

KENSTON

S C H O O L S



K-12 Student Handbook

2025 - 2026

Kenston Local School District
Board of Education Office
17419 Snyder Road
Chagrin Falls, Ohio 44023
(440) 543-9677
www.kenstonlocal.org

Mission Statement

*We educate each student to be prepared, resilient, and engaged citizens
aspiring to academic and personal excellence.*

Kenston High School

Mr. Thomas Gabram, KHS Principal
Mr. Kenny Fisher, Assistant Principal
Mr. Matt Watts, Assistant Principal
Mr. Reid Guarnieri, Athletic Director

Kenston Middle School

Mr. Adam Fender, Principal
Mr. Larry Klimkowski, Assistant Principal
Mrs. Holly Botos, Assistant Principal

Timmons Elementary School

Mr. Dave Rogaliner, Principal
Ms. Kristen Hasenohrl, Assistant Principal

Central Office

Dr. Bruce R. Willingham Jr., Superintendent
Mr. Seth S. Cales, Treasurer
Dr. Kathleen M. Poe, Assistant Superintendent

Kenston Board of Education

Mr. Thomas Manning, President
Dr. Beth Krause, Vice President
Mr. Dennis Bergansky
Mr. Jim Henry
Mrs. Jennifer Troutman, J.D.

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KENSTON

S C H O O L S

August, 2025

Dear Students and Parents,

Welcome to the 2025-2026 school year at Kenston Local Schools. We look forward to another outstanding year and wish you the best of luck with your academic achievements and extracurricular opportunities.

Please read this handbook thoroughly as it is designed to be a helpful resource for students and parents throughout the academic year. It outlines school policies, procedures, and expectations to ensure a safe, supportive, and productive learning environment for everyone. This handbook summarizes and references many of the official policies and administrative guidelines of the Kenston Board of Education and District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall have oversight. This handbook is intended to provide general guidance and any inconsistencies or ambiguities should be resolved by consulting the official policies of the Kenston Board of Education. The document is also available on our district [website](#) to reference throughout the school year.

Sincerely,



Dr. Bruce R. Willingham Jr.
Superintendent, Kenston Local Schools

GENERAL INFORMATION

Contact Information

Kenston High School

9500 Bainbridge Road
Chagrin Falls, OH 44023
(440) 543-9821
School Hours: 7:43 - 2:18

[KHS Website](#)

Timmons Elementary School

9595 E Washington Street
Chagrin Falls, OH 44023
(440) 543-9380
School Hours: 8:45 - 3:20

[TES Website](#)

Kenston Middle School

17425 Snyder Road
Chagrin Falls, OH 44023
(440) 543-8241
School Hours: 7:38 - 2:25

[KMS Website](#)

Kenston Board of Education

17419 Snyder Road
Chagrin Falls, OH 44023
(440) 543-9677
Office Hours: 8:00 - 4:00 P.M.

[KBOE Website](#)

Bell Schedules

KHS Grades 9-12

Warning Bell	7:42 A.M.	
Block 1A	7:43 - 8:25 A.M.	42 Minutes
Block 1B	8:29 - 9:11 A.M.	42 Minutes
Block 2A	9:15 - 9:57 A.M.	42 Minutes
Block 2B	10:01 - 10:43 A.M.	42 Minutes
Block 3A	10:47 - 11:29 A.M.	42 Minutes
Block 3B	11:17 - 11:59 P.M.	42 Minutes
Block 3C	12:03 - 12:46 P.M.	43 Minutes
Block 4A	12:50 - 1:32 P.M.	42 Minutes
Block 4B	1:36 - 2:18 P.M.	42 Minutes

KMS Grades 4-7

Warning Bell	7:36 A.M.	
Mod 1	7:38 - 8:04 A.M.	26 Minutes
Mod 2	8:05 - 8:26 A.M.	21 Minutes
Mod 3	8:29 - 8:50 A.M.	21 Minutes
Mod 4	8:53 - 8:14 A.M.	21 Minutes
Mod 5	9:17 - 9:38 A.M.	21 Minutes
Mod 6	9:41 - 10:02 A.M.	21 Minutes
Mod 7	10:05 - 10:26 A.M.	21 Minutes
Mod 8	10:29 - 10:50 A.M.	21 Minutes
Mod 9	10:53 - 11:14 A.M.	21 Minutes
Mod 10	11:17 - 11:38 A.M.	21 Minutes
Mod 11	11:41 - 12:02 P.M.	21 Minutes
Mod 12	12:05 - 12:26 P.M.	21 Minutes
Mod 13	12:29 - 12:50 P.M.	21 Minutes
Mod 14	12:53 - 1:14 P.M.	21 Minutes
Mod 15	1:17 - 1:38 P.M.	21 Minutes
Mod 16	1:41 - 2:02 P.M.	21 Minutes
Mod 17	2:05 - 2:25 P.M.	25 Minutes

KHS Grade 8

Warning Bell	7:42 A.M.	
Period 1	7:43 - 8:33 A.M.	50 Minutes
Period 2	8:36 - 9:24 A.M.	48 Minutes
Period 3	9:27 - 10:15 A.M.	48 Minutes
Period 4 (Lunch)	10:18 - 10:53 A.M.	35 Minutes
Period 5	10:56 - 11:44 A.M.	48 Minutes
Period 6	11:47 - 12:35 P.M.	48 Minutes
Period 7	12:38 - 1:25 P.M.	47 Minutes
Period 8	1:28 - 2:15 P.M.	47 Minutes

TES Grades K-3

Doors Open	8:35 A.M.
K-3 Hours	8:45 - 3:20 P.M.
Preschool Morning	8:35 - 11:05 A.M.
Preschool Afternoon	12:50 - 3:20 P.M.
Half Day Kindergarten Morning	8:35 - 11:40 A.M.
Half Day Kindergarten Afternoon	12:15 - 3:20 P.M.

Calendar

[District Calendar Link](#)

Staff Directory

[District Staff Link](#)

ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned (Board Policy 5200). In accordance with statute (Ohio Revised Code), the Board considers the following factors to be reasonable excuses for time missed at school:

- Illness
- Medical recovery
- Death in the family
- Required court attendance
- Observation or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Superintendent or Principal and recognized in district guidelines
- Factors identified in Ohio Revised Code: illness, funerals, quarantine, religious holidays

Ohio Revised Code determines how schools must report student absences and other time out of school. All time out of school, including coming in late and early dismissals, is now included in student attendance totals. Every minute of missed instruction is classified as an absence and the term “tardy” to school is no longer used. Limiting scheduled appointments to before or after school and weekend hours will help students avoid reaching the new absence limits. Parents are encouraged to schedule vacations during school breaks. Please continue to report absences to the school or attendance office each day as well as submitting a doctor’s excuse for verification of any student absences for medical reasons.

Student attendance is important to supporting the student’s success in his/her school studies. Failure in one grading period does not necessarily indicate failure for a full year. For the purpose of grading, a student or the student’s parent/guardian shall be entitled to appeal any failing grade under this policy with the building principal. An appeal shall be granted if the Principal determines that an unexcused absence is to be reclassified as an excused absence, such that the total number of unexcused absences is less than five (5) days. Such reclassification should be based upon a mistake in classification or unusual student hardships, such as pregnancy, family problems, etc. (Policy 5200). Additionally, Sections 3321.01 to 3321.99 of the Ohio Revised Code (O.R.C.) deal with school attendance and define the following:

- **Habitual Truant** – a child of compulsory school age who has been absent without legitimate excuse for 30 or more consecutive school hours, 42 or more hours in one school month, or 72 or more hours in a school year.
- **Excessive Absences** – a child of compulsory school age who has been absent with or without legitimate excuse for 38 or more hours in one school month or 65 or more hours in one school year. Only non-medical excused and unexcused absences may be considered in determining whether a student is excessively absent.

When a student is **habitually truant**, the District will notify the student’s parents/guardian in writing within 7 days of the triggering absence as well as work with an absence intervention team to develop an absence intervention plan to improve the student’s attendance. The student’s parent/guardian and student will participate as members of the intervention team in devising a successful plan. If the student does not make progress on the plan within 61 days or continues to be absent, the district will file a complaint in the juvenile court.

When a student is **excessively absent**, the District will notify the student’s parents/guardian in writing within 7 days of the triggering absence. The district may develop an absence intervention plan for the student and/or be referred to community resources to help improve attendance.

Attendance Procedures

Parents/guardians are requested to call the building attendance line when their child is absent. The information to be given is the *parent name, student name, reason for absence, and date of absence*. If the school is not contacted, state law and school board policy require the school to call the parent or guardian to confirm the child’s absence within 120 minutes of the start of the school day. In the event the parent/guardian cannot be reached, the student is required to present a written excuse on the day he/she returns to school. If no written excuse or phone call has been received within twenty-four (24) hours of the student’s return to school, the absence will be considered unexcused.

- **Excused Absence** – reasons for excused absences are in accordance with Ohio Revised Code, (see above). The student may make-up any work missed due to an excused absence. The student has one (1) day of make-up for each day absent. It is the student's responsibility to contact the teacher for work missed.
- **Unexcused Absence** – unexcused absences will result in a zero ("0") for each class period missed. Students who have a pattern of absences on test days will be required to verify their absences with a doctor's note. Failure to provide an acceptable reason for absences on test days could result in receiving a zero ("0") on the test.

Early Dismissal

Students may request an early dismissal within (24 hours) for the same reasons granted for absences under the Ohio Revised Code. Contact with parents/guardians will be made to verify the reason for the request. Excessive early release requests can be denied if reasons for the requests are not consistent with medical or emergency reasons.

Extracurricular Events

Students who are absent for the day are not permitted to participate in or extra curricular events such as athletic events, club meetings, dances, concerts or productions. Students who wish to participate in or attend extracurricular events must be in school at least 50% of the day and remain in school throughout the rest of the day.. Unless given an excused absence, students wishing to participate in or attend school activities on Saturday must also attend 50% of the school day on the Friday preceding the event and remain in school throughout the rest of the day.

Illness During School Hours

Students who become ill during the school day are to report to the clinic with a pass from their teacher. Students will be assessed and evaluated for any symptoms in the clinic. Should the nurse decide the student should go home, she will advise the parent/guardian of the situation. When a parent/guardian cannot be reached, the student will remain in the clinic. Should the illness be of a serious nature, administration or school nurse will take whatever steps are deemed necessary. At no time is the student permitted to leave without permission from the nurse or administration.

Morning Absence

Ohio law requires schools to document each minute of missed instruction. Therefore the term "tardy" is replaced with the term "morning absence". When a student is late to school, the morning absence is generally unexcused except for extenuating circumstances and only for those considered reasonable by the Board of Education and in accordance with state statute as indicated in the Ohio Revised Code (see page 11-13, "Attendance," for further clarification). To be legitimately excused, the student must provide a written note from a parent or other verifiable documentation explaining the reason for their late arrival to school. Parents / guardians may be called for verification. Students with excessive morning absences will be addressed by the administration who may refer the student to the MTSS team for further intervention and support. (Multi-Tiered System of Supports)

State Statute on Attendance for Excessive Absences

No student under the age of 18 will be permitted to withdraw without the written consent of a parent/guardian and in compliance with State Law. Whenever a student under the age of 18 withdraws from school without moving out of state, transferring to another approved school, or enrolling in and attending an approved program, the Local Superintendent (or designee) shall notify the County Office which in turn will notify the Registrar of Motor Vehicles and the Juvenile Court. Such notification is to be given within two (2) weeks after the Local Superintendent (or designee) confirms the student has not moved out of state and is not enrolled in and attending another approved school or program.

In accordance with local District Policy, whenever any student under the age of 18 has been absent without legitimate excuse from school for more than 60 consecutive hours in a single month or 90 hours in a school year, the Board authorizes the County Board of Education and County Superintendent (or designee) to notify the Registrar of Motor Vehicles and the Judge of Juvenile Court of the student's excessive truancy. Prior to County Office action, the local district and/or the County Attendance Officer will attempt to correct the truancy problem and will inform parents of the possibility of the child losing driving privileges.

State Statute on Attendance for Drug or Alcohol Violations

In compliance with state statutes, the Geauga County Board of Education affirms that it is necessary to monitor student attendance and drug and alcohol violations. Whenever a student is suspended or expelled for possession or use of drugs/alcohol as defined, the Local Superintendent (or designee) may notify the County Office to inform the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is to be given within two (2) weeks after the suspension or expulsion in a manner that complies with the provisions of O.R.C. 3321.13 (B) (3).

STUDENT SERVICES

504 Documents

The district seeks to identify, evaluate, and provide an appropriate education for students who are disabled under Section 504 of the Rehabilitation Act of 1973. Section 504 protects all students with a mental or physical impairment, which is defined as substantially limiting one or more major life activities, or has a record of such an impairment, or is regarded as having an impairment.

Academic Tutoring

Reading tutoring is provided to students who qualify based on data collected through universal screening measures. All staff under Title I funding in the Kenston Local Schools have met the criteria as established by federal, state and local policy.

Gifted Services and Written Education Plans (WEPs)

Gifted services are provided to students in grades 3-7. In grades 8-12, students are offered a variety of rigorous course offerings to meet their academic needs. As a public school district, we are required to identify students who are gifted. Students qualify based on the following criteria:

- Verbal Score - Cognitive Abilities Test
- Qualitative Score - Cognitive Abilities Test
- Reading Total - Iowa Tests of Basic Skills
- Mathematics Total - Iowa Tests of Basic Skills

Before the start of the school year, parents are notified of their child's eligibility for gifted services. Parent permission is required for student participation in this program.

Mental Health and Wellness

Kenston Local Schools partners with Ravenwood Health for student services and family support. Currently there are two therapeutic behavioral specialists on campus daily.

Multi-tiered Systems of Support (MTSS)

MTSS consisting of various school personnel meet regularly to discuss students referred for academic or behavioral concerns. Interventions are implemented and progress is monitored through a tiered team process.

School Counseling Services

School Counseling services are available for all students and provide opportunities for students to achieve school success through classroom learning experiences, small group sessions, and individual counseling. These activities, focused on academic, career and social emotional learning, provide students with opportunities to learn new skills, improve self-regulation, strengthen self-confidence and build an understanding of how to positively handle many of life's challenges. Students receive instruction in the areas of self-awareness, self-management, social awareness, relationship skills and responsible decision making. To see a counselor, students may make a self referral or be referred by a friend, a parent, or a staff member. Counselors will advise students on a number different academic tasks and options:

- monitoring academic progress and interventions
- course selection and placement
- monitoring graduation requirements
- college and career readiness planning
- career technical education options
- community service opportunities
- CCP/ AP dual credit pathways

Special Education

Kenston Schools are committed to identifying, locating, and evaluating all children with disabilities as defined by the federal law, Individuals with Disabilities Education Act. A continuum of services and supports are established to meet the needs of each student with a disability. For additional information, contact the principal or the Kenston Special Education Office.

Standardized Testing

Assessments are administered with specified security provisions including testing dates, length of administration, make-up testing, and student integrity during the testing exercise. Please refer to the school and district calendars for the specific K-12 testing schedule. All testing results are mailed to parents as soon as they are received by the school.

Student Acceleration

Parents/Guardians wishing to explore student evaluation and consideration for whole grade or subject area acceleration or early high school graduation should contact the building principal and/or the student's school counselor. Parents who wish to have their child evaluated and considered for early admission to kindergarten should contact the building principal.

STUDENT EXPECTATIONS - PBIS

The Kenston Local School District implements **Positive Behavioral Interventions and Supports (PBIS)**, a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behavior. The key attributes of PBIS include preventive activities, data-based decision making, and a problem solving model. The **components of PBIS** are community connection, clear expectations, comprehensive instruction, a consistent system of acknowledging and correcting behaviors, and a supportive structure. Each are defined as follows:

Community Connection

Schools focus on building positive relationships among all stakeholder groups, in order to ensure consistent implementation of culturally responsive practices.

Clear Expectations

Schools identify 3 to 5 school-wide overarching behavioral expectations.

Comprehensive Instruction

Systematic, explicit instruction, practice and feedback on the expected behaviors are provided for each school setting.

Consistent System of Acknowledging and Correcting Behaviors

Consistency in acknowledging expected behaviors and correcting behavior is provided through active supervision, proactive scheduling, incentives and reinforcement, logical consequences and clear office referral procedures.

Supportive Structure

Schools focus on developing an infrastructure in school that provides effective academic and behavioral multi-tiered systems of support for all students

PEAK (Peaceful Environment at Kenston)

PEAK is the Kenston School District character development initiative that promotes mutual respect and harmonious existence. The behavior characteristics under PEAK state that students will behave in a manner that shows respect for themselves and others throughout the school day and at other school related events. To promote this behavior we teach, reinforce, and recognize the PEAK character traits through a variety of activities on a monthly basis.

As a companion to the character traits highlighted through the PEAK program, students in each of the three buildings follow a specific program that supports positive behavior interventions in the school:

Bomber Beliefs of KHS

- Be Respectful
- Be Responsible
- Be Kind
- Build Community

Act as a Timmons HERO at TES

- Help
- Everyone
- Respect
- Others

Be an Upstander and RISE UP to the Bomber Beliefs at KMS

- Be Respectful
- Be Inclusive
- Be Safe
- Be Engaged

STUDENT BEHAVIOR

School attendance is a privilege as well as a right, carrying with it the responsibilities of good citizenship and acceptable behavior. When deviations from acceptable behavior reach a point where, in the opinion of the teacher and administrator concerned, the orderly progress and maintenance of a class or school program is jeopardized, the Board delegates to the administration the right to take corrective measures. No teacher or class is ever required to tolerate any act of gross misconduct, including flagrant discourtesy, abusive and vile language, acts of violence, and/or deliberate insubordination.

Students are expected to be prepared and be responsible, bringing Chromebooks, completed assignments, and any necessary materials to each class. Mature behavior is expected of all students. Students who are well-disciplined, direct their interests, efforts, and abilities toward greater achievements. Teachers are in charge of classrooms at all times. Students are expected to accept the teacher's decision concerning how the classroom will be conducted. Kenston students are subject to the supervision of any administrator, teacher, or other school employee to promote safety and mutual respect while on school grounds.

The primary goal of discipline is that each child will recognize the ability to control his/her own behavior and assume the rewards and consequences of that behavior. Each teacher employs rules and consequences within the classroom. A building conduct referral system is used based on the severity of infraction and may result in student conferencing with an administrator or counselor, parent communication, or office level consequence. The chart below identifies the behaviors categorized as classroom managed or office managed at a K-12 level..

Classroom Managed Behavior	Office Referred Behavior
• Disrespect (low intensity) • Calling out • Defiance (low intensity) • Work refusal; off task • Preparedness • Classroom disruption (low intensity) • Theft (minimal impact) • Inappropriate language (non threatening) • Inappropriate dress • Physical contact (horseplay or non-serious interaction) • Technology violation (inappropriate but not indecent or violent) • Property misuse (potential or minor damage to supplies, furniture, etc)	• Bullying/harassment • Classroom disruption (high intensity) • Theft (high impact) • Permanent damage to property of school or another student • Exposing body • Defiance (high intensity) • Disrespect (high intensity) • Classroom disruption (high intensity) • Profanity • Aggressive/threatening language • Technology violation (indecent or violent) • Physical aggression; fighting • Any classroom managed behavior that does not improve with consistent teacher intervention

Slight alterations with management of student behavior and discipline consequences will occur in each of the buildings based on grade level and age of the student.

Artificial Intelligence

Due to the increased availability of Artificial Intelligence or "AI" programs it is important that students understand that the use of such technologies can create situations of academic dishonesty. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own. The use of AI on tests, assignments, projects, papers, or other assignments without the permission of a teacher is strictly prohibited. The use of AI for such purposes is considered academic dishonesty or plagiarism. In some circumstances AI may be used as a tool for learning. In such situations students must have permission from a teacher to utilize AI and follow the specific guidelines set by the teacher. In order to ensure academic integrity, tests, assignments, projects, papers, and other assignments may be checked by AI content detectors and/or a plagiarism protection website.

Bullying and Other forms of Aggressive Behavior

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

This policy has been developed in consultation with parents, District employees, volunteers, students, community members, building administrators, and members of the Board as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Definition

Harassment, intimidation, degradation, or bullying means any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, degradation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, social media, cell phone) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Prohibited Behaviors

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Reporting

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

Investigation

All complaints about aggressive behavior shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

Intervention and Remediation

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including 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, and they shall be promptly forwarded to the building principal for review, investigation, and action. When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Documenting

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events. Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate. The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed. R.C. 3313.666, 3313.667 State Board of Education Model Policy (2007) Adopted 8/18/03 Revised 12/10/07

Code of Conduct

Clear and concise expectations are established for all students to rise to and meet. One primary expectation is for the school to provide a safe and orderly learning environment. Students are expected to meet school expectations which will promote a safe and orderly learning environment. When these expectations are not met and actions occur that are not compatible with the terms safe and orderly, disciplinary action is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following provides a list of major areas that could result in disciplinary action. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished. Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion. Slight alterations with management of student behavior and discipline consequences will occur in each of the buildings based on grade level and age of the student.

Section I

The described behaviors in this section are cumulative for any offense. They may result in discipline actions which will be determined on the severity of the infraction. A list of these suggested actions follows this section.

Academic Dishonesty / Plagiarism - Cheating on exams, quizzes, or any assignments will result in a "0" for the grade. Simply copying someone else's work, using information or quotations without proper documentation, or submitting someone else's work as your own. If you are uncertain about any part of this definition, consult your teacher to insure you are not guilty of this severe form of academic dishonesty. All federal, state, and local laws regarding copyright infringement will be strictly enforced. Students who knowingly allow others to copy or submit their work also face similar consequences. Students in English classes will be required to submit all papers to a plagiarism protection web site (i.e. turnitin.com).

Aiding or Abetting - If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Bus Misconduct - No student may interfere with the safe operation of the bus through destructive actions or language towards other students, drivers, or passing motorists. Bus misconduct will result in disciplinary action which may include the loss of bus-riding privileges. (See language – pg. 21-22)

Cafeteria Conduct – Students must follow all appropriate expectations in the cafeteria. All food or beverages (excluding bottled water) must remain in the cafeteria area and will be confiscated if found in other areas of the building. (See language – pg. 23)

Cell Phones & Listening Devices – To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Kenston Board of Education prohibits the use of cell phones, airpods, earbuds, or headphones by students during school hours. The objective of this policy is to strengthen Kenston's focus on learning, in alignment with our mission; which is to educate each student to be prepared, resilient, and engaged citizens aspiring to academic and personal excellence. (See language on pg. 22)

Dress Code – Students are expected to dress appropriately at all times. Any fashion trend (dress, accessories, or hairstyle) that may disrupt the educational process is not permitted. (See language – pg. 17)

Falsification of Identification, Student Pass – Forgery of identification or any type of student pass are not acceptable.

Disruption of the Educational Process – Any actions or behaviors that interfere with school activities and disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Displays of Affection – Students demonstrating affection between each other are personal and not meant for public display. This includes any contact that may be considered sexual in nature.

Unauthorized Touching/Physical Menacing - Unsolicited physical contact with another student.

Inappropriate Language, Comments, Profanity, or Gestures – No student shall use profane, vulgar, racially, religiously derogatory, abusive, or otherwise disrespectful language during school hours or at any school-sponsored activities or events. Neither shall any students use profane, vulgar, slang terms, or other improper gestures, publications, pictures, or signs.

Insubordination / Noncompliance – Students shall comply with the reasonable requests, and directives from all authorized school personnel during any period of the school day or during school-sponsored activities and events. Students shall comply with all school rules and regulations which are a part of this discipline policy.

Misconduct Off School Grounds – Students may be subject to disciplinary consequences for misconduct off school property, when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the district, or any other location where a school activity or event is taking place.

Persistent Absence or Tardiness – Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Consequences can range from detention to a referral to court, and/or revocation of the student's Driver's License.

Refusing to Accept Discipline – The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the discipline, the refusal can result in a sterner action.

Trespassing – Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the principal.

Truant from School – Leaving school without permission or skipping classes can result in discipline consequences

Unauthorized Use of School or Private Property – Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

Violation of Individual School/Classroom Rules – Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

Section II

The described behaviors in this section are cumulative for any offense. Discipline consequences may result up to a 10-day suspension along with a possible recommendation for expulsion and/or referral to law enforcement due to the more serious nature of these offenses. A list of suggested actions follows this section.

Bullying / Harassment / Hazing / Aggressive Behavior – The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The aggressive behaviors toward other students or members of the staff, or any other individual are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. (See language, pg. 10-11)

Criminal Acts – Any criminal acts occurring at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

False Alarms and False Reports – A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

Fighting / Physical Confrontation – Students who choose to defend themselves by fighting are choosing to accept the appropriate consequences. Students involved in fighting or any other physical confrontations might also face assault charges. In most cases, all parties involved in a fight will be suspended.

Explosives – Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden in school.

Extortion – Extortion is the use of threat, intimidation, or force to take or receive something from someone else. Students may be referred to law enforcement.

Gambling – Gambling includes casual betting, betting pools, or any other form of wagering. Any form of gambling is prohibited. Additionally, students who bet on an activity in which they are involved may also be banned from that activity.

Knowledge of Dangerous Weapons or Threats of Violence – The Kenston Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the Administration. Failure to report such knowledge may subject the students to disciplinary action.

Misconduct against a school official or employee, or the property of such a person - The Kenston Board of Education prohibits misconduct committed by a student against a school staff member, or the property of the staff member, including, but not limited to, harassment (of any type), vandalizing, assault (verbal and/or physical), destruction of property and use of profanity directed toward a staff member.

Physically Assaulting a Staff Member / Student / Person Associated with the District - Physical assault of a staff member, student, or other person associated with the District which may or may not cause injury, or injury to a staff member may result in charges being filed and subject the student to expulsion.

Possession of a Weapon – A weapon includes conventional objects like guns, pellet guns, knives, or club-type instruments. It also includes any object that is used to threaten or harm another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, etc. This violation may subject a student to expulsion and possible permanent exclusion. Criminal charges may be filed for this violation. **Possession of a weapon will subject a student to expulsion and possible permanent exclusion.** It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law requires that a student be expelled from school for a period of one (1) year if he/she brings into, or has in his/her possession, on school property or at a school-related activity, any of the following:

- Explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item.
- Cutting instrument consisting of a sharp blade fastened to a handle.
- Objects that are intended to invoke bodily harm or fear of bodily harm.

Purposely Setting a Fire – Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and/or cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.

Theft / Vandalism / Destruction of Property – When a student is caught stealing school or personal property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning. **The school is not responsible for personal property.** Students who may damage, delete, or tamper with school or personal property including school files as well as any information listed on the Website are subject to appropriate discipline and consequences.

Threatening a Staff Member / Student / Person Associated with the District – Any concerning communication or behavior that suggests a person may intend to harm a staff member, student or other person associated with the District is considered a threat. The threat may be spoken, written, gestured or communicated electronically. Once a threat has been reported, a threat assessment will take place to determine the level (high, medium or low) of the threat. The threat level will define specific steps, actions and/or consequences for the behavior based on the information and / or situation. All threat assessments will be documented on district level forms through the MTSS process.

Use of Alcohol – The sale, distribution, possession, or use of alcohol, or look-alike alcohol products is prohibited. If there is reasonable suspicion to believe that a student has consumed alcohol, the Administration may arrange for a breath test for blood-alcohol to be conducted on a student. The student will be taken to a private Administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed any alcohol. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such denial leaves the observed evidence of alcohol not refutable, thus leading to disciplinary action. The student will then be given a second opportunity to take the test. (See language pgs. 27-29)

Use of Drugs – If there is reasonable suspicion to believe that a student is under the influence of drugs, the Administration may refer the student to local law enforcement. The sale, distribution, possession, or use of drugs, narcotics, alcohol, mood-altering drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers, wines, over-the-counter stimulants, and antidepressants. This prohibition also applies to any type of drug-related paraphernalia. (See language pgs. 27-29)

Use of Tobacco/Nicotine – Smoking, vaping, and other tobacco/nicotine uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, and/or possession of tobacco or tobacco/nicotine paraphernalia, in any form (cigarettes, cigars, snuff, dip, chewing tobacco, clove cigarettes, electronic cigarettes, any style of vaping devices, vaping cartridges, lighters, or matches, etc.), including look-alike products, during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. (See language pgs. 27-29)

Discipline Procedures

Referrals

Our goal is to develop positive relationships and utilize the PBIS model through our bomber beliefs to proactively respond to disciplinary concerns. Each teacher establishes the expectations in their classroom and will handle disciplinary offenses in a variety of ways. These include conferences with students, contacting parents, or any other suitable methods they deem appropriate to the situation. When the actions are no longer effective, the teacher will issue a disciplinary referral to the assistant principal. The discipline policy provides for recommended consequences which include, but may not be limited to, the following: contact parents, detention, class suspension, Saturday session, in-school restriction, suspension and/or expulsion. Consequences will be determined with each individual referral. As an individual student's referrals increase, the consequences will increase accordingly. Students will be held accountable for their actions and consequences must be met, regardless of any after-school activities, athletic practices/games, or jobs held after school or on Saturdays.

Detentions

Detentions will be assigned to students who elect to present unfavorable behavior in school. Detentions are held every day from 2:25 P.M. to 3:10 P.M., and are assigned by an administrator.

Saturday Detentions

All school rules are in effect at the time of the detention, on school property, and either coming to or leaving the Saturday detention. Saturday detentions will be held from 8:00 A.M. to 11:00 A.M. Students who fail to serve the Saturday Detention will be given (1) day out of school suspension the following Monday.

In-School Restriction

The removal of a student from his/her regularly scheduled classes for a period of at least one (1) but not more than ten (10) consecutive days. During this period of in-school restriction, a student will remain and perform his/her studies in a specified area. No academic credit will be lost solely because a student is assigned an in-school restriction. If a student is to serve an in-school restriction:

- Students will receive credit in all classes
- Students are permitted on school property
- Students may attend/participate in any co-curricular activities

Due Process

A student can expect to receive written notice of Intent to Suspend or Expel and the reason(s) for such action. The student will be given the opportunity to appear at an informal hearing to explain his/her actions or challenge the reasons. Within one (1) school day after the time of a student's suspension, a written notice of suspension will be sent to the parent(s)/guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension as well as the right and procedure to appeal. Prior to expulsion, the Superintendent will give the student and his/her parent(s)/guardian(s) written notice and provide an opportunity to appear and explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the time and place of the hearing. Within one (1) school day after the expulsion hearing, the Superintendent will send written notice to the student and his/her parent(s)/guardian(s). The notice shall specify the duration of the expulsion and the reason(s) for the expulsion. It shall also include notification of the right to appeal. (Policy 5611)

Out of School Suspension

In cases of gross misconduct or persistent and repetitive violations of school rules, a student may be suspended out-of-school. An out-of-school suspension can also be assigned to students who fail to serve a Saturday detention. While suspended, students are not allowed to come to school, attend classes, attend or participate in extracurricular activities or evening events. The student will be permitted to make up coursework that occurred during the suspension for credit, including assessments, however not all class work and activities can be replicated. Therefore, the teacher will be given discretion to assign an alternative assignment or exempt the assignment from the student's grade.

Expulsion

Expulsion is defined as the denial of permission to attend school or to take part in any school-related activity for a period of up to ninety (90) school days. Expulsion is recommended by the principal and is imposed when the Superintendent determines that the student has participated in one or more of the types of misconduct that are a grievous violation of the Student Code of Conduct.

Search and Seizure

Students possess the right to privacy as well as freedom from unreasonable searches and seizures of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of its students. Therefore, items of clothing and book bags are subject to search under the condition of "reasonable suspicion" and school authorities may

seize any item, such as cell phones, that violate school or criminal rules. Although searches may take place without the knowledge of the student and with no advance warning, an attempt will be made to notify the student and have the student present during the search (Policy 5771). Refusal to submit to a search may be considered insubordination.

- **Notice of Search of Lockers**

The lockers supplied by the Board of Education and used by the students are the property of the Board. Therefore, the student lockers and the contents of all the student lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Random searches may include a search with the assistance of dogs trained to detect the presence of drugs.

- **Notice of Search of Motor Vehicles**

Motor vehicles driven by students to school and parked on school property are subject to random search by dogs trained to detect the presence of drugs. Additionally, searches may also be conducted when there is a reasonable suspicion that any motor vehicle, or its contents, contains evidence of a violation of a criminal statute or a school rule.

Rights and Responsibilities of Students

Students attend the Kenston Schools under the direction of State Law and with the full benefits of constitutional protection for their rights as citizens. Kenston Board Policies 5600 and Administrative Board Guidelines 5600A specify the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The Kenston Schools, in turn, have a right to expect reasonable behavior from their students. Freedom carries with it responsibilities for all concerned.

Student Demonstrations

Students will not be denied their right to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is a need to organize some form of demonstration, they are encouraged to contact the principal to discuss the proper way to plan such an activity.

Substitute Teachers

Substitute teachers are guests in our school, and we expect KHS students to behave with the same or more courtesy, respect, and consideration that would be given to a regular teacher. It is understood by the substitute and students that a pupil sent to the office for lack of cooperation or inappropriate behavior will face disciplinary action.

Threat Assessment

Any concerning communication or behavior that suggests a person may intend to harm a staff member, student, or other person associated with the District is considered a threat. The threat may be spoken, written, gestured, or communicated electronically. Once a threat has been reported, a threat assessment will take place to determine the level (high, medium, or low) of the threat. The threat level will define specific steps, actions, and/or consequences for the behavior based on the information and/or situation. All threat assessments will be documented on district level forms through the MTSS process.

Zero Tolerance

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. (After a thorough administrative investigation of any action, appropriate consequences will be assigned.

Dress Code Guidelines

Kenston Administration, Faculty, and Staff believe that appropriate student dress contributes to a productive learning environment. We value respect for all individuals and the understanding of diverse viewpoints. Therefore, it is our policy to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of the education or the health, safety, and maintenance of the school environment. The student dress code establishes the expectations for student attire and students are expected to meet dress code expectations at all times. The administration, faculty, and staff reserve the right to question improper dress of any individual, discuss his/her appearance with him/her and his/her parents, and to require an improvement of the same. Students that fail to adhere to the dress code expectations are subject to disciplinary consequences.

Expectations include, but are not limited to the following:

- Any clothing with improper fit shall not be permitted. This includes pajama garments both top and bottoms. Clothing should be constructed and worn in a safe manner that is not unduly revealing and no undergarments should be visible (male or female) whether standing or sitting. Garments must be of appropriate length and size covering shoulders to waist and waist to knees.
- Clothing and/or personal items depicting alcohol, tobacco/nicotine, drugs, violence, gang related apparel, inappropriate language, signs, symbols, or advocacy of illegal activity, hate symbols, or sexual references are unacceptable. Any items that defame the nation, state, community, or an individual will not be permitted.

- The wearing of hats, caps, bandannas, scarves, headbands, hoodies, or other headgear will not be permitted unless wearing of such articles is in keeping with a bona fide religion and a letter to that effect is on file in the main office.
- Airpods, earbuds, and/or headphones are not permitted. Other accessories that may pose a risk or distraction to anyone including sunglasses are not permitted.
- Students are expected to wear conventional foot coverings. Bare feet are not permitted.
- The administration shall have the right to modify specific items in these regulations as school situations and activities merit. In situations where a disagreement exists as to whether or not attire is appropriate, the administration shall make the final decision.

HEALTH & SAFETY

Allergies / Nut Free Procedures

Procedures are in place, both in the classroom and school cafeteria, to ensure the safety of those students who have nut allergies. Specific classrooms in the school are designated as nut free environments. A surface in the lunchroom is also secured for only those students who have nut allergies and those classmates purchasing a school lunch. Products containing nuts are not a part of the school lunch menu or snack options. Children's allergies are acknowledged and accommodations are made accordingly.

Clinic

The school is equipped with a health clinic to take care of first aid situations. A nurse/health aide is available in the clinic or on campus. Children who are ill or injured will be sent to the clinic by the teacher or supervisor in charge.

Handicapped Accessibility

The Kenston School District will make reasonable accommodation for individuals with disabilities to be able to participate in school events. Please make all requests to the principal.

Health Record

Each child has a permanent health record on which pertinent health information is recorded. Please keep the school notified of any health problems. All information is confidential. Contact the nurse to discuss any health concerns. State mandated hearing and vision screening will be administered to preschool, kindergarten, first and third grade students in September. New students entering during the school year will also receive state mandated vision and hearing screening.

Health and Wellness Plan

The comprehensive Health and Wellness Plan, includes district initiatives focused on nutrition, physical activity, emotional health, and other aspects of wellness promotions. The district recognizes the importance of all of these initiatives, especially physical activity and its positive impact on academic performance.

Illness / Injuries

If a child becomes ill at school, the nurse/health aide will assess and determine if the child's complaint or appearance warrants a call home. A temperature is only one sign of illness although a temperature of 100° or above will require a child to be sent home. Isolation of an ill child will be implemented if medically indicated. Parent contact will be made according to the information in the Student Information Verification Form. Serious injuries will be given emergency care and parents will be notified immediately. If necessary, 911 will be called to transport the child to the hospital.

Immunization

In order to safeguard the school community from the spread of certain communicable diseases and to recognize that prevention, is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, rubella, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. This policy pertains to both students who currently attend school in the district and those eligible to attend. (Board Policy #5320.)

Lice

When a case of head lice is identified, whether at school or at home, the following procedure must be followed. If a student is identified with head lice at home, the student must be treated before returning to school. The student will be readmitted to school upon completion of the first treatment. A classroom Notice of Exposure to Head Lice will be sent home. The second treatment is required 7-10 days after the initial treatment with the same product.

Medication

If your child is on medication, a Kenston district prescribed medication authorization form must be completed by both parent and physician before medicine can be dispensed at school. The medication must be delivered to the school by the parent, in the original container labeled with your child's name and the dose to be given. Please do not send medication to school with your child. The medication forms can be obtained from the school or on the website. Medication will be administered to students only by staff or administration who have been trained in medication disbursement.

Students are permitted to receive over-the-counter medication upon the written authorization of the parent. The parent must submit a completed non-prescription medication form to the school clinic before medicine can be dispensed. Please do not send medicine to school with your child. The medication must be delivered to the school by the parent, in the original container with a current expiration date. The medication forms can be obtained from the school or online at the Timmons web site. Under no conditions will non-prescribed medications be given without proper written permission. Medication will be administered to students only by staff who have been trained in medication disbursement.

Return to School

- A child should be free of fever (less than 100° without medication) for 24 hours before returning to school
- A child diagnosed with strep throat or pink eye must be on medication for 24 hours before returning to school
- A child can return to school after initial treatment for head lice is completed
- All cases of communicable diseases, including head lice, must be reported to the school office. Please notify the school nurse if a child develops a chronic illness

SAFETY & SECURITY

Safety Drills

Throughout the school year, students are given safety instructions that include fire, tornado, and security drills. These safety drills are held according to state guidelines. Procedures for specific drills are posted in each classroom and children are expected to remain quiet and in control during drills. In the event of an emergency, the Building Emergency Management Plan will be followed as described in Policy 8400.

Security Measures

Main entrance doors remain locked during the day; a buzzer system is in use to gain entry. Other doors are locked (egress only) during all but specified portions of the day. All visitors and volunteers must come directly to the main office, sign in, and obtain a visitor's badge.

Stopit APP

We encourage students and parents to immediately report threats or bullying incidents to the district using the Stopit App (an anonymous reporting system). Stopit allows individuals to anonymously report safety, misconduct, or compliance concerns to help others. The reporter may also choose to connect with trained Crisis Counselors from the Stopit crisis text line to help themselves. Reporting is always 100% anonymous. Use this [LINK](#) to report a safety or bullying concern from your computer or mobile device.

Surveillance

Board Policy 7440.01 directs the Superintendent to annually notify parents and students that video surveillance/electronic monitoring systems are being used in certain areas of the schools and on buses. Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes.

Threatening a Staff Member / Student / Person Associated with the District

Any concerning communication or behavior that suggests a person may intend to harm a staff member, student or other person associated with the District is considered a threat. The threat may be spoken, written, gestured or communicated electronically. Once a threat has been reported, a threat assessment will take place to determine the level (high, medium or low) of the threat. The threat level will define specific steps, actions and consequences for the behavior based on the information and/or situation.

Visitors and Volunteers

State law requires that all parents, visitors, and volunteers report to the main office to check in and will receive a visitors badge through the Raptor system. Any unknown adult in the building who is not identified by a visitor badge will be questioned immediately by staff members. Parents are not to go to the classrooms without the permission of the office staff, even for a scheduled appointment with the teacher. If you wish to speak to a teacher during instructional time, it will be necessary to make an appointment. Messages, lunches, homework, or other forgotten items for your child may be dropped off in the school office and will be delivered to the student by office personnel.

TRANSPORTATION

Arrival / Drop-off / Dismissal / Pickup

Bus riders at **Kenston High School** will be dropped off in the bus loop and report to the cafeteria until 7:15 A.M. Students dropped off by parents must use the main entrance around the flagpole. For drop-off in the morning, the circular drop-off zone consists of two lanes and a stopping zone where students will be dropped. For efficiency and for the safety of all students, drivers must remain in their designated lanes throughout the drop-off zone. For pickup at the end of the day, the main entrance will be used and only one lane will form to prevent congestion of traffic throughout the pick-zone. Parents are asked to park and wait patiently until their student finds and enters their vehicle. The KHS doors open at 7:00 A.M. for students who will then report to the cafeteria until 7:30 A.M.

Bus riders at **Kenston Middle School** will be dropped off in the bus loop and will enter the building at 7:30 A.M. Parent drop-off and pick-up will use the main entrance to enter the building. Cars may not enter the area designated as the bus loop since this area is for bus traffic only. Parking along sidewalks is not permitted. Refer to the website and opening day packet for additional information regarding arrival procedures. The KMS doors open at 7:20 for students who will report to the cafeteria until 7:30 A.M.

Students at **Timmons Elementary School** are welcome to arrive at 8:35 A.M. as students are dismissed from the buses. Supervision cannot be provided for early-arriving students. Teacher supervision begins at 8:35 A.M. Students being driven to school should be dropped off only at the main entrance. Cars may not enter the area designated as the bus loop since this area is for bus traffic only. Parking along sidewalks is not permitted. Refer to the website and opening day packet for additional information regarding arrival procedures.

When picking up your child at the end of the day, established pick-up procedures, distributed at the start of the school year, must be followed. No parking is permitted in the Bus Loop. For security purposes, parents may not go to the classroom to meet your child.

If a child is to be picked up by someone other than one of their parents or staying for an after school activity, the office must receive a written request from the parent to that effect. Other than an emergency or extenuating circumstance, a child will not be released to a non-parent on the basis of a phone call. It is also necessary for the school to have written permission to release a child to a non-custodial parent. Bus pass requests must be written as well.

Bus Pass

Bus passes are only for a change in drop off that have been pre-arranged at the beginning of the year by filling out a district request form that best fits your needs. Passes are only issued for the following: Home (No form necessary), Shared Parenting, Daycare Center, KCE or Pick-up at the school. All forms must be filled out on the district website before using the below request. Please note: two school days are needed for routing and driver notice. Other arrangements will need to be made if needed before processing.

Bus Regulations

Transportation is provided for all K-12 students. Every student is expected to maintain good conduct on the bus. The driver needs to direct all attention to the bus and traffic. Video surveillance is installed on all school buses to monitor student behavior. If a student misbehaves on a bus the violation will be reported to the building administration along with the video evidence. Any violation of good behavior on the bus, or at bus stops, may result in revoking the privilege of riding the bus for a period of time. Students denied bus privileges for disciplinary reasons are expected to be in school as usual. The parent must arrange transportation to and from school. Each student shall be on time at the designated stop five minutes prior to the scheduled stop; 3301-83-13(B)(6). Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students are to follow school expectations and listen to the bus driver when spoken to. All school rules apply when being transported using school transportation. Students are to remain seated and keep all parts of their body inside the bus while the bus is in motion. Students who ride a bus to an activity must return on that bus after the activity is completed unless prior arrangements have been approved by the building administration. Students may be denied bus transportation for unsatisfactory behavior (Policy 5610.04). Questions regarding transportation may be answered by the Transportation Office at 440-543-9567.

General Bus Rules:

- Students should be at the assigned bus stop five minutes prior to the published time.
- Students shall conduct themselves on the bus as they would in a classroom, except that reasonable conversations are permitted.
- Students are never permitted to transport animals, glass objects, or other potentially dangerous objects on the school bus. No balloon bouquets shall be permitted on the bus. Book bags, projects, etc. must be small enough to hold on lap.
- Eating, drinking, and chewing gum on the bus is not permitted at any time.
- Students must remain seated when on the bus
- For the safety of all of the children, parents are not permitted to go to the bus loops or have their children removed, once having boarded the buses. Bus drivers have been instructed not to release students from a bus without the permission of a school administrator. Please plan ahead so that these situations can be avoided.
- Kenston Local Schools uses the Stopfinder App. Stopfinder allows parents and guardians to accurately monitor their children's school buses in real-time with Geo Alerts available. The app is secured, ensuring only authorized users can access school bus information.

Student Driving & Parking

Students who drive to school must purchase a parking pass in order to park on campus. Students must provide their official drivers license and proof of insurance in order to purchase the parking pass. Parking passes must be displaced in the front windshield in order to be eligible to park on campus. Students who violate driving laws on campus such as speeding or reckless driving are subject to losing their parking privileges for an extended amount of time as well as face discipline consequences. Student vehicles shall be parked in the designated student parking area only. The Kenston Board of Education and administration assumes no liability for theft of personal items, accidents, or for vehicular damage on school property for any reason. Vehicles driven or parked on school property are subject to the search and seizure policy of the Kenston Local Schools. Any change in vehicle or license number must be reported immediately to the Main Office.

NUTRITION SERVICES & LUNCH EXPECTATIONS

Cafeteria

All students will eat lunch at school and remain on the grounds during the lunch periods. For safety purposes, seating at each table is limited to the number of seats at the table. No food is to be taken from the cafeteria into the halls or classrooms unless granted permission. While in the cafeteria, students are expected to behave in an orderly manner and respect the rights of others. Students are expected to keep their tables clear and the cafeteria floor cleaned. All disposable items are to be placed in waste cans provided throughout the cafeteria space. If a student forgets his/her lunch, a basic lunch will be provided to the student. Students are not permitted to order food from restaurants or schedule delivery services for lunch without prior permission from an administrator.

Free and Reduced

The school will notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

Lunch Purchases

Students may purchase a school lunch or bring a packed lunch. A Point of Sale ("POS") system will be in place with an opportunity for parents to prepay for lunches. Parents may add money to a student's account at any time through the district website. Questions regarding the POS system should be directed to the Food Service at 543-9821 ext. 9000.

Recess (Grades K-7)

Rain, temperature, and wind chill are all factors when considering indoor vs. outdoor recess. Administrator discretion will be used when making the final determination. Generally, a child who is well enough to attend school is also well enough to participate in outdoor recess. Please be certain that your child is dressed according to the weather. As temperatures may shift through the day, it is recommended to check conditions and prepare students for these shifts with appropriate cold weather wear.

Knowing the positive impact of physical activity on student learning, students are encouraged to use this period of time for movement. A parent note is required for a child to miss outdoor recess on a given day. Parents are asked to provide a doctor's note if a child will not be participating in recess for more than one day. Students are not permitted to bring balls, toys, or other equipment to school for playground use.

TECHNOLOGY & CELL PHONE USAGE

Cell Phones & Listening Devices

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Kenston Board of Education prohibits the use of cell phones and listening devices such as airpods, earbuds, or headphones used by students during school hours. The objective of this policy is to strengthen Kenston's focus on learning, in alignment with our mission to educate each student to be prepared, resilient, and engaged citizens aspiring to academic and personal excellence.

I. Research

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones and listening devices distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability

This policy applies to the use of cell phones and listening devices by students while on school property during school hours.

III. Use of Cell Phones and Listening Devices

Students are prohibited from using cell phones and listening devices such as airpods, earbuds or headphones at all times during school hours.

IV. Exception

Nothing in this policy prohibits a student from using a cell phone or listening device for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern.

V. Cell Phone and Listening Device Storage

Students shall keep their cell phones and listening devices in a secure place, such as the student's locker, a closed backpack at all times when they are prohibited.

VI. Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- The teacher will collect and hold the device until an administrator or designee picks it up.
- Administration will contact the parents or guardian regarding the violation.
- The student device will be held in a secure space in the main office until picked up by the parent or guardian.
- The student will receive progressive discipline consequences for violating the school policy.

Computer and Network Services Use by Students

Kenston Local Schools provides technology resources like internet services, including email, network and cloud storage, and access to computer devices to its students in all grades.

Use of any Kenston Local Schools' technology resources, including network access, email or cloud storage accounts, hardware use, or any other account issued through Kenston Local Schools, is subject to the Technology Acceptable Use Agreement (AUA). There shall be no expectation of privacy, and accounts are subject to review at any time.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum.

Use of the Internet and any information procured from the Internet or use of the network is at the student's own risk. The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people.

Prior to accessing the network services, students must sign the Technology Acceptable Use Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the network services that are in accord with their personal and family values, in addition to the Board's standards.

PARENT INFORMATION & COMMUNICATION

Census Verification Form

Each year, all students' parents/guardians are required to update the Student Verification Form including the state required Emergency Medical Information and Consent by the first week of August. Forms are completed online through Infinite Campus and must be submitted by the deadline. Failure to comply with this request may result in exclusion from school and/or school activities. Be sure to keep the school notified of changes in telephone numbers, addresses, work places, and emergency contacts throughout the year.

Communication Procedures

Problems, questions or complaints are best addressed by those directly involved. The teacher is generally the most appropriate person with whom to begin the communication process. The following procedure is recommended:

- Speak to the teacher
- Speak with the principal
- Speak with the assistant superintendent

Cumulative Records

A student's Cumulative Record contains registration forms, medical forms, attendance records, standardized testing data, and child custody papers, if applicable. It may also contain data from a transferring school or other data pertinent to the child's education.

Federal law provides that a custodial parent/guardian has the right to review, upon request, the contents of the Cumulative Record. The Cumulative Record is confidential. It is very important that this information be kept current. If there is a change of address, phone number, custody or guardianship arrangement, doctor or persons to be notified in case of emergency, please inform the school office.

District / Building Communication

Communication via email distribution, Automated Phone Calling System, Text Messaging, or the Kenston App will be used at the building or district level. Email addresses and phone numbers identified by the parent/guardian during the annual census verification will be used. Additional updates to personal contact information can be made by contacting the office.

Fees

The Kenston Board of Education furnishes all textbooks, workbooks, and other consumable items that must be purchased by students. Information regarding school fees will be distributed at the beginning of the school year. Report cards and access to the online Parent Portal are withheld after the first grading period for the non-payment of fees. School fees should be paid annually.

Guardianship

The school needs to be promptly informed regarding any changes in the legal guardianship of a student. Such updated information is necessary to safeguard situations such as the early release of a student from school, support dispensation of medicine, or to assist home-school communication. A copy of the court ordered guardianship papers must be submitted to the guidance office to be kept on file in the student's permanent record.

Infinite Campus

Students and parents have the ability to monitor academic progress, achievement, attendance, and class schedules through the district online service through Infinite Campus. Students and parents can access the system with a secure login and password. Account access may be temporarily suspended if your school fees are not paid up to date. If you feel an error has been made, please contact the main office.

Parent Conferences

Formal Parent Conferences are scheduled in the fall and in the winter. All parents will be asked to attend conferences in both semesters.

Parent-Teacher Communication

Parents are encouraged to contact the teacher with any concerns regarding the child's educational program or social, emotional, or physical well-being. Teachers may be contacted by note, by telephone, or by email. If you call during the school day, the office staff will leave the appropriate message for the teacher and your call will be returned at the teacher's earliest convenience. If you wish to schedule a meeting with your child's teacher, please contact the teacher in advance to schedule an appointment at a mutually agreeable time. Teachers are not available during instructional time and their daily schedules do not allow time for drop-in conferences.

Registration

Information Required for Students:

- Online registration (completed through Infinite Campus)
- Child's original birth certificate/certified copy (office will copy original)
- Photo ID of parent/guardian (drivers' license or passport)
- Homeowner District Resident Form (other residency forms are available at the Board of Education Office)
- Current Mortgage Statement or Deed
- Three (3) Proofs of Residency from list provided with enrollment information (office will copy originals)
- ODE Language Usage Survey
- School Entrance Medical Record
- Immunization Records
- Release of School Record Form (office will send to previous school)
- Original custody/divorce or guardianship papers (if applicable)
- IEP/504, if applicable

If you move within the Kenston District, notify the school office so that proper paperwork can be completed. Two new proofs of residency will need to be provided within 14 days. The school office can then update the address so that any school or district mailings are received at the correct address and transportation can be arranged.

Report Cards

Report cards will be released at the end of each of the four nine week grading periods. Grades can always be viewed through the Infinite Campus student and parent portals.

School Closing

In case of severe weather or a calamity requiring school to be closed, an official announcement will be made to families and staff via an automated communication, posted on the District website, and shared on social media channels. A delayed start will only be used if the weather forecast indicates that the current conditions will improve soon after school opens and it is safe to transport students. Staff is expected to report as close to regular time as possible. With a delayed start, dismissal times will not change.

Withdrawals

The parent of any student leaving the Kenston Schools should notify the office at least a week in advance so that the necessary transfer and release forms may be completed. It is important to know the date of withdrawal, the new home address, and the name of the new school the student will be attending. Parents need to visit the main office to sign withdrawal forms, return school-owned materials and resolve any fees. Necessary documents will be mailed to the new school.

Work Permits

Guidelines and applications for work permits may be obtained in the high school main office. When applications are completed, they must be returned to the Main Office along with a copy of a Birth Certificate for verification of age.

ANNUAL NOTICES

Access to Equal Educational Opportunities

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

Blood-Borne Pathogens

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

Civil Rights Compliance & Grievance Procedure

The District has designated the Assistant Superintendent as its Civil Rights Coordinator to monitor and evaluate District compliance with Title VI, Title IX – Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. If any person believes that the Kenston Local School District or any of the District's staff has inadequately applied the principles and/or regulations of these laws, he/she may bring forward a complaint to the District Civil Rights Coordinator.

Dangerous Weapons

Board Policy 5772 prohibits the possession of weapons or other devices (e.g. stun gun, mace) designed to inflict bodily harm by anyone while on District property, at a school-related event, or while en route to or from school whether on a school bus, walking, or in a private vehicle. This prohibition shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Board Policy 5610 directs the Superintendent of Schools to expel a student for one (1) year if he/she brings a firearm on school property, in a school vehicle, or to any school-sponsored activity. The Superintendent may expel a student for up to one (1) year if he/she brings a knife onto school property in a school vehicle, or to any school-sponsored activity.

Drug Prevention

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed. References: Board Policy 5530

Homeless Children

Board Policy 5111.01 – Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. All inquiries regarding homeless children and youths can be directed to the Assistant Superintendent at (440) 543-9677.

Pesticides, Application Of

Board Policy 8431 has established that written notification shall be provided each year, prior to any pesticide application when school is in session, to those parents, adult students and employees who notify the school district in writing within ten (10) days after receipt of the District's public notice.

Protection & Privacy of Student Records (FERPA)

Pursuant to the Family Educational Rights and Privacy Act (FERPA), parents have the right to inspect and review education records, the right to request amendment of education records, the right to require consent to disclosures of education records with certain exceptions, and the right to file complaint with the U.S Department of Education. The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and/or awards received. The Board may disclose directory information without a parent's consent. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

Removal, Suspension, Expulsion, & Permanent Exclusion of Students

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

Sexual & Other Forms of Harassment

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited harassment includes conduct, which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive educational environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic. Sexual and other forms of harassment will not be tolerated. Complaints of sexual harassment under Title IX may be brought to the District's Title IX Coordinator:

**Assistant Superintendent, 440-543-9677
17419 Snyder Road
Chagrin Falls, OH 44023**

Board Policies 1662, 3362, 4362, and 5517 establish the harassment of a staff member, student of this District, or third party (visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any professional staff member or agent of this Board who is found to have harassed a professional staff member, student, or third party will be subject to discipline in accordance with law and/or the terms of any applicable collective bargaining agreement.

References: Board Policies 5722, 5610

Student Directory Information

Board Policy 8330 has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the school district within 10 days after receipt of the District's public notice that he/she will not permit distribution of any or all such information: name, address, electronic mail address, phone number, date and place of birth, major field of study and sports, height and weight, if a member of an athletic team, dates of attendance, dates of graduation and awards received.

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

VIDEO SURVEILLANCE / ELECTRONIC MONITORING

Board Policy 7440.01 directs the Superintendent to annually notify parents and students that video surveillance/electronic monitoring systems are being used in certain areas of the schools and on buses. Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes.

OHIO LAW

Ohio law recognizes O.R.C. 3313.20, the right and obligation of the Board of Education to adopt rules regulating the behavior of pupils. Further laws have been made to assist in the maintenance of order and the enforcement of school rules. Some of these are:

Compulsory Attendance

Chapter 3321 of the O.R.C. states that prompt and regular attendance is mandatory.

Delinquent Child

Section 2151.02 O.R.C. has been repealed, but Section 2151.011(B)(12) states "Delinquent child has the same meaning as in Section 2151.022 of the Revised Code."

Liability of Parents for Assault

Section 3109.10 O.R.C. makes parents liable: "...in an amount not to exceed two thousand dollars (\$2,000.00) and costs...in cases where their children commit a...willful and malicious assault...by means of force likely to produce great bodily harm..."

Liability of Parents for Vandalism

Section 3109.09 O.R.C. makes parents liable for acts of destruction committed by their children.

Restraint and Seclusion

Both certified and non-certified employees, including bus drivers, may, within the scope of their employment, physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school. All restraint and seclusion shall only be done in accordance with Board Policy (5630.01), which is based on the standard adopted by the State Board of Education regarding the use of student restraint and seclusion.

Narcotics, Alcohol, & Drugs

Implementation of AM. H.B. 535, "Look-Alike" Drug Provisions – AM. H.B. 535 amended section 2929.01, and enacted Section 2925.37 O.R.C., prohibits making, selling, and possessing counterfeit drugs and related tools.

Ohio's Tobacco Law

Persons under the age of 21 are prohibited from:

- Purchasing tobacco products
- Possessing tobacco products
- Using tobacco products
- Purchasing, processing, or using rolling papers

Anyone is prohibited from:

- Selling tobacco products to persons under age 21
- Giving tobacco products to persons under age 21
- Providing tobacco products to persons under age 21

Unruly Child

Section 2151.022 O.R.C. defines an unruly child as follows, in part: "...includes any child:

1. Who does not subject himself to the reasonable control of his parents, teachers, guardian, or custodian, by reason of being wayward or habitually disobedient;
2. Who is a habitual truant from school;
3. Who so departs himself as to injure or endanger the morals or health of himself or others..."

Copyright

The Superintendent has appointed the District Technology Director as the person responsible for investigating complaints regarding copyright infringement in respect to our District website. Any such complaints should be addressed to the following:

District Technology Director
17419 Snyder Rd., Chagrin Falls, OH 44023
(p) 440-543-9677
(f) 440-543-8634

Important Phone Numbers

Kenston Board of Education	543-9677
Kenston Special Education	543-3013
Kenston Transportation	543-9567
Timmons Elementary School	543-9380
Kenston Middle School	543-8241
Kenston High School	543-9821
Kenston Community Education	543-2552

NOTICE OF NON-DISCRIMINATION

Notice of Non-Discrimination

Nondiscrimination and access to equal educational opportunity

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Civil Rights Compliance and Grievance Procedure: The District has designated the Assistant Superintendent as its Civil Rights Coordinator to monitor and evaluate district compliance with Title VI, Title IX-Section 504 or the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If any person believes that the Kenston Local School District or any of the District's staff has inadequately applied the principles and/or regulations of these laws, she/he may bring forward a complaint, which shall be referred to as a grievance, to the District Civil Rights Coordinator. District Administrative Guideline 2260B specifies the procedure for investigation of any grievances.

All inquiries regarding the non-discrimination policy can be directed to the Assistant Superintendent at (440) 543-3057 or for further information, you may contact:

U.S. Department of Education, Office of Civil Rights
Cleveland Office
600 Superior Avenue East, Suite 750
Cleveland, OH 44114
Main Number: 216-522-4970
Fax: 216-522-2573
TDD: 87-521-2172
Email: OCR.Cleveland@ed.gov