

# South Lebanon Elementary

## Parent & Student Handbook

2025-2026

Blue Ribbon School of Excellence Award

Ohio School of Distinction

Excellent with Distinction Award from O.D.E.

Purple Star School

SLE is a GREAT Place to Be!



50 Ridgeview Lane

Maineville, OH 45039

Phone: (513)398-8050, ext. 6

Fax: (513)494-1469

[www.kingslocal.net](http://www.kingslocal.net)

[Twitter @SLEKnights](https://twitter.com/SLEKnights)

# **Kings Local School District**

*August 2025*

Dear Students and Parents,

Welcome to Kings Local School District! The purpose of this handbook is to provide you with some useful information about our school system. The policies, rules and regulations, schedules, and general information will help you to know more about our daily operation. Your acceptance and adherence to the policies will enhance everyone's educational experience.

As school opens, you can be sure that the teachers, administrators, and your PTO have resolved that this school year will be the best one yet! We want to do everything we can to help our students succeed. If there is anything that you feel we can do to help our students have a successful year, please do not hesitate to let us know.

We always stress good attendance. It is a fact that students who attend regularly and miss only a few days during the school year achieve higher standards than those students that have poor attendance habits. Please take a few minutes to review the attendance section of the handbook.

Research shows that when home and school work together, education is enhanced for your child. When educators, parents and students work together as a unit, we can provide workable solutions to help solve our country's problems. A solid education for each child is necessary to insure our country's unity and success. Our children hold the key to the future, and we as parents and educators need to do our part to help them realize and achieve their goals.

Sincerely,

Kings Local School District

## A LETTER FROM MRS. ATKINS

Dear SLE Families,

I am excited to welcome you to the Kings School District and South Lebanon Elementary. SLE is a learning community of over 550 students who, along with teachers, staff, and parents strive daily to Succeed, Learn, and Excel.

In 2009, the United States Department of Education recognized South Lebanon Elementary with its highest honor by naming it a National Blue Ribbon School. We are very proud of this honor and strive each day to build on that success and standard. In 2019, we were also honored to be named a Purple Star School for our work with Veterans and look forward to continuing to celebrate our nation's heroes.

On behalf of the SLE Family, I look forward to working together with you as partners in your child's growth and success. We encourage you to meet his/her teachers early in the school year, read to and with your child as often as possible, talk with them about their school day each evening, and encourage a positive view of school in order to contribute towards a successful school year. The communication between the school and home is critical to a strong partnership.

This handbook will provide you with the practices and procedures of the Kings Local School District and specifically those at SLE. Please take the time to review these with your child as it is very important that everyone is fully aware of the information in this handbook.

Thank you for the privilege that you give the SLE Staff to be a part of this exciting time in your child's life. We care about each student, along with their families, and look forward to sharing this journey together.

Please do not hesitate to contact me if you have any questions or concerns.

Go Knights!

Belinda Atkins, Principal  
[batkins@kingslocal.net](mailto:batkins@kingslocal.net)



## MISSION STATEMENT

# *Kings is committed to QUALITY*

To this end, we commit to...

- *Doing what is best for students*
- *Building respectful relationships in a safe and nurturing environment*
- *Promoting excellent academic achievement*
- *Providing high quality, innovative educational opportunities*
- *Fostering positive community relationships*
- *Being responsible stewards of district resources*

## KINGS LOCAL SCHOOLS

### **KINGS LOCAL SCHOOL DISTRICT**

#### **BOARD OF EDUCATION - (513)398-8050, #9**

Mr. Stacie Belfrom, **Member**

Mrs. Peggy Phillips, **Member**

Mrs. Deb Cowan, **Member**

Mr. John Skurl, **President**

Mrs. Janelle Grof, **Vice President**

### **ADMINISTRATION**

County Superintendent	Mr. Tom Isaacs
Kings Local Superintendent	Mr. Greg Sears
Secretary	Mrs. Marcia Croy
Assistant Superintendent	Mr. Tim Spinner
Secretary	Ms. Amy Andrews
Treasurer	Mr. Mike Morrow
Asst. Supt. of Educational Programs	Mrs. Dana Martin
Business Manager	Mr. Matt Luecke
Transportation Supervisor	Nick Darnell
Athletic Director	Mr. Eric Taylor
Food Service Director	Mrs. Jennifer Arlinghaus
Kings Kids Preschool/Childcare	Mrs. Mary Beth Fosse

## South Lebanon Elementary School Staff

(513) 398-8050, #6

Office Hours 7:30-3:30

Principal	Mrs. Belinda Atkins	ext. 15001	<a href="mailto:batkins@kingslocal.net">batkins@kingslocal.net</a>
Principal's Secretary	Ms. Tomie-Gillis	ext. 15000	<a href="mailto:tgillis@kingslocal.net">tgillis@kingslocal.net</a>
General Secretary	Mrs. Becky Rogers	ext. 15004	<a href="mailto:rrogers@kingslocal.net">rrogers@kingslocal.net</a>
Counselor	Ms. Angela Cowles	ext. 15055	<a href="mailto:acowles@kingslocal.net">acowles@kingslocal.net</a>
Nurse	Ms. Meghan Amstutz	ext. 15025	<a href="mailto:mamstutz@kingslocal.net">mamstutz@kingslocal.net</a>
Psychologist	Ms. Soula Lairos	ext. 17002	<a href="mailto:slairos@kingslocal.net">slairos@kingslocal.net</a>

### **Specials**

Art	Mrs. Stacy Hoffert	ext. 15091	<a href="mailto:shoffert@kingslocal.net">shoffert@kingslocal.net</a>
Media Ctr./Library	Mrs. Jennifer Burkholder	ext. 15023	<a href="mailto:burkholder@kingslocal.net">burkholder@kingslocal.net</a>
Music	Ms. Melanie Sherby	ext. 15026	<a href="mailto:msherby@kingslocal.net">msherby@kingslocal.net</a>
PE	Mr. Justin Randolph	ext. 15018	<a href="mailto:jrandolph@kingslocal.net">jrandolph@kingslocal.net</a>

### **Kindergarten**

Ms. Emma Schewe	ext. 15024	<a href="mailto:eschewe@kingslocal.net">eschewe@kingslocal.net</a>
Mrs. Alyssa Kemp	ext. 15030	<a href="mailto:akemp@kingslocal.net">akemp@kingslocal.net</a>
Mrs. Cinda Metzger	ext. 15022	<a href="mailto:cmetzger@kingslocal.net">cmetzger@kingslocal.net</a>
Ms. Molly Milinovich	ext. 15017	<a href="mailto:mmilinovich@kingslocal.net">mmilinovich@kingslocal.net</a>

### **First Grade**

Mrs. Kathy Crow	ext. 15006	<a href="mailto:kcrow@kingslocal.net">kcrow@kingslocal.net</a>
Mrs. Kristen McCarren	ext. 15007	<a href="mailto:kmccarren@kingslocal.net">kmccarren@kingslocal.net</a>
Mrs. Kellie Mullin	ext. 15060	<a href="mailto:kmullin@kingslocal.net">kmullin@kingslocal.net</a>
Ms. Stephanie Riggsby	ext. 15088	<a href="mailto:sriggsby@kingslocal.net">sriggsby@kingslocal.net</a>

### **Second Grade**

Mrs. Jessica Caskey	ext. 15013	<a href="mailto:jcaskey@kingslocal.net">jcaskey@kingslocal.net</a>
Ms. Sheridan Pagan	ext. 15054	<a href="mailto:spagan@kingslocal.net">spagan@kingslocal.net</a>
Mrs. Kiersten Schatzel	ext. 15070	<a href="mailto:kschatzel@kingslocal.net">kschatzel@kingslocal.net</a>
Mrs. Abby Burroughs	Ext15095	<a href="mailto:aburroughs@kingslocal.net">aburroughs@kingslocal.net</a>
Miss. Ellie Patterson		<a href="mailto:epatterson@kingslocal.net">epatterson@kingslocal.net</a>

**Third Grade**

Mrs. Brooke Blount	ext.15012	<a href="mailto:bblount@kingslocal.net">bblount@kingslocal.net</a>
Mrs. Julianne Elder	ext. 15019	<a href="mailto:jelder@kingslocal.net">jelder@kingslocal.net</a>
Mrs. Rachel Manley	ext. 15053	<a href="mailto:rmanley@kingslocal.net">rmanley@kingslocal.net</a>
Mrs. Amanda Wey	ext. 15035	<a href="mailto:away@kingslocal.net">away@kingslocal.net</a>
Mrs. Molly Zeek	ext. 15028	<a href="mailto:mzeek@kingslocal.net">mzeek@kingslocal.net</a>

**Fourth Grade**

Mrs. Susie Burdine	ext. 15090	<a href="mailto:sburdine@kingslocal.net">sburdine@kingslocal.net</a>
Mrs. Heather Clements	ext. 15014	<a href="mailto:hclements@kingslocal.net">hclements@kingslocal.net</a>
Mrs. Amanda Tucker	ext. 15086	<a href="mailto:atucker@kingslocal.net">atucker@kingslocal.net</a>
Mrs. Heather Combs	Ext. 15072	<a href="mailto:hcombs@kingslocal.net">hcombs@kingslocal.net</a>
Mrs. Jennifer Barford	Ext. 15525	<a href="mailto:jwestley@kingslocal.net">jwestley@kingslocal.net</a>

**Special Needs**

Ms. Kelly Cefalu - Intervention Specialist	ext. 15084	<a href="mailto:kcefula@kingslocal.net">kcefula@kingslocal.net</a>
Ms. Micaela Pedicone - Intervention Specialist	ext. 15097	<a href="mailto:mpedicone@kingslocal.net">mpedicone@kingslocal.net</a>
Mrs. Jennifer Williams - Intervention Specialist	ext. 15009	<a href="mailto:jwilliams@kingslocal.net">jwilliams@kingslocal.net</a>
Mrs. Michele Oakes - Title I	ext. 15085	<a href="mailto:moakes@kingslocal.net">moakes@kingslocal.net</a>
Mrs. Megan Reese - MTSS	ext. 15029	<a href="mailto:mreese@kingslocal.net">mreese@kingslocal.net</a>
Mrs. Kim DeMichele - Speech	ext. 15008	<a href="mailto:kdemichele@kingslocal.net">kdemichele@kingslocal.net</a>
Ms. Mia Henning	ext	<a href="mailto:mhenning@kingslocal.net">mhenning@kingslocal.net</a>
Mrs. Jeannine Easterly - Instructional Aide		<a href="mailto:jeasterly@kingslocal.net">jeasterly@kingslocal.net</a>
Mrs. Allison Harris - Instructional Aide		<a href="mailto:aharris@kingslocal.net">aharris@kingslocal.net</a>
Mrs. Andrea Malavich - Instructional Aide		<a href="mailto:amalavich@kingslocal.net">amalavich@kingslocal.net</a>
Mrs. Marci Pieper - Instructional Aide		<a href="mailto:mpieper@kingslocal.net">mpieper@kingslocal.net</a>
Mrs. Kelsey Wesley - Instructional Aide		<a href="mailto:kwesley@kingslocal.net">kwesley@kingslocal.net</a>
Mrs. Maggie Murphy-Intervention Specialist	Ext. 1508	<a href="mailto:mmurphy@kingslocal.net">mmurphy@kingslocal.net</a>

**Reading tutors**

Ms. Jeanne Cullen	<a href="mailto:jcullen@kingslocal.net">jcullen@kingslocal.net</a>
Mrs. Shelley Merz	<a href="mailto:smerz@kingslocal.net">smerz@kingslocal.net</a>
Mrs. Cyndi Zugaro	<a href="mailto:czugaro@kingslocal.net">czugaro@kingslocal.net</a>

**Support Staff**

Mrs. Tammy Sallee – Custodian	ext. 15015	<a href="mailto:tsallee@kingslocal.net">tsallee@kingslocal.net</a>
Mrs. Connie Ventura – Head Cook	ext. 15034	<a href="mailto:cventura@kingslocal.net">cventura@kingslocal.net</a>

Mrs. Carey McMullen –para  
Ms. Patton – Lunch/Recess Aide

[cmcmullen@kingslocal.net](mailto:cmcmullen@kingslocal.net)

## ARRIVAL AND DISMISSAL

### School Hours

#### **Full-Day Kindergarten, First, Second, Third and Fourth Grades**

8:20-2:50

School begins at 8:10 and dismisses at 2:40. Students should not arrive at school any earlier than 8:15. **Students must wait in cars until released by the adults on duty.** They must be in their classroom promptly. The school cannot be responsible for supervision of students before 8:15 AM or after 2:40 PM. Please remember that no passing of cars is permitted at any time.

When your child needs to be picked up early, please write a note to the teacher. Remember to come into the building and sign your child in/out. For your child's safety, we will not permit your child to leave the building without adult supervision. **A driver's license will need to be provided for identification purposes.** **We cannot honor changes to dismissal over the phone unless it is an emergency situation.**

The following guidelines will be used to calculate time missed by students:

Arrival between 8:25- 9:50	Tardy AM
Arrival between 9:31 - 11:30	Absent ½ day AM
Arrival between 11:31 – 2:50	Absent whole day
Leave between 8:20 – 11:31	Absent whole day
Leave between 11:31 - 2:30	Absent ½ day PM
Leave between 2:01 – 2:50	Early Release

## ATTENDANCE

### Documentation for Absences, Tardies and Early Dismissals

Truancy Laws in Ohio have been amended with the passage of the HB410 and all schools are required to keep track of the number of hours each student is in school. Starting in the 2017-2018 school year, schools will also report time out of school as an "occurrence" instead of an absence.

Generally, twelve (12) occurrences from school, which include full days, partial days, tardies, and early dismissals, may be documented by a parent/guardian phone call/fax, note, or email. This includes all excused and/or unexcused occurrences, tardies, and early releases. All instances indicated shall count as one (1) occurrence, whether the absence is a full/partial day, tardy, or early release from school.

Medical notes shall NOT count against the 12 occurrences that a parent may excuse.

Absences, full and partial days, tardies and early dismissals in excess of 12 occurrences may not be excused by a parent/guardian and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant - unless an occurrence is otherwise excused by the Principal due to unusual circumstances.



The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused occurrences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an occurrence (full day absence, partial day absence, tardy or early dismissal) is excused.

### **Tardiness**

Being punctual to school is the minimum expectation that we have for all of our students. Any student arriving in class in their assigned seat after the start time of the student's school must report directly to the attendance office to obtain a tardy slip. The tardy slip must be presented to the teacher to be admitted to class. The attendance office will track tardies and report to the administration. Each tardy to school, unless medically excused, will count towards a student's 12 occurrences allowed in a school year.

Chronic tardiness, eight (8) or more tardies in a semester, may result in after-school detention, Thursday school, referral to counselor, in-school suspension, or loss of driving privileges.

### **Early Dismissal**

Students must bring in their early dismissal note to the attendance office in the morning before school starts. All early dismissals, unless medically excused, will be counted toward the student's 12 occurrences in the school year. In all cases, a parent/guardian will be contacted to provide permission and a valid reason for the early dismissal. When a student arrives on campus property he/she is under the jurisdiction of the school district until the end of the day. No student may leave the premises during the school day without proper authority from the attendance office. Also, no student will be permitted to return to school unless an "off-grounds" pass has been issued with a return time marked on it.

### **Absences**

Students who miss school are required to have their parent/guardian contact the attendance office within 2 hours of the student's school start time. Please refer to your child's designated school for school start times.

If the school does not receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes of the parent/guardian or physician must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

**District Responsibilities:**

The school, in compliance with Ohio Truancy Laws and HB 410, has established the following intervention strategies to avoid unexcused occurrences, partial and full days, tardies and early dismissal.

- If a student acquires 38 hours of combined excused and unexcused occurrences in one month or 65 hours of combined excused or unexcused occurrences in one school year, a warning letter will be mailed to the parent/guardian.
- If a student acquires 45 hours of unexcused occurrences a Truancy Education Meeting will be scheduled. This group meeting will be held in your child's school district. The purpose of this meeting is to advise parents/guardians of the new truancy laws, school policy, and student current attendance records.
- The following are the thresholds that are defined in the Ohio Revised Code and serve as the definition of a Habitual Truant:
  - 30 consecutive hours of unexcused occurrences from school, OR
  - 42 hours of unexcused occurrences from school in a school month, OR
  - 72 hours of unexcused occurrences from school in a school year.

Should a student meet any of these thresholds during the school year, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan.

The team shall consist of the student, parent/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following:

- Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent/guardian.
- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.

**BOARD POLICY BOOKS**

Board of Education Policy Books are available for staff, parents, and community members and are available on the Kings website.

## **CAFETERIA INFORMATION**

Food Service Director: Jennifer S. Arlinghaus, 513-398-8050, extension 10027

Head Cook: Connie Ventura, 513-398-8050, extension 15034

The Kings Local School District Food Service Department participates in the National School Lunch Program offering wholesome, nutritious meals. All meals incorporate whole grains, fresh fruits and vegetables, and a variety of low fat, healthy options.

Menus are posted on the Kings Local School Website. Copies of the menu are not distributed to each individual student; however, upon request, copies of the menu will be provided. Menus are subject to change due to supply shortages, delivery, or other varying factors.

### **MEALS (2025-2026 SCHOOL YEAR):**

Lunch - \$ 2.75

Milk -(milk for packed lunch, extra milk with meals). One (1) 8 oz. Milk is served with meals at no cost.

### **PAYMENT METHODS:**

- 1) Parents/Guardians can place money onto the student's account utilizing a web-based prepayment system.  
<http://www.payschoolscentral.com/>
- 2) Students can bring cash or check into school daily/weekly. The funds will be placed into the student's account by the Food Service Staff. Funds will remain on the account until expended. Funds will carry over year-to-year with each student. Upon students withdrawing and/or upon graduation, they may contact the Food Service Department for a full refund of the balance remaining. 513-398-8050 extension 10027.

Families are encouraged, if financial support is needed, to complete the Free and Reduced Meal Application.

For purposes of payment assistance for School Fees, parents/guardians will need to complete the Free/Reduced Meal application to determine eligibility for waiver of Students School fees.

Meals/Food being brought into the Cafeteria from an outside eating establishment is prohibited. If a student requires a packed lunch from home, it can be brought to the front office of the school. Due to allergy concerns, students are not permitted to share food with another student.

The Kings Local School District remains committed to the physical and mental well-being of our students. The District supports the student's development toward a healthier future through promoting healthy eating; to that effort, the Kings Local School Board of Education set forth a Student Wellness Policy as provided on the Kings Local School website.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Desks and lockers are subject to inspection at any time.

Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item. If necessary, local law enforcement will be notified.

## **CHANGE OF ADDRESS**

It is very important that SLE always has your correct contact information. Therefore, whenever your address changes, please go to [kingslocal.net](http://kingslocal.net), Departments, Registration, Address Change and follow the steps outlined there.

### **CHILD ABUSE**

The Kings Local Board of Education shall comply with the requirements of the child abuse and neglect provisions of the Ohio Revised Code. It is mandatory for all school employees to report suspected child abuse and neglect to the proper authorities. (ORC2151.421)

### **CLASSROOM VISITATIONS BY PARENTS**

**\*\* Due to social distancing restrictions, only two room parents will be allowed to attend class parties.\*\***

Requests to visit your child's classroom are to be made at least 24 hours in advance with the building principal. Your child's teacher will be notified in advance and given the opportunity to request an alternative date if the time requested is not appropriate. Parents **MUST** come into the office and sign into our Lobby Guard system to receive a visitor's badge. Your driver's license will be required to do this. This policy safeguards the rights of all students and the teacher. Classroom visits will be limited to thirty minutes and multiple visits to the same class are discouraged unless the reasons are judged acceptable by the principal. Only parents of students in the classroom may visit the classroom upon following the procedures. Visiting classrooms for the purpose of selecting a future teacher is not permitted.

### **CLINIC/NURSE**

Our school nurse is available on a daily basis for our students. She can be reached at ext. 15025. It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses.

**Chicken Pox:** A skin rash consisting of small blisters which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over, usually 5 - 7 days after the appearance of the first crop of blisters.

**Common Cold:** Irritated throat, watery discharge from the nose and eyes, sneezing, chills, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

**Fever:** If your child's temperature is 100 degrees Fahrenheit or greater (or 1 or 2 degrees above the child's normal temperature) (s)he should remain home until (s)he has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

**Flu:** Abrupt onset of fever, chills, headache, and sore muscles. A runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone, and the child is without fever for 24 hours.

**Head Lice:** Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts and close to the scalp. Nits are much easier to see and detect than lice. They are small white specks, which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo. Upon returning to school, a re-check by the school nurse is required.

**Pain:** If your child complains, or behavior indicates that (s)he is experiencing persistent pain, (s)he should be evaluated by a physician before your child is sent to school.

**Pink Eye:** Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy as determined by your physician, and discharge from the eyes has stopped.

**Skin Rashes:** A physician should evaluate skin rashes of unknown origin before your child is sent to school.

**Strep Throat and Scarlet Fever:** Strep throat usually begins with fever, sore and red throat, possibly pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever, there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea, and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection.

**Vomiting and Diarrhea (Intestinal Viral Infections):** Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until without vomiting, diarrhea, or fever for a full 24 hours. If your child has had any of these symptoms during the night, (s)he should not be sent to school the following day.\*

**PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE.** \*Adapted from School Nursing Services – Hamilton County Educational Service Center.

#### **ILLNESS/INJURY AT SCHOOL**

In case of illness or injury, the student must notify the teacher/office immediately. Every attempt will be made to contact the parent by phone. If we are unable to contact the parent, the next emergency person listed will be contacted.

The school will release sick children only to the child's custodial parent or person listed on the emergency medical form or nurse's card. Children who become ill at school can be better cared for at home by their parents. The parents are responsible for informing the school of emergency medical treatment that they desire for their child. This includes the name of the doctor they wish to treat the child and the hospital they wish to care for the child in an emergency. The school must have an emergency medical form on file in order for students to receive this emergency treatment.

## **IMMUNIZATION REQUIREMENTS**

In compliance with the Ohio Revised Code, it is mandatory for the school to have a copy of your child's immunization records on file. This must be a dated record listing the month, day, and year of each required immunization.

If you have any questions regarding your child's required immunizations, please contact -Meghan Amstutz at ext. 15025, your physician/pediatrician, or the Nursing Division of the Warren County Health Department, 513-695-1468. Please act on this information as quickly as possible so that your child is eligible for a happy experience when he/she begins school. Students who fail to comply with the immunization requirements will be excluded from school until they are compliant. Below are the Immunization requirements for school.

## **PERSONAL COMMUNICATION DEVICES**

During summer 2025, the Ohio Governor signed into law a requirement that schools prohibit the use of cell phones during the instructional day. In response to the law Kings Local School District Board of Education updated its cell phone policy for the 2025/2026 school year.

Students will not be permitted to use cell phones during the instructional day. Because of this update to Policy we want to remind families that Kings Local Schools has outlined rules for different grade levels for cell phones, smartwatches, and other personal communication devices. These items must be kept in the students' lockers.

Failure to follow Policy 5136 and the Student Handbook will result in disciplinary consequences for the student which can include confiscation of the cell phone, smartwatch or other personal communications devices.

### **Board Policy 5136 PERSONAL COMMUNICATION DEVICES**

The Board of Education is committed to providing educational environments that support students fully engaging with classmates, teachers, and instruction. Use of personal communication devices ("PCD") (this term shall also include an "electronic communication device" as referenced in R.C. 3313.753) shall be prohibited during the instructional day in accordance with this policy and the Student Code of Conduct.

The term Personal Communication Device ("PCD") is defined in Bylaw 0100 - Definitions.

Nothing in this policy prohibits a student from using a PCD in accordance with the student's individualized education plan ("IEP") or Section 504 plan. The Board shall also permit a student to use a PCD to monitor or address a health concern if the Board receives a written statement from the student's physician requiring such use. Additionally, students may use school phones to contact parents/guardians during the school day depending upon the exigencies of the situation, the location of the students, and the location of the PCD during an active threat or emergency in accordance with the protocol outlined in the Board-adopted emergency management plan.

### **Students in grades 9-12**

Students are prohibited from using a PCD except:

- A. when the teacher authorizes a student to use a PCD for educational purposes during instructional time;
- B. when the Principal authorizes a student to use a PCD for educational purposes during instructional time;
- C. during the student's lunch period;
- D. between classes;
- E. as authorized by a supervising adult during school-related events and functions (e.g., after-school activities, extracurricular activities); or
- F. while riding in school vehicles. (Distracting behavior that creates an unsafe environment, failure to follow instructions of a bus driver, or any other violation of the Student Code of Conduct related to PCD use shall not be tolerated and may result in the loss of use of the PCD while in a school vehicle as well as discipline when appropriate.)

## **Students in grades K-8**

Students are prohibited from using a PCD except:

- A. when the teacher authorizes a student to use a PCD for educational purposes during instructional time;
- B. when the Principal authorizes a student to use a PCD for educational purposes during instructional time;
- C. as authorized by a supervising adult during school-related events and functions (e.g., after-school activities, extracurricular activities); or
- D. while riding in school vehicles. (Distracting behavior that creates an unsafe environment, failure to follow instructions of a bus driver, or any other violation of the Student Code of Conduct related to PCD use shall not be tolerated and may result in the loss of use of the PCD while in a school vehicle as well as discipline when appropriate.)

Students are prohibited from using PCDs in a manner that infringes on a person's reasonable expectation of privacy. This includes using PCDs in locations and circumstances where a student may be changing clothes or in any stage of undress, such as gymnasiums, locker rooms, shower facilities, and restrooms/bathrooms, and swimming pools. The Superintendent and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Except as authorized by a teacher, administrator, IEP team, or Section 504 plan, students are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person during school hours. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent during the instructional day, where there is a reasonable expectation of privacy, or as outlined above, is considered an invasion of privacy and is not permitted.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students may not use a PCD in any way that would constitute bullying or harassment or other violations of the Student Code of Conduct. See Policy Board 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on school property, or at a school-sponsored activity.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

When the use or possession of PCDs is permitted, all PCDs must be placed in silent mode unless otherwise required by an IEP or Section 504 plan to monitor/address a health concern, or as permitted by a principal or teacher for learning purposes. Students permitted to use a PCD for these limited reasons are expected to use the approved device only as authorized. PCDs must be stored out of sight when directed by the administrator, teacher, bus driver, adult supervising an extracurricular or school event, or sponsor.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on school property, including school buildings, other facilities, and school vehicles.

## **Possession of PCDs on Campus**

Students are permitted to possess a PCD on their person as long as they remain stored out of sight and are not used except when permitted by this policy or the emergency management plan.

Possession of a PCD by a student during the instructional day, and during school-related events and functions, is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in the following disciplinary measures:

- A. Issue a verbal warning and require the student to store the PCD in accordance with this policy.
- B. Confiscate the PCD and store it securely in a staff-controlled locker, bin, or drawer for the duration of the class or period.
- C. Confiscate the student's PCD and store it in the facility's central office for the remainder of the school-related event or instructional day.
- D. Confiscate the student's PCD in the facility's central office to be picked up by the student's parent or guardian.
- E. Schedule a conference with the student's parent or guardian to discuss the student's PCD use.
- F. Loss of privilege to bring a PCD to school for a designated length of time or on a permanent basis (unless required for medical reasons or in accordance with an IEP or Section 504 plan).
- G. In-school suspension.
- H. Out-of-school suspension.
- I. Expulsion

If the violation involves an illegal activity (e.g. child pornography, sexting), the school official will also refer the matter to law enforcement or child services. The PCD will be confiscated and may be turned over to law enforcement if a violation involves potentially illegal activity.

School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Board Policy 5771 - Search and Seizure.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal or Superintendent.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.





VACCINES	FALL 2022 Immunizations for School Attendance
<b>DTaP/DT Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<p><b>K-12</b> Four or more doses of DTaP<sup>*</sup> or DT, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required if the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required.<sup>**</sup></p> <p><b>Grades 1-12</b> Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 years and older with the first dose being Tdap. Minimum spacing of four weeks between doses 1 and 2, and six months between doses 2 and 3.</p> <p><b>Grade 7</b> One dose of Tdap vaccine must be administered on or after the 10<sup>th</sup> birthday.<sup>***</sup> All students in grades 4-12 must have one documented Tdap dose.</p>
<b>IPOLIO</b>	<p><b>K-12</b> Three or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday, regardless of the number of previous doses and there must be six months spacing between doses 2 and 3. If a combination of OPV and IPV was received, four doses of either vaccine are required.</p>
<b>MMR</b> Measles, Mumps, Rubella	<p><b>K-12</b> Two doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.</p>
<b>HEP B</b> Hepatitis B	<p><b>K-12</b> Three doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.</p>
<b>VARICELLA</b> (Chickenpox)	<p><b>K-12</b> Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p>
<b>MCV4</b> Meningococcal	<p><b>Grade 7</b> One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to seventh grade entry. All students grades 8-11 must have one documented dose of MCV4.</p> <p><b>Grade 12</b> Two doses of MCV4 at age 15 years, with a minimum interval of eight weeks between doses. If the first dose was given on or after the 16th birthday, only one dose is required.<sup>****</sup></p>

## NOTES:

- \* Vaccine should be administered according to the most recent version of the [Recommended Child and Adolescent Immunization Schedule](#) for ages 18 years or younger or the [Catch-up Immunization Schedule](#) for persons aged 4 months-12 years who start late or who are more than 1 month behind, as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. Schedules are available for print or download through [www.cdc.gov/nchs/shed/schedules/index.html](http://www.cdc.gov/nchs/shed/schedules/index.html).
- \*\* Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate. If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- \*\* For additional information, please refer to the [CDC Revised Code 333.562](#) and [333.563](#) for school attendance and the [CDC Director's Journal Entry](#) on required vaccines for child care and school. These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at 800.232.3543 or 614.465-4442 with questions or concerns.

<sup>\*</sup> Recommended DTaP/DT minimum intervals for integrated students are four weeks between the first and second doses, and the second and third doses, and six months between the third and fourth doses and the fourth and fifth doses. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.

<sup>\*\*</sup> Tdap can be given regardless of the interval since the last diphtheria or diphtheria/tetanus containing vaccine. Children ages 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age 7-10 years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional doses is needed at age 11-12 years.

<sup>\*\*\*</sup> The final polio dose in the IPV series must be administered at age 4 years or older with at least six months between the last and previous dose.

<sup>\*\*\*\*</sup> Recommended 16-week minimum interval of at least eight weeks between the first and second dose. If the first dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years old or younger, only one dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.

## The House System

During the 2024-2025 school year, South Lebanon Elementary initiated a House System designed to bring life to the Kings Power 5 Future Skills. The House System is a way to connect students and staff across grade levels, to help form personal connections and relationships, and to strengthen our school culture. It is a means by which to engage all in an active community. Everyone will find an immediate identity and point of connection by being a member of a house.

Our school is divided into 5 houses. Each house, designed by the staff at SLE, has its own name, color, animal, and key values that are aligned to the Kings Power 5 Future Skills. It is our goal at Kings to help our students become strong and confident members of society who are prepared to take on the world when they graduate. This begins at our earliest ages and our house system will be an engaging way to teach and nurture these skills.

Teachers and staff were sorted into their houses during a thrilling assembly attended by all students. It was such a great way to help kids get enthusiastic about the new houses! Mrs. Atkins visited each classroom to do a sorting ceremony for students. This will be repeated for our new Kindergarten classes each year and any new students who enter mid year will also be celebrated and sorted into a house.

Students are awarded points throughout the school year to recognize positive behavior and achievements! All staff members can give out points. Each nine weeks, the house with the most points will participate in a special celebration activity and The HOUSE CUP will be awarded during the last week of school to the house with the most cumulative points! We are excited to start each year with a new outlook on providing our students with all the tools to navigate an ever changing world, to be highly competitive, and prepared for success in learning and life!

For your information, I am including a description of each house as well as the Kings Power 5 Future Skills.

I am looking forward to this new adventure and to the joy and growth it brings to our students.

Best regards,



Belinda Atkins, Principal





House of Herald's Heralds were messengers in medieval times. This house is filled with communicators! We show compassion, respect, and empathy. Digital and media literacy are strengths for us. We have great social skills and love to hear the points of view of others.



House of Unity Unity symbolizes working together and collaboration. We need this for teamwork! In this house we are adaptable and inclusive. We care about the feelings of others and like to celebrate our differences.



House of Sages Sages are wise individuals known for their analytical thinking. In this house we value curiosity and research. We love to ask questions and learn how the world works.



House of Innovators Innovators are those who create and solve new challenges. In this house we are creative and resilient. We try and try again until we get things right. We know that failure is our opportunity to learn new things.



House of Vanguard A vanguard leads the way into new territories. WE represent preparations for future careers and leadership! In this house we love our independence and to refine our skills. We look for experiences that will make us responsible and ready for our future!

## FUTURE COLLEGE AND CAREER READY SKILLS

*Providing our students with all the tools to navigate an ever changing world. to be highly competitive and prepared for success in learning and life*



## **CODE OF CONDUCT**

District administrators, principals, teachers, substitute teachers, teachers' aides, student teachers, office personnel, bus drivers, custodians, cooks, or any authorized school personnel have a right to make and establish reasonable rules/regulations/procedures/requests (hereafter referred to as rules) which are to be followed in order to guarantee each student the excellent climate they deserve. This handbook is part of those rules. Violation on the part of a student of any one or more of the rules may result in disciplinary action; including (but not restricted to): student conference, parent conference, denial of privileges, restrictions placed, payment for damages, detention(s) (study/work), in-school discipline, confiscation, suspension, emergency removal, involvement of the proper legal authorities and/or expulsion, removal from extracurricular activities. Counseling may be required (on its own or in conjunction with any of the above). Penalties will increase in severity for repeated violations of school rules and regulations.

The specific penalty will be assigned by the administrator based on the information available, the nature of the incident/act, the discipline history of the student(s), and the severity and frequency of rule violations.

### **Student Code of Regulations**

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to: expulsion, in-school discipline, out-of-school suspension, emergency suspension, or removal from curricular or extracurricular activities pursuant to 3313.66 Ohio Revised Code. The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school property on or off school premises
2. Damage or destruction of private property on school premises or in areas controlled by the school
3. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises
4. Assault on a school employee, student, or other person on school premises, while in the custody or control of the school or in the course of a school-related activity
5. Possession or use of dangerous weapons or look-alikes (including but not limited to stun guns, sprays, etc.)
6. Fighting
7. Chronic misbehavior which disrupts or interferes with any school activity
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers (Insubordination)
9. Any disruption or interference with school activities
10. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher
11. Leaving school during school hours without permission of the proper school authority
12. Distribution of pamphlets, leaflets, buttons, insignia, etc. without permission of the proper school authorities
13. Demonstrations by individuals or groups causing disruption to the school program
14. Disrespect to a teacher or other authority
15. Threats made to administration, teachers, students, or any other school personnel
16. Skipping a detention
17. Refusing to take detention or other properly administered discipline/refusing lesser punishment
18. Falsifying of information given to school authorities in the legitimate pursuit of their jobs
19. Buying, selling, using, possessing, or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is

represented to be a controlled substance, or that you think is a controlled substance)

20. Buying, selling, transferring or using any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance
21. Possessing, using, or being under the influence of any alcoholic beverage or intoxicant of any kind, or smelling of drugs or alcohol on school premises or at a school-sponsored function
22. No student shall smoke, use, or possess any substance containing tobacco, including but not limited to, cigarettes, cigars, a pipe, a clove cigarette, and chewing tobacco, or use tobacco (or paraphernalia used in lighting these substances) in any form. As provided in 3313.751 Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location
23. Turning in false fire, tornado, bomb, disaster alarm or calling the emergency number, 911
24. Placing of signs and slogans on school property without the permission of school authorities
25. Extortion of a pupil or school personnel
26. Forgery of school-related documents
27. Cursing
28. Truancy
29. Cheating or plagiarizing
30. Hazing
31. Gambling (including possession of related items such as, but not limited to: playing cards, dice, etc.)
32. Tardiness
33. Improper or suggestive dress (no chains)
34. Engaging in sexual acts or displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex on school premises or at a school-related function
35. Publication of obscene, pornographic, or libelous material
36. Use of indecent or obscene language in any form
37. Indecent exposure
38. Arson and unauthorized use of fire
39. Harassment or bullying in any form, including, but not limited to racial, sexual, verbal, or physical
40. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education
41. Failure to abide by the rules and regulations set forth by the administration and/or court
42. Disobedience of driving regulations while on school premises
43. Presence on school property with a communicable disease
44. Willfully aiding another person to violate school regulations
45. Convey, attempt to convey, or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the Board of Education
46. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs)
47. Carrying concealed weapons
48. Any criminal violation of the Ohio Revised Code.
49. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises or at a school-related activity regardless of location shall be reason for expulsion, suspension, removal, or permanent exclusion from school
50. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code on school premises or while in the control or custody of the school district regardless of whether on or off school premises or at a school-related activity regardless of location
51. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or

a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off school premises or at a school-related activity regardless of location

- 52. Stealing; possession of property belonging to others
- 53. Possessing or use of any type of communication device(s)/system(s), including, but not limited to, "beepers", cellular phones, etc.
- 54. Violation of the acceptable use policy
- 55. The use of the following recreational devices is not permitted, including but not limited to CDs, radios, electronic games, laser pointers, and MP3 players.

**Dangerous Weapons Policy:** The Board of Education is committed to providing the students of the district with an educational environment that is free of the dangers of firearms, knives, and other dangerous weapons. Sections 3313.66 and 3313.61 of the Ohio Revised Code requires that the superintendent of a city, exempted village, or local school district expel a student for a period of one year for possession or bringing a firearm and/or knife on school property, in a school vehicle, or to any school-sponsored event. In addition, a student may be expelled for reasons beyond the possession of a firearm or knife. The definition of a firearm shall include any weapon (including a starter gun) that will or is designed to be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A., Sections 921-924), that includes, but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, a mine or device similar to any of the devices described above.

Students are prohibited from possessing or bringing a firearm and/or knife (a cutting instrument consisting of but not limited to, a sharp blade fastened to a handle) on school property, in a school vehicle, or to any school-sponsored activity. If a student brings a firearm and or knife on school property, in a school vehicle or to any school activity, the superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

The Board of Education may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, that are defined but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gasses, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or community members may be subject to expulsion.

**Respect for One Another:** Students shall conduct themselves in a manner that recognizes the worth of all individuals, regardless of class, race, nationality, gender, sexual orientation, disability, religion, or creed. Any student's conduct that is a threat to the rights and property of others is prohibited.

## **Hazing and Bullying (Policy)**

### **(Harassment, Intimidation and Dating Violence)**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. **Throughout this policy, the term bullying is used in place of harassment, intimidation, and bullying.**

**Bullying, harassment, and intimidation** is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. **The intentional act also includes violence within a dating relationship.** The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. **This behavior is prohibited on school property or at a school-sponsored activity.**

Permission, consent, or assumption of risk by an individual subjected to hazing, bullying **and/or dating violence** does not lessen the prohibition contained in this policy.

**The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.**

Prohibited activities of any type, including those activities engaged via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee of the District shall encourage, permit, condone, or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage, or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances, or events that might include hazing, bullying **and/or dating violence**. If **any of the prohibited behaviors are planned or** discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all **such** activities immediately. All hazing, bullying **and/or dating violence** incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website. The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students, and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees, and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding, or hearing regarding the charge of hazing and/or bullying of an individual.

**NOTE: The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.**



Violence within a dating relationship is also included in this prohibition against harassment, intimidation, and bullying.

### **Hazing and Bullying (Regulation)**

#### **(Harassment, Intimidation and Dating Violence)**

The prohibition against hazing, **dating violence**, harassment, intimidation, or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

### **School Personnel Responsibilities and Complaint Procedures**

Hazing, bullying behavior, **and/or dating violence** by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying, **and/or dating violence** means any intentional written, verbal, graphic, or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying, **and/or dating violence** can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts, and intimidation through words and/or gestures;
3. Extortion, damage, or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
  - A. posting slurs on websites, social networking sites, blogs, or personal online journals;
  - B. sending abusive or threatening emails, website postings or comments, instant messages, text messages, phone calls, and/or voicemails;
  - C. using camera phones or other photographic devices to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online; and
  - D. using websites, social networking sites, blogs, or personal online journals, emails, instant messages, text messages, phone calls, and/or voicemails to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

If these acts take place on school property or if off-campus activity results in a disruption to the educational process, a student may face disciplinary consequences.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

### **Teachers and Other School Staff**

Teachers and other school staff who witness acts of hazing, bullying, **and/or dating violence** as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying, **and/or dating violence** promptly notify the building principal/designee of such reports. If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

### **Complaints**

1. **Formal Complaints** - Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying, and/or dating violence. The reports should be written. Such written reports must be reasonably specific including the person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying; and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.
2. **Informal Complaints** - Students, parents or guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints must be reasonably specific as to the action giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.
3. **Anonymous Complaints** - Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action: (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying, **and/or dating violence**.

### **Sexting Policy**

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting,

etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under the school's code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

## **COMMUNICATION**

Effective communication is a very important aspect of making a successful year for the students, parents, and staff. It is our goal to keep the lines of communication open throughout the year. Parents may contact the teacher through notes, email, or voicemail. Talking Points is an instant alert and communication system that allows for the dissemination of important school information to District and/or SLE families quickly and effectively. It is important that the school has updated email and contact information.

## **CUSTODY CONCERNS**

State law requires that a child's parents or legal guardians reside within the school district unless other arrangements for tuition have been made. Parents have an obligation to inform the school anytime the custody of a child changes. The school officials will need to see and copy court orders pertaining to a child's custody. Without official court documents stating otherwise, both birth parents have equal rights to educational decisions regarding their child, which include access to records and to their child. Either parent may sign their child out of school early unless we have an official court document stating otherwise. Step-parents have no rights to records, reports, or conferences unless the custodial parent confers these rights.

## **Dress Code**

South Lebanon Elementary respects students' rights to express themselves in the way they dress. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

### **Minimum Requirements**

- Clothing must cover areas from one armpit across to the other armpit, down to *approximately* 3 to 4 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches.
- Shoes must be worn at all times and should be safe for the school environment
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Sunglasses and headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.

### **Additional Requirements**

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

***The administration reserves the right to determine what constitutes appropriate dress.***

Students who do not adhere to these guidelines will not be allowed to attend school. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

## **EMERGENCY SCHOOL CLOSING**

In the event that inclement weather or another emergency would require the cancellation or delay of the school day, the community will be notified by the "School Messenger" system, local radio, television stations, and the Kings Local School District website (kingslocal.net). Please listen to any of the major radio stations in the area.

We ask that you NOT call the school line in order to keep it open for emergencies.

### **FEES AND COLLECTION**

Supply fees for consumable materials (paper, workbooks, science items, etc.) are charged each year by the Board of Education to all students. The Board sets the cost of fees from recommendations by the building principals and staff. The fee amounts are:

per Kindergarten student \$55  
per First Grade student \$60  
per Second Grade student \$57  
per Third Grade student \$69  
~~per Fourth Grade student \$67~~

Parents are asked to pay for fees no later than September 15, 2025 and must **not** combine checks for other costs (school pictures, lunches, milk, etc.). Parents are encouraged to pay by check with the student's full name(s) in the memo section. Families experiencing financial difficulty may request a payment plan. Students enrolled during the second semester are required to pay a prorated amount.

**Outstanding School Fees:** Outstanding school fees are carried over from year to year. They do not go away and could cause your child not to participate in graduation from high school.

### **FIELD TRIPS**

Field trips can be a valuable learning experience for students as an extension of the education received in the classroom. All students are required to take part in the field trip experiences (unless excused for medical reasons) because field trips are a part of their education. For safety reasons, if your student's information on Final Forms has not been updated/signed, they will be prohibited from attending field trips.

Field trips do require fees to cover the cost of admission, etc.; however, we do not want this to be a reason for a student not to participate. Please contact the teacher or principal if the costs are prohibitive for your family.

Information on each trip will be given at least a week in advance by your child's teacher. The school will NOT accept permission over the telephone. Depending on the circumstances of the planned trip, parents can serve as chaperones. Even if the parent is a chaperone, all students are required to ride the bus to and from the field trip. Younger siblings will not be permitted to go on field trips with their parents due to legal and safety regulations.

### **GRADING SCALE**

The district grading scale is as follows:

90 – 100	=	A
80 – 89	=	B

70 – 79	=	C
60 – 69	=	D
59 or below	=	F

### **GUIDANCE PROGRAM**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the student may feel they would like to discuss with the counselor. Occasionally, a student may require ongoing treatment by a private counselor or psychologist. If this need becomes apparent or if suggested by the school, the Warren County Center for Mental Health is available (513-933-1354).

### **KINGS LOCAL SCHOOL DISTRICT POLICY REGARDING DRUG AND SUBSTANCE MISUSE AND ABUSE**

Below is a description and reasons for adopting this policy:

Since the use of drugs, alcohol, and other chemicals among young people has become a major problem in our county and because the use and availability of these substances on school campuses interferes with the educational process, this policy is adopted and implemented. The policy is designed to help remove the influence of drugs, alcohol, and other chemicals from the school environment. While the family has the primary responsibility for the treatment of chemical abuse as a health problem, the Board recognized that the schools have a responsibility to advise parents/guardians of instances when chemical use by a student is witnessed or discovered. The Board shares the family's concerns as they deal with this problem because of the adverse effect that chemical abuse has on the individual, the family, the school environment, and the educational process. For this reason and because the Board is responsible for providing a climate conducive to learning, the Board has authorized the superintendent, principals, and appropriate core staff members to develop and implement rules and regulations to carry out this policy and to provide appropriate prevention and intervention programs for our students. It is also the intent of the Board to provide students, staff members - both classified and certified, and community members with an education program that is preventative in nature, designed to help students and staff who are having problems related to drugs or alcohol.

The district will maintain a K-12 drug and alcohol prevention curriculum, develop and maintain a system of identification and referral, keep the community aware of the problems in the district and the approaches being used by the district for combating substance abuse, and establish working relationships with community groups to help address the issues of chemical abuse.

**Basic Policy:** No student shall possess, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or possess, use, transmit or sell drug paraphernalia, or counterfeit drugs, or possess, use, transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or otherwise altering the student's mood or behavior.

This policy shall apply to all students before, during, and after hours at school, any school building and on any school premises, including designated transportation stops; on any school-owned vehicle or in any other school-sponsored or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel. This policy applies to all students on school property, in attendance

at school or any other school-sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district or the safety or welfare of students and employees.

This policy will not apply to the authorized use and possession of medication pursuant to the district's medication policy or the legal possession of any of the above-listed substances in connection with an approved school project.

The parents will be notified if a pupil is involved in the sale, transfer, distribution, or possession of drugs of abuse, including counterfeit controlled substances; and, if any alcohol per (false ID) violation is suspected or the pupil is under the influence of drugs or abuse.

Prohibited Activity: It shall be against school policy for any student:

- A. To sell, supply, disburse or give, or attempt to sell, supply, traffic, disburse or to give any of the substances listed in this policy, or any substance that the student represents or believes to be a substance listed in this policy.
- B. To possess, procure, purchase, or attempt to purchase, or to be under the influence of (legal intoxication not required), or to use or consume, or attempt to use or consume, any substance listed in this policy or represented by or to the student to be of the substances listed in this policy, including possession of drug paraphernalia or counterfeit drugs.

Penalties for Violation: Any student engaging in the prohibited activities listed above (possession, etc.) with respect to the following prohibited substances will be subject to the penalties set out below:

- a) Alcohol or any alcoholic beverage

Penalty: 1<sup>st</sup> offense: Suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student is not eligible for participation in the educational diversion program.

Any subsequent offense: Suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) 80 days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.

- b) Possession or use of any controlled substance or dangerous drug as defined by the Ohio Revised Code, or as defined by Section 812, Schedules 1-V, or Title 21, United States Code, Section 801, et. Seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.

Penalty: 1<sup>st</sup> offense: (Please refer to (a) above).

Any subsequent offense: (Please refer to (a) above).

- c) Any abuse of glue or aerosol paints as defined by the Ohio Revised Code, or any other chemical substance, including but not limited to, lighter fluid and reproduction fluid, for inhalation.

Penalty: 1<sup>st</sup> offense: (Please refer to (a) above).

Any subsequent offense: (Please refer to (a) above).

- d) Any prescription, non-prescription, or counterfeit drugs, medicine, vitamin or other chemical including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other types of vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the district's authorized medication policy.

Penalty: 1<sup>st</sup> offense: (Please refer to (a) above).

Any subsequent offense: (Please refer to (a) above).

- e) Prohibited activity: selling, supplying, giving or trafficking, etc. of any substance subject to the policy. Penalty: 1<sup>st</sup> offense: (Please refer to (a) above).

Educational Diversion Program: Students expelled for a first offense in accordance with the above policy, (except students expelled for selling, supplying or trafficking in prohibited substances) will, (upon completion of their ten day suspension), be eligible to return to school upon recommendation of the principal and school counselor, based upon the following factors:

1. The results of an evaluation of the student by a trained and licensed, certified Chemical Dependency counselor (CCDC-3). These results and any subsequent recommendations will be put into writing and forwarded to the principal and school counselor.
2. Drug screening from a qualified licensed agency (administrative approval required) that must follow the required chain of custody.
3. A written statement to the principal and school counselor from the student and parents outlining definite plans for follow-up. The plan must include a commitment to follow the recommendations of the CCDC-3 of the evaluator and school counselor.
4. The student and parent's commitment to participate in a prescribed program by the CCDC-3 professional and school counselor.
5. A conference and discussion (between the principal, the school counselor, the parents, and the student) to outline the conditions that must be adhered to (if the student is to again become a member of the student body), will be conducted after the items outlined in the above 1-4 have been received by the principal and school counselor. This conference will determine whether the student and parents have satisfied the above factors and whether the attendance of the student, upon readmission, would be disruptive to the school program or would interfere with the orderly conduct of the school. Having made these determinations, the principal and the school counselor will take appropriate action to waive or not waive the balance of the expulsion in their absolute discretion.
6. If the principal and school counselor determines that the student or parents failed to complete the prescribed program, the student's expulsion will be immediately reinstated. If necessary to insure that the student serves the full original term of the expulsion, the Superintendent may extend the expulsion into the next school year. The student and parents will have the right to appeal a determination under this section to the superintendent, or his designee, and the Board of Education.
7. A second or subsequent offense occurring at any time during the student's enrollment in the district will result in a recommendation for expulsion by the principal to the superintendent.

## **#KingsStrong Culture Blueprint and Educational Pathway**

As part of our approach to discipline, South Lebanon Elementary advocates and promotes the **#KingsStrong Culture Blueprint**. Our culture is essential to that effort and is the heart of our district. We believe that the Kings Local School district is a special place to learn, teach, grow and to achieve our potential. Building and sustaining Kings Local Schools' culture requires intentional effort from everyone in the organization.

Our **#KingsStrong Culture Blueprint** is part of that effort.

1. Stronger Together
  - Make each other better
  - Devote the time to listen and connect
  - Embrace our differences



- 0. Own Your Response
  - Invest in yourself to inspire others
  - Respect tradition, focus on the future
  - Honor every individual
  
- 0. Growth Drive Dreams
  - Say “yes” to the hard things
  - Build new skills
  - Seek and apply feedback

The ***Educational Pathway*** is a framework designed for students to take responsibility for their behavior, reflect on the consequences, and learn from their behavior. Elements include: Reflection and Self-Awareness, Positive Behavior Reinforcement, Supportive Interventions, and Skill-Building through education.

**First Offense: 5-10 day suspension** → With Referral for Services (typically for discipline involving threats, violence, sexual behavior, inappropriate language and/or substance use).

**Repeated Offense: Traditional Pathway** → Ten day suspension with a recommendation for expulsion.

Administration always reserves the right to impose additional consequences based on the individual situation. All infractions covered in the Code of Conduct are subject to any of these consequences, however, the final disposition will depend upon the severity of the infraction, attitude and cooperation of the student(s) involved, and the student’s discipline history.

#### **MEDICATION**

Administering Medicines: It is the policy of the Kings Local School District that a parent(s) administers all children’s medication at home prior to coming to school. Under exceptional circumstances, school personnel following administrative regulations may administer medication:

- The administration of any drug, prescription or over the counter medication, without the order of the physician and the permission from the parent or guardian, could be interpreted as practicing medicine and is prohibited by law.
- A written request must be obtained on a Kings Local School District Medication/Procedure Request Form, signed by the physician and the parent/guardian, before school personnel can administer any medication. This includes all medications, prescriptions, aspirin, cold medicines, cough syrup, etc. The Medication/Procedure Request Form must include instructions as to the name of the medication, dosage, time of dosage, duration of the medication and possible side effects.
- ALL medication MUST be in the original container and have an affixed label including the student’s name, type of medication, dosage, route of administration, and the time of administration.
- The school nurse, and other staff members that have been approved by the nurse, will supervise the storing and administering of all medications. A locked cabinet will be provided for the storage of all medications.
- Accurate records of the medication given must be kept.

- The school nurse will be responsible for monitoring medication administered by school personnel and for providing education including specific instructions pertinent to the medication given.
- A new Medication/Procedure Request Form MUST be filled out and signed each year and/or whenever any medication change is made.
- Parents should bring the medication to school for grades K-12.
- Alternative method: The parent can schedule medication before and after school or bring the medication to school and administer it to their child during the student's lunch or recess. This might be more convenient when a child needs medicine on a short-term basis.

### **PARENT ACCESS TO RECORDS**

Parents requesting access to their child's records must be granted access within 45 days of the request. Parents have the right to receive copies of their child's record. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records. Parents have the right to an opportunity for a hearing to challenge the contents of those records. A divorce or change in custody does not change the rights of natural parents to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make education decisions requested by the school. Step-parents have no rights to records, reports, or conferences unless the custodial parent confers their rights on them.

### **RECESS**

Elementary school schedules include daily recess. This provides a period of relaxation and social interaction for the students. Students can be excluded from recess for discipline reasons, to receive extra help on an academic subject, or to complete work not finished during the time allotted by the teacher.

Children go outside for recess when the weather is dry and the temperature is **32 degrees** or above unless a student is kept indoors by their teacher or if a parent has sent in a note requesting indoor recess for medical reasons. Please dress your child according to weather conditions so that they will be able to go outside.

### **SAFE SCHOOL HELPLINE**

The Safe School Helpline is an anonymous, toll free tip line that students, parents, and staff can access 24/7. The purpose of the Safe School Helpline is to promote school safety and report wrongdoings or illegal activities. Callers have the option of leaving a message on the automated system or speaking to a mental health counselor. Reports can be made about school safety issues such as theft, drugs, weapons, discrimination, abuse, harassment, threats, and facility safety. All messages are transcribed to ensure anonymity, then documented and disseminated to the appropriate school authority. The Safe School Helpline can also be accessed through a secured website at [www.safeschoolhelpline.com](http://www.safeschoolhelpline.com).

### **SCHOOL BUSES - PROCEDURES AND CONDUCT**

**Student Bus Conduct:** All school rules apply to students riding school buses. Each bus has rules posted that are unique to this privilege. Students must follow the direction of bus drivers and the posted rules. Bus drivers will refer any inappropriate behavior incident to administration for disciplinary action.

**Bus Change Form:** For the safety of our students, the Kings elementary schools do not allow students to ride any bus other than their own. All students are assigned a bus to ride according to their residence address. Any student needing transportation to a different location on a daily/regular basis must complete a Bus Change Form and send the form to the Transportation office. No child will be permitted to ride another bus or get off at a different stop without having completed a Bus Change Form. PLEASE make these arrangements prior to your child coming to school. No bus passes will be issued to ride another bus.

If you have any specific questions; e.g., routes, times of pickup/drop-off, bus stops, etc., please call our Transportation Department Supervisor, Mr. Doug Turner at 398-8050, ext. 10024.

### **STUDENT CONDUCT ON SCHOOL BUSES**

1. Students will be careful in approaching bus stops, walk on the left facing oncoming traffic, and be sure that the road is clear both ways before crossing.
2. Students will be at the bus stop five minutes in advance of the scheduled time in order to permit the bus to follow the time schedule.
3. Students will sit in assigned seats. Drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom.
4. Students will reach the assigned seat on the bus without disturbing or crowding other students and remain seated while the bus is moving.
5. Students will obey the driver promptly and respectfully and recognize that he/she has an important responsibility, and that it is everyone's duty to help ensure safety.
6. Students will keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food, or drinks on the bus at any time.
7. Students will refrain from loud talking or laughing. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
8. Students will keep their head, arms, and hands inside the bus at all times.
9. Students will be courteous to fellow students and to the bus driver.
10. Students will treat bus equipment as one would treat valuable furniture in his/her home.
11. Students will remain seated until the bus stops, wait for the signal from the bus driver, and cross in front of the bus.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus; i.e., bus suspension. Board Policy – EEACC-R (also JFCC-R)

### **STUDENT DROP-OFF/PICK-UP**

#### **Drop off at Arrival**

Your cooperation with regard to the use of the front drive/fire lane drop off is requested. If you must drive your child to school in the morning, please be sure that he/she is ready to just open the car door and go. Parents should pull up to the available numbered spot. It is imperative that the cars along the Fire Lane/Curb keep moving. If you stop and/or park in the drive, it causes a backup. If you arrive prior to 8:15, there is no supervision for your child, **and they should not exit your car until a staff member is present outside.**

- Students may not exit cars until 8:15 a.m. There will be no area for students to wait.
- An SLE staff member will signal for your child to exit the vehicle when you are stopped at one of our numbered curbside spots.
- Parents must remain in the vehicle at all times.
- There is **NO PASSING** of cars permitted in the car line. Please remain in the line of traffic and move only as the cars in front of you move.
- When a student exits the vehicle, they will enter the building and go directly to breakfast or to their classroom.

Remember: **NO double-parking or parking in the fire lane or bus lot.** Please keep a single lane of traffic in front of the building at all times for the safety of all our children. We continue to recommend that children ride the bus when at all possible. Cars are not permitted in the bus lot at any time.

**Very Important!** The tardy bell rings 8:25 a.m. sharp each day. If your child has not passed through the two double doors to the school at the tardy bell, then you will need to park your car and come in to sign them in as being *tardy*. *(Please see the attendance section of this handbook for additional details on tardies.)*

#### **Special notes regarding DROP-OFF:**

\*The main front doors of the building open to students at 8:15 a.m. each school morning (unless school has been delayed). No drop off is permitted before 8:15 a.m. due to lack of adult supervision, and they should not exit your car until a staff member is present outside.

Please plan to leave plenty of extra time if you find it necessary to bring your child to school. Our staff makes every attempt to assist children getting out of their cars to ensure that traffic continues to flow efficiently; however, we cannot be held responsible for any delays due to traffic congestion.

#### **Pick-Up at Dismissal**

- Students will begin their dismissal at 2:40 p.m. **Parents should not arrive in the SLE parking lot before 2:15. This causes a backup of traffic.**
- Car tags must be displayed on the windshield of your car. Please let us know if you did not get one or need it replaced.
- An SLE staff member will call your car to a numbered curbside spot, and your child will meet you there.
- The microphone will be used to call your student to their numbered curbside spot.
- Parents must remain in the vehicle at all times.
- There is **NO PASSING** of cars permitted in the car line. Please remain in the line of traffic and move only as the cars in front of you move.
- Adults and students may not wait on the sidewalk outside of the school, and all students must go directly to their vehicles.
- If a change in dismissal is necessary, please send a note with your child to ensure that they go home the appropriate way.

Once placed on a school bus at the end of the day by the teacher/staff member, NO STUDENT IS TO BE REMOVED FROM ANY SCHOOL BUS WITHOUT OFFICIAL NOTIFICATION TO THE BUS DRIVER BY THE SCHOOL OFFICE.

#### **STUDENT ELECTRONIC DEVICES**

Students are encouraged not to bring items of value to school. Students who do bring a device (iPod, tablet, Kindle, cell phone, etc.) to school must leave it turned off and in their bookbag.

#### **STUDENT RECORDS**

All student records are confidential and are protected by the Privacy Act. Only school staff and the child's natural parents/legal guardians have access to the records. The Privacy Act does not protect directory information on the child. Directory information includes names, address, phone number, etc. Parents can request that this information not be released.

### **TWO-HOUR DELAY DUE TO INCLEMENT WEATHER**

If Kings School District decides to go with a two-hour delay of schools due to inclement weather, school hours will be 10:20 a.m. – 2:50 p.m. Half-day AM Kindergarten hours will be 10:10 a.m. - 12:10 p.m.

Please note: The students will be served lunch, but the schedule may need to be adjusted in order to allow time to prepare the food.

### **STUDENT WELLNESS POLICY**

The Kings Local School District remains committed to the physical and mental well-being of our students. The district supports the student's development toward a healthier future through promoting healthy eating and increasing physical activity. To that effort, the Kings Local School Board of Education sets forth a student wellness policy.

Section E: Support Services - Policy EFG: <http://z2.ctspublish.com/osba/z2browser2.html?showset=kings-osba>

### **WITHDRAWING FROM SCHOOL**

Parents must notify the school office if the student must withdraw so that the teachers can complete an official withdrawal record sheet. The student's new school must request school records in writing. Records will be forwarded within 24 hours after receiving the request from the new school. Student records will not be given to a parent/guardian to take to the new school. Records will also not be sent to the new school if there are outstanding fees of any kind.

# KINGS LOCAL SCHOOL DISTRICT 2025-2026 School Year Calendar

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Key						
Inservice Days						
Work Days						
School Opens						
School Closed						
Last Day of the Quarter						

**August 2025**  
 11-12 Inservice Days – School Closed  
 13 Work Day for Staff – School Closed  
 14 First Day of School  
 19 First Day for Kindergarten Students

**September 2025**  
 1 Labor Day – School Closed

**October 2025**  
 16 Last Day of 1<sup>st</sup> Quarter  
 17 Inservice Day – School Closed  
 20 Fall Break – School Closed

**November 2025**  
 24 Covers 2 Conference Evenings – School Closed  
 25-28 Thanksgiving Break – School Closed

**December 2025**  
 19 Last Day of 2<sup>nd</sup> Quarter  
 22 Work Day for Staff – School Closed  
 23-31 Winter Break – School Closed

**January 2026**  
 1 Winter Break – School Closed  
 2 Inservice Day – School Closed  
 5 School Reopens for Second Semester  
 19 Martin Luther King Jr. Day – School Closed

**February 2026**  
 13 Inservice Day – School Closed  
 16 Presidents Day – School Closed

**March 2026**  
 13 Last Day of 3<sup>rd</sup> Quarter  
 30-31 Spring Break – School Closed

**April 2024**  
 1-2 Spring Break – School Closed  
 3 Covers 2 Conference Evenings – School Closed

**May 2024**  
 21 End of 4<sup>th</sup> Quarter – Last Day for Students  
 22 Work Day for Staff – School Closed

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Grading Periods		
9 wks	Dates	# of Days
1 <sup>st</sup>	08/14 – 10/16	45
2 <sup>nd</sup>	10/21 – 12/19	39
3 <sup>rd</sup>	1/5 – 3/13	47
4 <sup>th</sup>	3/16 – 5/21	44

## Fourth Grade SLE Supply List

2025-2026 School Year

### Organization:

- 4 composition notebooks (100 pgs)
- 4 plastic pocket folders
- 1 pencil pouch (no pencil boxes)
- 1 package loose leaf paper wide rule
- 1" 3 ring binder (reading)
- Tab dividers 5 pack

### Writing Supplies:

- 48 #2 pencils with erasers
- 1 set 24 count colored pencils
- 4 yellow highlighters
- 10 black dry erase Markers (thick)
- Pencil Sharpener- handheld

### Important Items:

- 10 glue sticks
- Headphones or earbuds
- 1 Clorox Wipes (teacher use)
- 1 pair scissors
- 2 boxes of tissues
- Computer mouse from third grade

### Specials:

- 1" 3-ring binder (music)
- 1 package of white cardstock (art)

- **GIRLS:** 1 roll paper towels
- **BOYS:** 1 box of ziploc bags quart or gallon size

### Maker Space Items for Library

**Clements:** One package of coffee filters

**Tucker:** One roll of aluminum foil

**Burdine:** 4 sharpies (not black)

**Westley/Barford:** One package of any color pipe cleaners

**Combs:** Brown paper lunch sacks

Looking forward to a great year!

The Fourth Grade Teachers

- **Third Grade SLE Supply List**

2025-2026 School Year

**Organization:**

- 2 sets of 5-tab dividers
- 2 1 inch binders
- 2 plastic folders
  - 1 yellow
  - 1 orange

**Writing Supplies:**

- 48 #2 pencils with erasers (pre sharpened, no mechanical)
- 1 set 24 count colored pencils
- 4 multi color highlighters
- 4 black expo markers
- 1 large zippered pencil pouch

**Important Items:**

- 4 glue sticks
- Headphones, (wired, over the ear)
- 1 Clorox Wipes (teacher use)
- 1 pair scissors
- Computer mouse(wired, no blue tooth)
- 1 pack Post-It 2"\*2"

**Specials:**

- 1" 3-ring binder (music)
- 1 package of white cardstock (art)

- **GIRLS:** 1 box of tissues, 1 pack loose leaf wide ruled paper, 1 pack PINK 3"\*5" Index cards 100 pack lined on one side and blank on the other.

- **BOYS:** 1 roll of paper towels, 1 pack BLUE 3"\*5" Index cards 100 pack lined on one side and blank on the other.

**Maker Space Items for Library**

**Blount:** one package of craft sticks

**Elder:** one package of pipe cleaners

**Manley:** one package of pipe cleaners

**Wey:** one package of straws

**Zeek:** one package of white paper plates

**Art:**

2 sharpened pencils, crayola super tip markers

**Looking forward to a great year!**



- **Second Grade SLE Supply List**  
2025-2026 School Year

**Supplies:**

- 2 boxes of pencils- (24 ct, Ticonderoga)
  - 6 glue sticks
  - 4 boxes of 24 count crayons
  - 1 small pencil box (8.25x5.25, no metal)
  - 2 boxes of tissues (extra boxes would be great)
  - 1 pair of scissors
  - 2 2-pocket poly folders (green and red)
  - 1 pack of colored pencils
  - 2 packs of large erasers
  - 1 inch white, clear cover view binder
  - 1 pack of 5 insertable dividers
  - 1 package of baby wipes
  - 4 large chisel expo markers
  - 2 highlighters
  - 1 backpack-no wheels
  - 1 pair of headphones, corded, over the head, no bluetooth
- 
- **GIRLS:** 1 pack of post it notes  
ART- 2 sharpened pencils, 2 black fine tip sharpies
  - **BOYS:** 1 roll of paper towels  
Art- 2 sharpened pencils, 2 black fine tip sharpies

**Maker Space Items for Library**

**Pagan:** 4 rolls of scotch tape

**Schatzel:** 4 rolls of scotch tape

**Burroughs:** 2 rolls of masking tape

**Caskey:** 2 rolls of masking tape

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- **First Grade SLE Supply List**  
2025-2026 School Year

**Supplies:**

**\*\* please do not label supplies and bring them on open house night**

- 24 pencils- (Ticonderoga, sharpened)
- 2 large erasers
- 3 boxes of 24 crayons
- 1 pack of broad line crayola markers-classic colors
- 1 pair of scissors
- 8 glue sticks (elmer's)
- 1 GREEN 2-pocket without prongs folder
- 1 highlighter
- 1 pencil/supply box (no pouches)
- 2 packs of dry erase markers (low odor)
- 2 boxes of tissues
- 1 pair of headphones (no earbuds)
- 1 water color paint palette (8 colors)

**Optional:**

- Ziploc bags
- Antibacterial Wipes
- 1 roll of paper towels
- Hand sanitizer

**Art:**

- 2 sharpened pencils and 2 black sharpies

**Maker Space Items for Library**

**Crow:** 4 dry erase markers (any color but black)

**McCarren:** 4 sharpies (any color but black)

**Mullin:** 4 sharpies (any color but black)

**Riggsby:** 4 dry erase markers (any color but black)

Looking forward to a great year!

- **Kindergarten SLE Supply List**  
2025-2026 School Year

**Supplies:**

**\*\* please do not label supplies and bring them on open house night**

- 1 pack of 12 pencils- (Ticonderoga, preferably sharpened)
- 4 boxes of crayons- (24 ct not 96 ct)
- 18 glue sticks- (Elmers, no scent or glitter)
- 4 skinny d
- ry erase markers- (black)
- 2 boxes of washable markers- (10 classic colors)
- 3 cans of any color play-doh- (4oz)
- 1 8 count watercolor palette
- 1 pencil box- (5x7, plastic, no metal, no zipper pouches)
- 1 box of Kleenex
- Headphones (no earbuds, unpackaged and in a gallon ziploc bag with name)
- Backpack large enough to carry daily folder/papers

**Optional:**

- Paper towels
- **GIRLS:** 1 pack of baby wipes, quart size bags, 2 bottles of glue
- **BOYS:** 1 container of clorox wipes, gallon size bags, 2 glue sticks

**Maker Space Items for Library**

**Kemp:** one bottle of school glue

**Metzger:** one can of play-doh

**Milnovich:** one bottle of school glue

**Schewe:** 4 glue sticks

**Looking forward to a great year!**





**Kings Local School District  
Pre-Approved Occurrence Request**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Directions:** The parent is to complete the top section of the request and submit it to the Attendance Secretary. Please submit seven (7) days in advance of the first day of the occurrence. Please be advised that pre-approved occurrence counts are counted within the district's yearly (12) occurrence allotment. Student's are only allotted (12) occurrences per school year. All of the following types of absences will be counted as (1) occurrence: tardies, early releases, full days and/or partial days. Any day after the (12) allotted occurrences would require a medical note to be excused. Medically excused occurrences do not go towards a student's allotted occurrence for the school year. Please refer to the district's "Attendance Code of Conduct" for further information.

**Parent's Section:**

Occurrence to begin on (date): \_\_\_\_\_

Student will return on (date): \_\_\_\_\_

Number of occurrences to be used: \_\_\_\_\_

Homework requested for occurrence (if possible) Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that my child is responsible for completing the school work when he/she returns to school.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Secretary's Section:**

# of Occurrences at time of request: \_\_\_\_\_ Date Calculated: \_\_\_\_\_

Please attach the student's full attendance for principal review.

**Principal's Section:**

Approved (excused) \_\_\_\_\_ (Dependent on attendance on the start date of the occurrence)

Not Principal approved (unexcused) \_\_\_\_\_

If approved, it is the responsibility of the parent/student to request make-up work with each teacher.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date:

## Kings Local School District Medication Form

### Student Information

Student name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Weight \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_ School year \_\_\_\_\_

Any known drug allergies \_\_\_\_\_

### Prescriber Authorization

Name of medication \_\_\_\_\_

Dosage \_\_\_\_\_ Route \_\_\_\_\_ Time/Interval \_\_\_\_\_

Date to begin medication \_\_\_\_\_ Date to end medication \_\_\_\_\_ (Medication from \_\_\_\_\_ year to \_\_\_\_\_ year)

Circumstance for use \_\_\_\_\_

Special instructions \_\_\_\_\_

Treatment in the event of an adverse reaction \_\_\_\_\_

Self-carry Epinephrine Autoinjector: Yes \_\_\_\_\_ No \_\_\_\_\_ Self-carry Asthma Inhaler: Yes \_\_\_\_\_ No \_\_\_\_\_

*If student is permitted to self-carry, as the prescriber I have determined that this student is capable of possessing and using this epinephrine autoinjector or asthma inhaler appropriately and I have provided the student with the training on this medication.*

Procedures for school employees if medication does not produce the expected relief \_\_\_\_\_

Possible severe adverse reactions to the student for whom prescribed or to a student for whom it is not prescribed who receives a dose \_\_\_\_\_

Does medication need refrigeration? Yes \_\_\_\_\_ No \_\_\_\_\_ Is medication a controlled substance? Yes \_\_\_\_\_ No \_\_\_\_\_

Prescriber Name \_\_\_\_\_ Prescriber Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Parent/Guardian Authorization

I hereby authorize the school nurse and trained school personnel to administer the medication as instructed by the prescribing health care provider. I agree to deliver the medication to responsible school personnel. I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. I also authorize the school nurse to talk with the prescriber to clarify medication order. Medication form must be received by the principal, his/her designee, and/or the school nurse. I understand that the medication must be in the original container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate. Personnel are exempt from all liability for administering or failing to administer the drug as long as all the procedures are followed correctly.

If medication form is for an emergency self-carry medication such as an epinephrine autoinjector or asthma inhaler, I authorize my child to possess and use the medicine as prescribed, at the school and any activity, event, or program sponsored by or in which the student is a participant.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Revised 5/1/11 School Nurse Signature \_\_\_\_\_ UOCA \_\_\_\_\_ SAK/NP \_\_\_\_\_