
7. Participants are required to attend school for 1/2 day to be eligible to practice or participate on any given school day
8. A participant shall not engage in criminal activity or violate civil law.
9. A participant will not attempt to use and/or possess smoking or smokeless tobacco in any form at any time.
10. A student will not attempt to use, distribute, sell, and/or possess drugs (narcotics, hallucinogens, intoxicants, alcoholic beverages, or counterfeit drugs), or controlled substances at any time. The only exception would be supervised, prescribed medication.
11. A student shall not be involved or participate in any form of hazing.
12. A student shall not sexually harass another person.

Disciplinary Procedure:

SCHOOL CONDUCT

In matters of school conduct, the KHS athlete will be treated in the same manner as other students. Any conduct by the athlete which causes suspension from school will affect athletic participation in the following manner:

1st Suspension: The athlete will be ineligible for participation in the contest on the day of the suspension, or the next scheduled event following the suspension.

2nd Suspension: The athlete will be denied participation for the remainder of that sport season and no postseason school award.

TEAM CONDUCT

Since participation in interscholastic athletics is on a voluntary basis, the KHS athletes behavior will reflect actions that are considered positive by the KHS Athletic Department, not those of personal preference. Due to the adverse effects of tobacco, drugs, and alcohol, or the severity and concern over criminal/civil violations, the following guidelines are listed for each area.

Procedure: The coach will notify the parent/guardian of any breach of team guidelines by the athlete as soon as possible. A hearing will be held with the student to discuss the circumstances concerning the incident and present her/his version. Recommendations for penalty assessment will be made by the coach, athletic director, and principal. Any appeal should state the exact reason the decision is being appealed.

Training Rules: The attempted use, possession (the custody and control of property), distribution, or sale of smoking and smokeless tobacco, alcoholic beverages, drugs, or controlled substance by an athlete, is subject to the following action:

1st Offense: A first offense for use and possession shall result in an immediate 20 percent denial of participation from all scheduled events the athlete participates in. If the offense occurs late in the season, it will carry over into the next sport season or year if necessary. The student may participate in scheduled practice sessions during the denial at the discretion of the coach. The student will be required to participate and successfully complete, at student expense, counseling and/or assessment as determined by the school. Failure to comply with all requirements shall result in immediate dismissal from the squad. Athletes will only qualify for participatory post season awards.

2nd Offense: A second offense for use and possession shall result in a denial of participation for the remainder of the sport season. A second violation may occur at any time during the school year. A student may not go into another sport season until he/she has appealed for reinstatement to the athletic council after successful completion of any program or stipulations established for reinstatement, at the athletes expense. Students would not qualify for any post season award.

3rd Offense: A third offense for use and possession shall result in immediate denial of participation from all activities for a full calendar year and completion of a mandatory, professional assessment at student expense. An appeal to the athletic council for reinstatement is required once the student has followed the appeal procedure and successfully completed the recommendations of the professional assessment.

Any person who attempts to sell and/or distribute any of the described substances above will be immediately removed from the squad.

Sportsmanship: KHS athletes will display good sportsmanship prior to, during, and after athletic events. This refers to opponents, fans, game and school officials, and school property. The Ohio High School Athletic Association states that any student ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection. A student under suspension may not sit on the bench or have any affiliation with the team going to, during, or traveling after the contest. Violations of sportsmanship may range from warning to denial of participation at the discretion of the coach, athletic director, and principal.

Squad Discipline: The athlete will adhere to all specific guidelines established by the coach which are in addition to the training rules and sportsmanship regulations and the KMS Student Code of Conduct. Consequences can range from a warning to denial of participation at the discretion of the coach, athletic director, and principal.

Criminal/Civil Violation: Recognizing the various degrees of severity of violations, consequences for involvement may result in warnings to denial of participation, depending on the nature of the offense. Consultation between coach, athletic director, and principal will determine the consequence.