



**Kettering City Schools**

**2023-2024**

**Fairmont Handbook**

**Karyn Denslow, Principal  
937-499-1600**

# **KETTERING CITY SCHOOL DISTRICT MISSION STATEMENT**

The mission of Kettering City Schools, in partnership with the family and community, is to guarantee a superior educational experience for all students by providing a positive and innovative learning environment while responsibly utilizing resources.

- To develop their individual talents
- To graduate with skills to attain a career goal
- To become contributing citizens

## **PBIS: POSITIVE BEHAVIORAL INTERVENTION SUPPORTS**

The purpose of PBIS is to improve the effectiveness, efficiency and equity of schools. PBIS improves social, emotional and academic outcomes for students.

Kettering City Schools Behavioral expectations:

**We are Safe**

**We are Respectful**

**We are Responsible**

**We are Kind**

## **KETTERING FAIRMONT ALMA MATER**

By Robert W. Thygerson, A.S.C.A.P., 1983

Al-ma Ma-ter that we love,  
Ho-nor to your name;  
All your sons and daugh-ters  
Will strive to build your fame.  
Proud the white and blue,  
Resolute and true,  
Hail to our Fair-mont High,  
To her praise we sing,  
The pride of Ket-ter-ing.

## **FIREBIRD FIGHT SONG**

By Robert W. Thygerson, A.S.C.A.P., 1983

Ev-er faith-ful, strong and true,  
We will al-ways be.  
To the sil-ver, white and blue,  
With pledged loy-al-ty!  
To Fair-mont!  
Blow the trumpet!  
Strike the drum!  
Sound the vic-tor's cry.  
Let the bat-tle be-gin,  
The Fi-re-birds will win  
For Fair-mont High!

## **Kettering City School District Information**

### **Board of Education**

Mr. Toby Henderson President  
Mr. Mark Martin, Vice President  
Mrs. Chrissie Richards  
Mrs. Jennifer Kane  
Mr. Bill Lautar

Your Board of Education is composed of five members, elected to a term of four (4) years by the residents of the school district. Dates, times and locations of regular meetings of the Board of Education are set at the organizational meeting in January. See the District's website: [www.ketteringschools.org](http://www.ketteringschools.org) for dates, times and locations of board meetings. All community members are invited to attend. Board of Education meetings are broadcast on cable channel 21.

### **KETTERING CITY SCHOOLS ADMINISTRATIVE OFFICES**

580 Lincoln Park Blvd., Suite #105  
Kettering, OH 45429  
(937) 499-1400

Ms. Melinda McCarty-Stewart, Superintendent  
Mr. Rick Taylor, Interim, Treasurer

For more information about any of the departments below, please visit [www.ketteringschools.org](http://www.ketteringschools.org) and select the department of choice.

|   |  |
|---|--|
| <b><u>Business Services</u></b><br>(937) 499-1418         | <b><u>Special Education Services</u></b><br>(937) 499-1435 |
| <b><u>Community Relations</u></b><br>(937) 499-1458       | <b><u>Student Services</u></b><br>(937) 499-1433           |
| <b><u>Enrollment and Attendance</u></b><br>(937) 499-1700 | <b><u>Superintendent</u></b><br>(937) 499-1430             |
| <b><u>Food &amp; Nutrition</u></b><br>(937) 499-1446      | <b><u>Technology Services</u></b><br>(937) 499-1408        |
| <b><u>Human Capital Services</u></b><br>(937) 499-1426    | <b><u>Transportation</u></b><br>(937) 499-1770             |
| <b><u>Teaching and Learning</u></b><br>(937) 499-1422     | <b><u>Treasurer's Office</u></b><br>(937) 499-1409         |

## FAIRMONT PHONE NUMBERS

|   |          |
|---|----------|
| <b>MAIN OFFICE</b>                              | 499-1600 |
| Ms. Karyn Denslow, Principal                    | 499-1600 |
| Ms. Melissa Norris, Principal's Secretary       | 499-1610 |
| Ms. Laurie Crumley, Treasurer                   | 499-1604 |
| Ms. Melinda Taylor, Main Office Secretary       | 499-1600 |
| Ms. MacKenzie Von Handorf, Attendance Secretary | 499-1600 |
| Ms. Jennifer Schmitt, Psychologist              | 499-1651 |
| Ms. Sarah Bennett, Psychologist                 | 499-1651 |
| Ms. Alicia Thompson, Nurse                      | 499-1653 |
| Ms. Marissa Nickerson, Nurse                    | 499-1653 |
| <b>ATHLETIC OFFICE</b>                          |          |
| Mr. Chris Weaver, Athletic Director             | 499-1642 |
| Ms. Nicole Motto, Asst. Athletic Director       | 499-1643 |
| Mr. Frank Baxter, Asst. Athletic Director       | 499-1644 |
| Ms. Sondra Whaley, Secretary                    | 499-1641 |
| <b>EAST UNIT</b>                                |          |
| Mr. Tim Johnson, Unit Principal                 | 499-1620 |
| Mrs. Erica Parker, Unit Secretary               | 499-1621 |
| Mrs. Carole Anello, Guidance Secretary          | 499-1605 |
| <b>CENTRAL UNIT</b>                             |          |
| Ms. Amy Epperson, Unit Principal                | 499-1624 |
| Mrs. Andrea Kuperman, Unit Secretary            | 499-1624 |
| Ms. Kathy Pennington, Guidance Secretary        | 499-1608 |
| <b>WEST UNIT</b>                                |          |
| Ms. Jenny Britton, Unit Principal               | 499-1627 |
| Ms. Annmarie Fletcher, Unit Secretary           | 499-1627 |
| Ms. Crystal Harvey, Guidance Secretary          | 499-1607 |
| <b>SOUTH UNIT</b>                               |          |
| Mr. Jeff Renshaw, Unit Principal                | 499-1630 |
| Ms. Becky Enevoldsen, Unit Secretary            | 499-1630 |
| <b>STUDENT ACTIVITIES</b>                       |          |
| Ms. Corey Miller, Coordinator                   | 499-1652 |
| Ms. Erica Rogers, Assistant Coordinator         | 499-1652 |
| <b>SPECIAL EDUCATION</b>                        |          |
| Mr. Randy Swain, Coordinator                    | 499-1619 |
| <b>CAREER &amp; TECHNICAL EDUCATION OFFICE</b>  |          |
| Ms. Liz Jensen, Principal                       | 499-1634 |
| Ms. Nicole Guy, Secretary                       | 499-1633 |
| <b>MUSIC</b>                                    |          |
| Mr. Michael Berning, Coordinator                | 499-1647 |
| Ms. Lesley Johnson, Secretary                   | 499-3645 |

| Student's Last Name                    | Student's Grade | Student's Unit | Counselor         | Counselor's Office Location | Counselor's Phone |
|--|-----------------|----------------|-------------------|-----------------------------|-------------------|
| A – K                                  | 9               | E & C          | Spencer Brown     | Central                     | 499-1617          |
| A - K                                  | 10              | E & C          | Tara Shirk        | Central                     | 499-1615          |
| A - K<br>CTC<br>(Biotech & ECE)        | 11 - 12         | E & C          | Victor Colón      | East                        | 499-1612          |
|  | 11 - 12         | All            |                   |                             |                   |
| L - Z                                  | 9               | S & W          | Kelsey Perinovic  | West                        | 499-1614          |
| L - Z                                  | 10              | S & W          | Matt Kesner       | West                        | 499-1618          |
| L - Z<br>CTC (Fire & Business Academy) | 11 - 12         | S & W          | Danielle Phillips | East                        | 499-1613          |
|  | 11 - 12         | All            |                   |                             |                   |
| ALL                                    | 11 & 12         | CTC            | Nicole Will       | CTC                         | 499-1616          |

# 2023-2024 KETTERING CITY SCHOOL DISTRICT CALENDAR

## First Semester

|                                    |  |
|------------------------------------|--|
| August 14 (Mon.)                   | <i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT DAY</i>                             |
| August 15 (Tues.)                  | <i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT DAY</i>                             |
| August 16 (Wed.)                   | <i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT DAY</i>                             |
| August 17 (Thurs.)                 | <i>SCHOOLS OPEN – First Day for Students, Grades 1-10</i>                                |
|                                    | <i>First Day of First Quarter</i>  |
| August 18 (Fri.)                   | <i>First Day for Students, Grades 11-12</i>  |
| August 21 (Mon.)                   | <i>First Day for Preschool</i>   |
| August 23 (Wed.)                   | <i>First Day for Kindergarten</i>  |
|                                    | <i>TEACHER PROFESSIONAL DEVELOPMENT, 4:30-6:00 pm (HS)/OPEN HOUSE, 6:00-8:00 pm (HS)</i> |
| September 4 (Mon.)                 | <i>Schools Closed – LABOR DAY</i>  |
| September 12 (Tues.)               | <i>Early Dismissal – 120 minutes</i>   |
| September 21 (Thurs.)              | <i>TEACHER PROFESSIONAL DEVELOPMENT, 3:30-5:00 pm (Elem./HS) 4:00-5:30 pm (MS)</i>       |
| October 5 (Thurs.)                 | <i>PARENT-TEACHER CONFERENCES, 3:30-7:00 pm (Elem./HS) 4:30-8:00 pm (MS)</i>             |
| October 6 (Fri.)                   | <i>Schools Closed</i>  |
| October 13 (Fri.)                  | <i>End of First Quarter – (40 days)</i>  |
| October 16 (Mon.)                  | <i>First Day of Second Quarter</i>   |
| October 26 (Thurs.)                | <i>PARENT-TEACHER CONFERENCES, 3:30-7:00 pm (Elem.) 4:30-8:00 pm (MS)</i>                |
| November 7 (Tues.)                 | <i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT, 8:00-11:30 am</i>                  |
|                                    | <i>PARENT-TEACHER CONFERENCES, 12:00-3:30 pm (K-12)</i>                                  |
| November 15 (Wed.)                 | <i>Early Dismissal – 120 minutes</i>   |
| November 16 (Thurs.)               | <i>Career &amp; College Readiness Night, 3:30-7:00 pm (HS)</i>                           |
| November 20-21 (Mon.-Tues.)        | <i>Schools Closed – CONFERENCE TRADE DAYS (2 days)</i>                                   |
| November 22-24 (Wed.-Fri.)         | <i>Schools Closed – THANKSGIVING BREAK (3 days)</i>                                      |
| December 7 (Thurs.)                | <i>TEACHER PROFESSIONAL DEVELOPMENT, 3:15-4:15 pm (HS)</i>                               |
| December 22 (Fri.)                 | <i>End of Second Quarter – (44 days) &amp; End of First Semester – (84 days)</i>         |
| December 25 (Mon.) – Jan. 5 (Fri.) | <i>Schools Closed – WINTER BREAK (10 days)</i>   |

## Second Semester

|                         |   |
|-------------------------|---|
| January 8 (Mon.)        | <i>First Day of Third Quarter &amp; First Day of Second Semester</i>              |
| January 15 (Mon.)       | <i>Schools Closed – MARTIN LUTHER KING DAY</i>                                    |
| February 15 (Thurs.)    | <i>PARENT-TEACHER CONFERENCES, 3:30-7:00 pm (Elem.) 4:30-8:00 pm (MS)</i>         |
| February 16 (Fri.)      | <i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT DAY</i>                      |
| February 19 (Mon.)      | <i>Schools Closed – PRESIDENTS' DAY</i>   |
| March 7 (Thurs.)        | <i>TEACHER PROFESSIONAL DEVELOPMENT, 3:15-4:15 pm (HS)</i>                        |
| March 14 (Thurs.)       | <i>Early Dismissal – 120 minutes</i>  |
| March 15 (Fri.)         | <i>End of Third Quarter – (47 days)</i>   |
| March 18 (Mon.)         | <i>First Day of Fourth Quarter</i>  |
| March 25-29 (Mon.-Fri.) | <i>Schools Closed – SPRING BREAK (5 days)</i>                                     |
| April 1 (Mon.)          | <i>First Day of School after Spring Break</i>                                     |
| April 8 (Mon.)          | <i>Early Dismissal – 120 minutes</i>  |
| May 7 (Tues.)           | <i>Schools Closed – TEACHER PROFESSIONAL DEVELOPMENT DAY</i>                      |
| May 23 (Thurs.)         | <i>LAST DAY FOR STUDENTS</i>  |
|                         | <i>End of Fourth Quarter – (43 days) &amp; End of Second Semester – (90 days)</i> |
|                         | <i>Early Dismissal (Students only) – 60 minutes</i>                               |
| May 24 (Fri.)           | <i>LAST DAY FOR TEACHERS (Work/Prof. Development), 8:30 am-12:00 pm</i>           |

*\*If required, the following days will be used as Make-Up Days for Calamity beyond five days: May 28, 29, 30, 31 and June 3, 2024 and June 4, 2024 8:30 am -12:00 pm for Teachers.*

### Grading Period/Student Days

|                 |                   |         |
|-----------------|-------------------|---------|
| First Quarter   | Aug. 17 - Oct. 13 | 40 days |
| Second Quarter  | Oct. 16 - Dec. 22 | 44 days |
| First Semester  |                   | 84 days |
| Third Quarter   | Jan. 8 - Mar. 15  | 47 days |
| Fourth Quarter  | Mar. 18 - May 23  | 43 days |
| Second Semester |                   | 90 days |

### Teacher Work Days

|                                    |                      |
|------------------------------------|----------------------|
| Professional Development/Work Days | 7.25 days (HS)       |
|                                    | 6.75 days (Elem./MS) |
| Parent/Teacher Conference Days     | 1.75 days (HS)       |
|                                    | 2.25 days (Elem./MS) |
| Student Days                       | 174 days             |
| Total Teacher Work Days            | 183 days             |

# BELL SCHEDULES

**KFHS Regular Schedule**

|           |       |       |    |
|-----------|-------|-------|----|
| Zero      | 7:00  | 7:42  | 42 |
| ADV       | 7:50  | 8:10  | 20 |
| 1st       | 8:15  | 9:05  | 50 |
| 2nd       | 9:10  | 10:00 | 50 |
| 3rd       | 10:05 | 10:55 | 50 |
| 4th Lunch | 10:55 | 11:25 | 30 |
| 5th/6th   | 11:30 | 12:20 | 50 |
| 7th/8th   | 12:25 | 1:15  | 50 |
| 4th/5th   | 11:00 | 11:50 | 50 |
| 6th Lunch | 11:50 | 12:20 | 30 |
| 7th/8th   | 12:25 | 1:15  | 50 |
| 4th/5th   | 11:00 | 11:50 | 50 |
| 6th/7th   | 11:55 | 12:45 | 50 |
| 8th Lunch | 12:45 | 1:15  | 30 |
| 9th       | 1:20  | 2:10  | 50 |
| 10th      | 2:15  | 3:05  | 50 |

**KFHS Extended Advisory**

|           |       |       |    |
|-----------|-------|-------|----|
| Zero      | 7:00  | 7:42  | 42 |
| ADV       | 7:50  | 8:31  | 41 |
| 1st       | 8:36  | 9:23  | 47 |
| 2nd       | 9:28  | 10:15 | 47 |
| 3rd       | 10:20 | 11:07 | 47 |
| 4th Lunch | 11:07 | 11:37 | 30 |
| 5th/6th   | 11:42 | 12:29 | 47 |
| 7th/8th   | 12:34 | 1:21  | 47 |
| 4th/5th   | 11:12 | 11:59 | 47 |
| 6th Lunch | 11:59 | 12:29 | 30 |
| 7th/8th   | 12:34 | 1:21  | 47 |
| 4th/5th   | 11:12 | 11:59 | 47 |
| 6th/7th   | 12:04 | 12:51 | 47 |
| 8th Lunch | 12:51 | 1:21  | 30 |
| 9th       | 1:26  | 2:13  | 47 |
| 10th      | 2:18  | 3:05  | 47 |

**KFHS 2-Hour Delay**

|           |       |       |    |
|-----------|-------|-------|----|
| Zero      | 9:10  | 9:42  | 32 |
| ADV       | 9:50  | 10:09 | 19 |
| 1st       | 10:14 | 10:47 | 33 |
| 2nd       | 10:52 | 11:25 | 33 |
| 3rd       | 11:30 | 12:03 | 33 |
| 4th Lunch | 12:03 | 12:33 | 30 |
| 5th/6th   | 12:38 | 1:11  | 33 |
| 7th/8th   | 1:16  | 1:49  | 33 |
| 4th/5th   | 12:08 | 12:41 | 33 |
| 6th Lunch | 12:41 | 1:11  | 30 |
| 7th/8th   | 1:16  | 1:49  | 33 |
| 4th/5th   | 12:08 | 12:41 | 33 |
| 6th/7th   | 12:46 | 1:19  | 33 |
| 8th Lunch | 1:19  | 1:49  | 30 |
| 9th       | 1:54  | 2:27  | 33 |
| 10th      | 2:32  | 3:05  | 33 |

**KFHS Pep Rally**

|           |       |       |    |
|-----------|-------|-------|----|
| Zero      | 7:00  | 7:42  | 42 |
| ADV       | 7:50  | 8:10  | 20 |
| 1st       | 8:15  | 9:00  | 45 |
| 2nd       | 9:05  | 9:50  | 45 |
| 3rd       | 9:55  | 10:40 | 45 |
| 4th Lunch | 10:40 | 11:10 | 30 |
| 5th/6th   | 11:15 | 12:00 | 45 |
| 7th/8th   | 12:05 | 12:50 | 45 |
| 4th/5th   | 10:45 | 11:30 | 45 |
| 6th Lunch | 11:30 | 12:00 | 30 |
| 7th/8th   | 12:05 | 12:50 | 45 |
| 4th/5th   | 10:45 | 11:30 | 45 |
| 6th/7th   | 11:35 | 12:20 | 45 |
| 8th Lunch | 12:20 | 12:50 | 30 |
| 9th       | 12:55 | 1:40  | 45 |
| 10th      | 1:45  | 2:25  | 40 |
| Pep Rally | 2:30  | 3:05  | 35 |

**KFHS Ext. Adv. / 1-Hour Early Dismissal**

|           |       |       |    |
|-----------|-------|-------|----|
| Zero      | 7:00  | 7:42  | 42 |
| ADV       | 7:50  | 8:20  | 30 |
| 1st       | 8:25  | 9:05  | 40 |
| 2nd       | 9:10  | 9:50  | 40 |
| 3rd       | 9:55  | 10:35 | 40 |
| 4th Lunch | 10:35 | 11:05 | 30 |
| 5th/6th   | 11:10 | 11:50 | 40 |
| 7th/8th   | 11:55 | 12:35 | 40 |
| 4th/5th   | 10:40 | 11:20 | 40 |
| 6th Lunch | 11:20 | 11:50 | 30 |
| 7th/8th   | 11:55 | 12:35 | 40 |
| 4th/5th   | 10:40 | 11:20 | 40 |
| 6th/7th   | 11:25 | 12:05 | 40 |
| 8th Lunch | 12:05 | 12:35 | 30 |
| 9th       | 12:40 | 1:20  | 40 |
| 10th      | 1:25  | 2:05  | 40 |

**KFHS 2-Hour Early Dismissal**

|           |       |       |    |
|-----------|-------|-------|----|
| Zero      | 7:00  | 7:42  | 42 |
| ADV       | 7:50  | 8:09  | 19 |
| 1st       | 8:14  | 8:47  | 33 |
| 2nd       | 8:52  | 9:25  | 33 |
| 3rd       | 9:30  | 10:03 | 33 |
| 4th Lunch | 10:03 | 10:33 | 30 |
| 5th/6th   | 10:38 | 11:11 | 33 |
| 7th/8th   | 11:16 | 11:49 | 33 |
| 4th/5th   | 10:08 | 10:41 | 33 |
| 6th Lunch | 10:41 | 11:11 | 30 |
| 7th/8th   | 11:16 | 11:49 | 33 |
| 4th/5th   | 10:08 | 10:41 | 33 |
| 6th/7th   | 10:46 | 11:19 | 33 |
| 8th Lunch | 11:19 | 11:49 | 30 |
| 9th       | 11:54 | 12:27 | 33 |
| 10th      | 12:32 | 1:05  | 33 |

**KFHS 10th Period Exam / Concert Schedule**

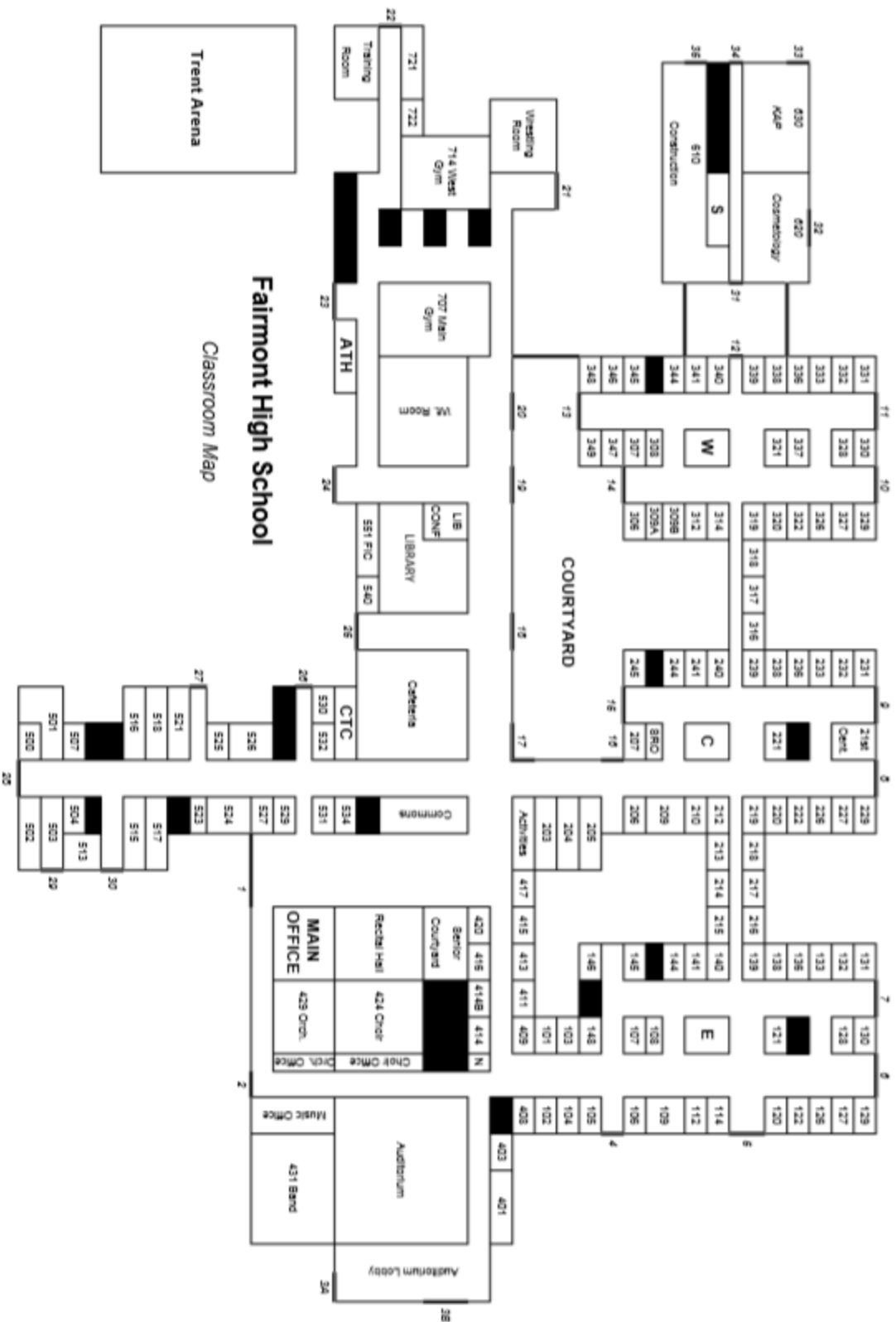
|            |       |       |    |
|------------|-------|-------|----|
| Zero       | 7:20  | 7:42  | 22 |
| ADV        | 7:50  | 8:15  | 25 |
| 1st        | 8:20  | 8:45  | 25 |
| 2nd        | 8:50  | 9:15  | 25 |
| Concert    | 9:15  | 10:15 | 60 |
| 3rd        | 10:20 | 10:45 | 25 |
| 4th-8th #1 | 10:50 | 11:15 | 25 |
| 4th-8th #2 | 11:20 | 11:45 | 25 |
| 9th        | 11:50 | 12:15 | 25 |
| 10th       | 12:20 | 12:45 | 25 |
| Lunch      | 12:45 | 1:30  | 45 |
| 10th Exam  | 1:35  | 3:05  | 90 |

**KFHS 10th Period Exam**

|            |       |       |    |
|------------|-------|-------|----|
| Zero       | 7:10  | 7:42  | 32 |
| ADV        | 7:50  | 8:19  | 29 |
| 1st        | 8:24  | 8:57  | 33 |
| 2nd        | 9:02  | 9:35  | 33 |
| 3rd        | 9:40  | 10:13 | 33 |
| 4th-8th #1 | 10:18 | 10:51 | 33 |
| 4th-8th #2 | 10:56 | 11:29 | 33 |
| 9th        | 11:34 | 12:07 | 33 |
| 10th       | 12:12 | 12:45 | 33 |
| Lunch      | 12:45 | 1:30  | 45 |
| 10th Exam  | 1:35  | 3:05  | 90 |

**KFHS Exam Schedule**

|                                  |       |       |    |
|----------------------------------|-------|-------|----|
| Exam #1                          | 8:00  | 9:30  | 90 |
| Exam #2                          | 9:40  | 11:10 | 90 |
| Lunch                            | 11:10 | 11:40 | 45 |
| Exam #3                          | 11:50 | 1:20  | 90 |
| <b>**Buses dismiss at 1:20**</b> |       |       |    |
| Make-up                          | 1:35  | 3:05  | 90 |



# THE SCHOOL DAY

## **ARRIVING AT SCHOOL**

### **Walking, riding bikes, or arriving by parent/guardian drop-off**

There are certain expectations for students who choose to walk, ride bikes, or be dropped off by a parent or guardian.

1. Students will not be permitted to enter the building until 7:00 a.m.
2. Parents should take the time to review basic safety rules with their children, particularly regarding any interactions with strangers on their way to and from school.
3. For safety reasons, students are not permitted to rollerblade or skateboard on school property.
4. If a parent/guardian plans to bring a child to school, we encourage you to check with your individual school to determine drop-off procedures.

## **DISMISSAL FROM SCHOOL**

After school, students are expected to exit school property orderly and safely. If students remain on school campus, they should be participating in a school-sponsored activity, group/club, or practice/game. Also, students can be on campus for academic reasons as long as they are supervised by a staff member within the building. Students waiting on rides are allowed temporarily to wait in the Commons/Cafeteria or Main Office Lobby.

Students who have unassigned 10th period in their schedule should exit the property immediately after 9th period. Students who need to remain on campus after school must be supervised by a staff member. Students should not congregate in the Cafeteria/Commons, Main Office Lobby, and/or Library.

## **BUS INFORMATION**

### ***General Guidelines***

Bus transportation will be provided for those students living more than one mile from school. If a student is eligible for busing, the bus number, pick-up/drop-off times, and the location of the bus stop can be accessed from the district website under transportation, through the following link: [Bus Route Information](#). Students must wait in their designated place of safety as assigned by the bus driver before the bus arrives and after it departs the bus stop location. Students should sit in their assigned seats while riding the bus and obey rules of conduct established by the Transportation Department while being transported. Students are **NOT** permitted to ride any bus other than their assigned one. Junior and senior students must complete the Transportation Opt-in Form to be assigned a spot on a bus. This form can be found on the Kettering City Schools website.

Exceptions are made in emergency situations, however, the Transportation Department, not the school, must approve these in advance. Please do not send a note to school asking permission for your child to ride another child's bus. Please be aware that a bus may be late due to weather, breakdown, or a different driver and that, on occasion, another bus may be substituted. Please have your student(s) always get on and off at the same stop.

### **State Laws:**

- Prohibit animals to be transported (except for service animals)
- Prohibit large instruments or other large objects to be transported (Items must fit on the student's lap)
- Prohibit students who are not normally bus riders to be transported
- Prohibit glass or aerosol items



## **Bus Riders**

All students living in areas where school bus transportation is provided must, at all times, use such transportation to and from school. The only exception would be private transportation by car. We feel that walking and bicycle riding to and from such areas is not recommended. Students on a bus or other authorized Board of Education transportation vehicle are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

### **District Bus Discipline Plan:**

|                                  |   |
|----------------------------------|---|
| 1 <sup>st</sup> written offense: | Written warning   |
| 2 <sup>nd</sup> written offense: | 3-day removal from transportation                             |
| 3 <sup>rd</sup> written offense: | 5-day removal from transportation                             |
| 4 <sup>th</sup> written offense: | Removal from transportation for the remainder of the semester |

Any serious violations will result in immediate removal from transportation for a period of not less than 10 days. All bus situations/discipline will be handled through the KCSD Transportation Department. There may be times, depending on the infraction, where FHS administration may issue school discipline as well. The Transportation Department can be contacted at 499-1770.

## **ATTENDANCE**

### **ATTENDANCE GUIDELINES**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. The Kettering City Schools have a commitment to provide a high quality education to its students. To achieve this goal, students must attend school regularly. Chronic absences, tardiness, or early release disrupts the learning process. Make-up work is not a sufficient substitute for physical attendance in school. It is critical that the school and home come together to ensure students achieve a high attendance rate.

In Ohio, children are required to attend school from age six to eighteen unless the pupil has graduated from high school, is employed on an age and school certificate, has been excused from attendance due to a bodily or mental condition that does not permit attendance, or is being homeschooled. While it is the school's duty to enforce the compulsory attendance law, responsibility for compliance with the law rests upon the parents, guardians, or other persons having control of the child.

**Chronically Absent:** Students who miss 10% or more of the school year for any reason—excused absences and unexcused absences—are “Chronically Absent”. Exhaustive research shows students who are chronically absent perform below their peers and fall behind in school.

**Excessively Absent:** Students who are absent with a nonmedical excuse or without legitimate excuse either 38 or more hours of school in one month or 65 or more hours of school in a year are considered “Excessively Absent.” The school will notify parents when a student is Excessively Absent and may take appropriate intervention action.

**Habitually Truant:** A student is considered “Habitually Truant” if the student is of compulsory school age and absent without a legitimate excuse for 30 or more consecutive hours, or 42 or more hours in one school month, or for 72 or more hours in one school year. Schools in Ohio are required to develop absence intervention plans for students classified as Habitually Truant.

- A. Students are permitted 38 hours of absence in a month or 65 hours (10 days) each school year by parent/guardian note, call, or email. Beginning on the 39th hour or 66th hour of an absence, professional documentation is required to excuse an absence. The professional (doctor) note must specify the date(s) of the excused absence. Students have 3 school days after they return to school to submit documentation for professional excuses. This hour requirement is total, cumulative absences (excused and unexcused).

B. Absence from School Procedures for All Students

- The parent/guardian should call or email the school office before 8:30 am to report an absence.
- If a parent/guardian has not notified the school office of an absence via phone or email, the student must present a note stating:
  - Date(s) of absence
  - Reason for absence
  - Signature of parent/guardian
  - Phone number where parent/guardian may be reached.
- If the appropriate school officials are not notified of an absence, the student will be considered unexcused. Students have 3 school days after they return to school to provide documentation to change an unexcused absence to an excused absence.

**\*\*The school district has the right to investigate the cause of each single absence as warranted. It is the school, not the parent or guardian, that may determine whether an absence is excused or unexcused.\*\***

C. Absences from school that are excused, but count toward allotted days absence are:

- Personal illness
- Appointment with a health care provider
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Observation or celebration of a bona fide religious holiday
- Out-of-state travel (up to a maximum of 24 hours per school year) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
- Such good cause as may be acceptable to the Superintendent, including a cumulative total of five days per year for vacation. Parents should complete [Extended Absence Form](#) and submit the form at least 3 days prior to the vacation
- Medically necessary leave for a pregnant student in accordance with Board Policy 5751
- Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- College visit (verification of the date and time is required)
- Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status.
- Absences due to a student being homeless.

D. Students requesting an early dismissal or arriving late to school because of a medical appointment may be excused if a note from the medical office is presented to the school office upon return. Up to three (3) school days will be granted for submission of documentation for professional excuses. Early dismissals for the purpose of medical appointments will be approved under the following circumstances:

- Written note or phone call from a parent/guardian must be presented to the secretary with the student's name, grade level, phone number, and where the parent/guardian can be reached before the dismissal can be processed.
  - Early dismissals that cannot be verified will be denied. Tardies and early dismissals follow school district policy and Ohio law regarding classification of excused and unexcused absences, outlined under the attendance policy.
- E. All students, regardless of age, must abide by all school rules. No student can sign himself or herself out without parent/guardian permission.
- F. If a student does not attend school on a school day due to illness, fever or communicable disease, he/she is not permitted to attend school/co-curricular activities on that day.

### **COLLEGE & CAREER VISITS**

Seniors and Juniors may be excused for up to three (3) days for college & career visits per school year. College & career visits should be limited to one day each unless prior approval is given by the unit principal. A "professional note" from the college, university, or business is required when the student returns to school with the date of the student visit noted. Students will not be excused if the visit is unofficial and just to tour the campus/facility. Additional excused days may be approved by the unit principal for college or career visits that require extensive traveling - these days may be approved under the handbook provision of **"Extended Absence Form"**. **These days would count toward the 10 days (65 hours) of absences allowed to be excused by a parent/guardian.**

### **LEAVING DURING THE SCHOOL DAY**

When it is necessary to take your child out of school during the day for any reason, please do the following:

- Send a note to the Main Office or call 937-499-1600 (Option #2). A pass will be issued to your student for dismissal at the designated time.
- The student will be dismissed from class at the time noted on the pass.
- The student should be picked up near the Main Office (Door #1) at the designated dismissal time.

A student who becomes ill during the school day must go to the nurse's office for evaluation. The nursing staff will contact a parent/guardian and notify the Main Office if the student is granted the dismissal. Students should sign-out in the Main Office Lobby before leaving campus. Students not following this procedure will be marked as unexcused for a partial day or truant.

A student will be released only to the parents/guardians unless the school has been notified by the parents/guardians that they have granted permission for someone else to pick up the student.

### **TARDIES/EARLY RELEASE**

Students arriving after the start of the school day and up to 30 minutes after will be considered tardy. Students who have a reason to leave school within 30 minutes of the end of the school day will be considered early dismissed. Tardies and early dismissals for reasons other than what is listed as excused will be considered unexcused.

### ***Parent's Responsibilities***

It is the parent/guardian's responsibility to:

- Ensure children are in school, on time, on a daily basis.
- Develop good student attitudes toward attendance which will transfer to the world of work.
- Cooperate with the schools and communicate problems and concerns relative to student attendance.
- Schedule family trips or vacations during school vacations or during the summer months.
- Schedule medical appointments after school hours or on weekends. If medical appointments must be scheduled during the school day, students are expected to return for the remainder of the day unless advised otherwise by their physician.
- Contact the school at 937-499-1600 on the morning of the student's absence **by 8:30 am.**
- Provide the school with a note explaining the reason(s) for the absence upon the student's return to school if a phone call to the school was not made on the day of the absence.
- In the case of early dismissal, ensure that the person picking up your child is at least 18 years of age and has a valid photo ID. If the person picking up the student is not listed in PowerSchool as a contact, the parent is required to notify the office and give permission for this person to pick up their child.

### ***Student's Responsibilities***

It is the student's responsibility to:

- Be in school, on time, on a daily basis.
- Understand the relationship between good school attendance and success in academics.
- Submit all professional notes on time.
- Follow the specific procedures for school attendance and tardiness as established by the school.

## **GENERAL INFORMATION**

These rules and expectations were developed by staff, students and parents/guardians to address issues not covered by board policies and the student conduct code. These behavior expectations ensure a positive learning environment. The staff and students benefit by having more time to achieve educational goals. In addition to board policies, the student conduct code, and the school wide rules and expectations, each teacher has developed his/her own classroom assertive education plan.

### **ACADEMIC INTEGRITY**

Academic integrity is the expectation that students and all members of the academic community act with honesty, trust, fairness, respect, and responsibility.

Definitions:

- **Cheating** is defined as an act or instance of academic dishonesty involving copying the work of another, using verbal communication concerning the content of a test or quiz, or using resources (notes, calculators, copies of quizzes/tests) that are not teacher approved on projects, tests, or homework.
- **Contract Cheating** is defined as the practice of students using a third-party to complete assignments, which the student then submits for assessment/credit. It occurs when someone other than the student completes an assignment. This can be when a student exchanges papers with another, when a student asks a friend or family member to complete assignments, with or without money exchanging hands, when a student downloads or copies work from an academic or non-academic site with or without money exchanging hands.
- **Plagiarism** is defined as an act or instance of stealing and passing off as one's own the ideas or words of another. The writer who copies from any publication without documenting or footnoting his resource is a plagiarist. Also, the student who copies from a composition he/she has previously earned credit for is committing a form of plagiarism. Plagiarism usually involves tests, essays, book reports, narratives, research papers and other major assignments. Plagiarism is a more serious offense than failing to do the assignment since it included both failing to do the assignment and dishonesty.
- **Collusion** is defined as allowing one's work to be copied by another. The student who willingly allows another student to copy his own work is considered just as guilty as the one who has copied.

Any student with knowledge of the behaviors listed above or involved directly or indirectly in those behaviors is equally responsible and may receive a zero for the assignment. In addition, the student's parents/guardians, counselor, and unit supervisor will be notified by the teacher of the incident and its consequences. Other disciplinary measures may be determined by the teacher in collaboration with the administration.

### **ACTIVITY CONFLICT RESOLUTION**

During the school year, students who are participants in a variety of activities may be scheduled to do two different things at the same time. The following guideline should be used to determine participation:

The "performance" (athletic event, concert, play, etc.) has priority over any practice or extra rehearsal. In the event of conflicts, the performance takes priority and non-participation in the other event shall not penalize the student. Students are to inform coaches and advisors of conflicts as soon as possible. When two events of equal value conflict, the student may make the choice of which event to participate in without consequence. However, make-up work or alternate assignments for grade compensation may be assigned. If this causes a problem, the decision of the principal acting as arbitrator will be final.

## **ADVISORY PERIOD**

The Advisory period is synonymous at Fairmont. In most cases, students will have the same Advisory teacher for all four years. Advisory teachers are ready and willing to help students with challenges, review records, discuss plans for the future, or just talk. The interactions, activities, and communications that take place in Advisory are an essential part of the school day. Advisory is also where students receive weekly social-emotional curriculum required by the Ohio Department of Education. Daily student participation is important. Teachers and administrators consider absence from the Advisory a serious situation.

## **SURVEYS**

Kettering City Schools will periodically administer surveys to determine the progress of programs and to determine which areas may need additional attention. Parents may inspect, upon request to the building principal, a survey before it is administered to or distributed by the school. After review and inspection by the parent/guardian, they can refuse to have his/her child participate in the survey.

## **ASSEMBLIES**

Students may be asked to sit in an assigned area. Students are expected to be courteous to any performer or speaker.

## **ATHLETIC EVENTS**

Students are expected to exhibit good sportsmanship behavior at all times. Fairmont students must cheer for the Firebirds and not against the other team. No cheer should be directed at any individual player, coach, referee, or member of the team. Vulgar cheers, gestures, and signs are prohibited and will be addressed under the Student Conduct Code.

## **BOOKSTORE**

A bookstore is located next to South Unit Office (Room 537) for the sale of supplies, workbooks, paper, pencils, headphones, etc. The bookstore is open daily. Please make checks payable to: Kettering City Schools. (See the posted schedule.)

## **CAFETERIA**

Our Food and Nutrition Department Website is the best place for all food and nutrition related information. Menus are posted monthly and updated frequently to include any changes due to food shortages or menu substitutions. Nutrition information and allergen alerts, food recalls, nutrition education information and other pertinent information is available and found here. Links to online payments and online applications are also available on our website.

### **Paying for school meals:**

[PaySchoolsCentral.com](https://payschoolscentral.com), is our online payment provider. We have a minimum online payment of \$15.00 for meals and ala carte items, for both credit and debit cards. Kettering Nutrition Service covers the cost of convenience fees and must implement a minimum payment for this benefit. The link is here: <https://payschoolscentral.com>. Please have the student ID number available to create an account. You may also create an account to check meal purchases.

Payments may also be made with a credit/debit card by calling the Food and Nutrition Department office at 937-499-1446. We always accept cash and checks in the cafeteria and can be sent with the student to school. Please include the student name and ID number on the check or the envelope for payment.

### **Free/Reduced Applications**

Families may apply for free or reduced meals at any time during the school year. To apply, go to the PaySchoolsCentral.com link. Applications are also available in the school office.

### **Charge Procedure**

Kettering City School District's expectation is for all paying students to have money on account or cash to pay for meals in the cafeteria at the time of the purchase. We do, however, allow students to have negative lunch accounts. Once the account is negative, the student can continue to purchase meals, but no a la carte purchases will be allowed. Letters and emails will be sent and phone calls will be made to notify parents of negative balances and to set up payments. A negative balance is ALWAYS the responsibility of the parent to pay and will stay with the student until paid in full. Student grades and credits for a withdrawing student can not be released until all fees are paid in full.

If you do not want your child to have a negative meal balance, please call the Food and Nutrition Services Department at 937-499-1446. If this is the case, we need your permission to take the meal away from the student, to prevent them from going in the negative.

All senior lunch balances must be made in full prior to graduation.

All senior balances over \$100.00 will be transferred to school fees,

### **Daily Breakfast/Lunch:**

Families **MUST** apply and qualify every year for the free and/or reduced meal benefit. Free and reduced applications can be found on the district website.

Breakfast is available each morning at 7:45 a.m. for \$1.90 (\$.30 for reduced breakfast) and lunch is available daily for \$2.90 (\$.40 for reduced lunch). Students have the option to pack their lunch and/or buy milk (\$.50). Students approved for free and reduced meals may purchase milk to accompany a packed lunch for \$.50.

### **Meal Requirements:**

Lunch includes an entree, a grain, a milk, up to 2 vegetables and/or 2 fruit selections. All reimbursable meals require a student to include a fruit and/or a vegetable with the lunch and 2 other components. All students are encouraged to eat a complete meal, of all components, but we provide an offer vs. serve option to reduce waste in our cafeterias.

### **Eating Areas & Expectations for Lunch**

All students are required to eat in the cafeteria, even if the lunch is brought from home. During lunchtime, students are to confine themselves to the Cafeteria/Commons or Spirit Bell areas. Students are not permitted to be in the Main Office hallways near the music areas. Units will be closed during the lunch period. Students are not allowed to be present in these closed units unless given permission and/or supervised by a staff member. Some travel restrictions (unless a student has a pass) will be imposed due to specific units being closed for certain lunch periods. Students are requested to travel quietly to the cafeteria in consideration of classes still in session.

Students are expected to clean up their eating areas and deposit their trash in the proper disposal areas. Throwing food or other items in the Cafeteria/Commons is not permitted.

Parents may drop off student lunches through Door #1. Students are not permitted to order food from local businesses and have it delivered to Fairmont High School. Students are not permitted to carry backpacks as they go through the serving line. Students are not permitted to leave campus for lunch. Students who pre-pay for their meals must use their student ID card and/or number.

Stealing food from the Cafeteria will be dealt with through the code of conduct. Any student taking food out of the serving areas without payment, will be disciplined accordingly for "stealing" by their unit principal.

### **CELL PHONE/PERSONAL COMMUNICATION DEVICE/EARPHONE GUIDELINES**

Students may use personal communication devices (PCD) and/or earphones before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCD's, except those approved by a teacher or administrator, at any other time is prohibited.

Teacher permission must be obtained before any audio or video recording takes place in a classroom. For more information, see Board Policy 5136 -- Personal Communication Devices.

The school is not responsible for lost, stolen or damaged personal communication devices. Cell phones and other electronic devices may be searched if there exists a reasonable suspicion that the search will uncover evidence that the student violated or is violating school and/or district policies, or that the student is in imminent danger of harm on school premises.

Other questions regarding the proper use of both school and personal electronic devices may be covered in the "Student Education Technology Acceptable Use and Safety Policy and Guidelines Agreement".

### **CHILD ABUSE / NEGLECT**

Ohio law and Board Policy 8462 mandate that every District employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

### **CRISIS HELP & PHONE NUMBERS**

There are many ways for you to get help at school and in the community. If you are experiencing personal problems such as depression, family difficulties, substance abuse, grief issues, or concern about a troubled friend, you should tell an adult who can help. Your anonymity will be respected. Your assigned guidance counselor is available to help you with any concern, especially those related to your academic success. The school nurse will assist you with your health concerns.

|   |                   |
|---|-------------------|
| AA (Alcohol/Drug Abuse)                         | 222-2211          |
| Alanon and Alateen (Alcohol/Drug)               | 640-2008          |
| Children's Services Board (Child Abuse/Neglect) | 224-5437          |
| Daybreak Shelter                                | 395-4600          |
| Kettering City Schools Safety Tip-Line          | 643-4444 Option 7 |
| Kettering Police                                | 911 or 296-2555   |
| Moraine Police                                  | 911 or 535-1166   |
| South Community Behavioral Healthcare           | 293-8300          |
| Suicide Prevention Hotline                      | 229-7777          |
| Goodwill/Easter Seals of MV                     | 461-4800          |

### **DECEIVING THE SCHOOL**

No parent/guardian and/or student shall knowingly deceive or attempt to circumvent any procedure or policy established by the school. Anyone engaging in deception may receive school discipline according to the Code of Conduct.

## **DRESS FOR SUCCESS**

Kettering Fairmont High School is a place of work for the adults and preparation for college/career for the students. We are dedicated to creating a campus where teaching and learning will occur within a professional environment. Therefore, these professional expectations will be followed to maximize the learning environment and safety conditions at the high school:

- Clothing and accessories will be without vulgar, suggestive, and/or offensive elements.
- Clothing and accessories will be without the promotion of alcohol, tobacco, weapons, drugs, pornography, and/or gang-related affiliations/symbols. (e.g. Playboy, Cookies, etc.)
- Clothing and accessories will be respectful toward ethnic, cultural, sexual, gender identity, political or religious differences. Such clothing and accessories must not cause a material or substantial disruption to the school environment, or it must not be reasonably foreseeable that the message will cause such a disruption.
- Clothing must cover the chest, stomach, back, buttocks, and undergarments.
- During school hours, students will remain free of wearing hats and hoods in the building. Only religious head coverings are permitted to be worn during the school day. Any medically necessitated or other type of head covering that will be permitted on an individual basis, must be approved by administration and will be communicated to the student's teachers.
- Blankets must not be brought to school.
- Shoes must be worn at all times.
- Clothing and accessories must avoid the appearance of "costumes."

Students wearing apparel that does not meet the above professional expectations will be asked to change, turn the item inside out, etc. If a student persists in violating the student dress code, a discipline referral may be written. The expectation for apparel during spirit weeks and other special circumstances will be communicated by administration. It is understood that not all unacceptable attire can be listed or described here. Therefore, the final decision regarding the professionalism of clothing and accessories will be made by the building administration.

## **EXTENDED ABSENCES DURING THE SCHOOL YEAR**

When taking an extended absence during the school year, parents/guardians should notify the school office and complete the [Extended Absence Form](#) form at least three 3 days prior to leaving. Extended absences should be taken during the school year only if the trip cannot be scheduled during the summer months, and the student should be accompanied by parent(s) or guardian(s) on such an event/activity. The state of Ohio requires a "professional note" to excuse absences past 10 days (65 hours) of absence. If a student is over 10 days (65 hours) of absence for any reason, the district may not excuse those absences. **Please refer to the "Compulsory Attendance" guidelines in the "Attendance" section of the Handbook.**

## **FAILURE TO INFORM**

No student shall fail to inform their unit principal, building principal, counselor or teacher in a timely manner of any dangerous or potentially dangerous situation which may involve students, teachers, and/or support staff. Failure to do so may result in disciplinary action. Students must identify themselves when requested by a teacher or staff member. Students may report dangerous situations by calling the **Safety Tip-line (937)643-4444 Option 7 and select their building** and/or speaking with a staff member.

## **FALSE FIRE ALARMS**

A student who falsely pulls the fire alarm will face suspension and may be legally charged through the courts.

## **FIELD TRIPS**

Students may have field trips off school property as a part of their educational experience. Students must have updated Emergency Medical and Student Information in their PowerSchool/InfoSnap account (online) prior to attending the field trip. Hardcopy forms of this information will not be accepted. Also, each student must have a permission slip signed by their parent/guardian to attend each field trip. Students who do not have written permission will stay at the school and attend normal classes.

Volunteer chaperones are welcome to attend on an as needed basis. Volunteer chaperones may need to have a [volunteer form](#) on file with the building office prior to attending the field trip. Please check with the staff member organizing the field trip on whether a volunteer form is required. Volunteer chaperones are required to assist with student safety and behavior while away from the classroom and may not bring other children.



## **HARASSMENT/BULLYING/NONDISCRIMINATION**

### **Bullying**

- Harassment, Intimidation, or Bullying means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:
  - causes mental or physical harm to the other student; and
  - is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- "Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:
  - causes mental or physical harm to the other student/school personnel; and
  - is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- "Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.

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

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

### **Types of Conduct**

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- physical violence and/or attacks;
- threats, taunts, and intimidation through words and/or gestures;
- extortion, damage, or stealing of money and/or possessions;
- exclusion from the peer group or spreading rumors;
- repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-bullying"), such as the following:
  1. posting slurs on websites where students congregate or on web logs (personal on-line journals or diaries);
  2. sending abusive or threatening instant messages;
  3. using camera phones to take embarrassing photographs of students and posting them on-line/or otherwise distributing them;
  4. using web sites to circulate gossip and rumors to other students; and,
  5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.

This prohibition applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and applies to conduct off school property as well. Prohibited activity includes the use of communication (intentional written, verbal, or electronic) or a physical act exhibited towards another particular student or students more than once that causes mental or physical harm and is sufficiently severe, persistent, and/or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student(s) toward whom the behavior is targeted. No student shall use profane, vulgar, coarse, abusive, or other improper language that shows disrespect toward ethnic, cultural, sexual, gender identity, or religious differences.

### **Nondiscrimination**

The Board of the Kettering School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

|  |  |
|--|--|
| Rick Earley<br>Supervisor of Student Services<br>(937) 499-1433<br>580 Lincoln Park Blvd, Suite 105<br>Kettering, OH 45429<br>rick.earley@ketteringschools.org | Valerie Dupler<br>Teaching & Learning Elementary Coordinator<br>(937) 499-1492<br>580 Lincoln Park Blvd, Suite 105<br>Kettering, OH 45429<br>valerie.dupler@ketteringschools.org |
|--|--|

### **Sexual Harassment/Title IX**

The Board of the Kettering School District does not discriminate on the basis of sex (including sexual orientation and gender identity) in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

Students who experience harassment or bullying should immediately report such incidents to a teacher or administrator. Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinators' (Compliance Officers'/Civil Rights Coordinators') contact information listed below, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinators. Anonymous reports may be submitted using the Kettering City School Safety Tip Line (937 643-4444, option 7). All reports of sexual harassment covered by Board Policy 2266 will be investigated under the grievance process set forth in that policy (see Appendix A). All other reports of harassment or bullying will be investigated and addressed under the applicable Board Policy.

Rick Earley  
Supervisor of Student Services  
(937) 499-1433  
580 Lincoln Park Blvd, Suite 105  
Kettering, OH 45429  
rick.earley@ketteringschools.org

Valerie Dupler  
Teaching & Learning Elementary Coordinator  
(937) 499-1492  
580 Lincoln Park Blvd, Suite 105  
Kettering, OH 45429  
[valerie.dupler@ketteringschools.org](mailto:valerie.dupler@ketteringschools.org)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

### **ID CARDS**

Each new student will be issued an ID card when they come to FHS. This card will be used for personal identification for a variety of school-sponsored events, including dances, ACT Tests, SAT Tests, lunch charges, and library privileges. If a student loses the card, a new one will be issued for \$5. If the student cannot pay at that time, the fee will be added to his/her student fees. All ID cards can be obtained in the East Unit Guidance Office.

### **INCLEMENT WEATHER**

On days when the schools are closed or delayed due to ice, snow or other emergencies, please follow these guidelines:

- Sign up for text messages and/or email notifications from the “Sign up for Notifications” section of the website (located under Quick Links of the district’s home page at [www.ketteringschools.org](http://www.ketteringschools.org).
- Check the homepage of the district’s website at [www.ketteringschools.org](http://www.ketteringschools.org). Check the district Facebook page: Kettering City Schools.
- Listen to the local television stations -- WHIO Channel 7, WDTN Channel 2 and ABC 22/Fox 45.
- Follow the Kettering City Schools’ Twitter feed -- @KFHSFirebirds / @KFHSPincipal / @KetteringSchls
- Call the Education Connection at 643-4444. Follow prompts -- “For Kettering School District Information, press 4.” Then, “For Delays, Closings and Early Dismissals, press 3.”

### **LIBRARY-MEDIA CENTER**

The library-media center is a facility for all students and staff. Space within the library-media center includes the classroom, Fairmont Information Center, and conference room. Hours of operation are 7:45 AM until 3:15 PM. Students must sign in upon entering the library-media center (unless present with a class). During the school day students must have a pass from a teacher in order to use the library-media center (except during their scheduled lunch period). All students present in the library must be respectful of others. The student ID number is used as the library-media card.

Students are responsible for all materials checked out on their account and must pay all fees and fines before graduation. Books are loaned for a period of 2 weeks. It is the student's responsibility to note the due dates. The fine for overdue items is 5 cents per day (excluding weekends and holidays) and will not exceed \$5. If any item is lost, the student is charged the replacement cost.

Students will also turn chromebooks requiring repair into the library-media center. Loaner chromebooks are not available for students forgetting their device. Please make sure you come to school with your chromebook fully charged.

In accordance with eating areas & rules, lunches (ex. lunch trays, plastic cartons, etc.) are not permitted in the library-media center. Students may, however, bring in snack items such as chips, cookies, sandwiches, etc. as well as beverages. It is the responsibility of the student to throw their trash away. Students not cleaning up after themselves will lose the privilege of being able to have food in the library-media center.

Additional information and resources available in the library-media center can be found at <http://library.kettering.k12.oh.us/>.

### **LOCKERS/DESKS**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search at any time. Where locks are provided for such places, students may lock them against intrusion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places, and as the need arises.

Students who wish to use a lock must make a request through their unit office. Lockers must be kept locked at all times. Sharing a locker with another student is discouraged. School officials will inspect lockers when the need arises. School property such as desks and lockers remain under the jurisdiction of the school. The school reserves the right to inspect all desks and lockers at any time. Students are to assume the full responsibility for security of lockers, and combinations should not be shared with others. Keeping valuables in lockers is at the discretion of the student. The school is not responsible for items lost or stolen from lockers. All items left in lockers on the last day of school will be sent to charity after 24 hours.

### **LOST AND FOUND**

All articles found in buildings or on grounds will be turned into the unit offices. After approximately 30 days, unclaimed items will be sent to charity. All items left in lockers on the last day of school will be sent to a local charity after 24 hours.

### **PARENT/TEACHER COMMUNICATION**

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note, telephone, or e-mail. Each teacher in the district has an e-mail address that can be accessed in the PowerSchool Parent Portal. If a call is made requesting to speak with a teacher during the school day, a message will be delivered to the teacher to give the person requesting a call back. If you wish to have a conference with your child's teacher, please call or email ahead to make an appointment.

### **PARKING LOT AND DRIVING RULES**

The following are required of all student drivers. Not meeting these expectations could lead to loss of parking privileges.

- Students' vehicles must be parked between the parking lines in their assigned parking space.
- Students are not allowed in the parking lot during the school day without a pass.
- The school is not responsible for the theft or damage of personal property in the parking lot.
- Students are expected to follow traffic and safety rules. Failure to follow parking and/or driving rules and regulations may result in discipline and/or suspension of parking privileges.
- Vehicles are subject to search by school officials at any time. Searching a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking a vehicle on school grounds shall be considered to have given implied consent to a search of such vehicle at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.
- The maximum speed on campus is 15 MPH.
- Security guards and administrators may be in the parking lots. Please cooperate with these staff members.

### **PARKING PASSES AND REGISTRATION**

All student drivers must purchase an assigned parking spot and must park in that spot on school days from 6:30 A.M. - 3:15 P.M. Any student vehicle without a pass or parked in the wrong spot may be ticketed and disciplined by their unit principal. If an unauthorized vehicle is in your spot, please park in the lot on the corner of Shroyer Road and Lincoln Park Boulevard and report the violation immediately to the South Unit Office. Once the issue is resolved, the student can move their vehicle to their assigned parking space. Please do not park in a parking space not assigned to you if someone is parked in your spot.

The only students who may purchase a parking pass are those who hold a valid Driver's License. Students who hold a temporary Driver's License will not be permitted to purchase a pass until they receive their valid Driver's License. Information on how to purchase a pass prior to the beginning of school will be mailed home over the summer months.

Students should not park in staff, visitor, Trent Arena, or the Kettering Recreation Center lots. Students should only drive to school once they have received a parking tag. Read the link below for additional information:

[Driving and Parking Permit Application](#)

### **PBIS: POSITIVE BEHAVIORAL INTERVENTION SUPPORTS**

The purpose of PBIS is to improve the effectiveness, efficiency and equity of schools. PBIS improves social, emotional and academic outcomes for students.

Kettering City Schools Behavioral expectations:

- We are Safe
- We are Respectful
- We are Responsible
- We are Kind

## **PERSONAL PROPERTY**

Please do not allow your child to bring valuables to school unless necessary for classroom work and as requested by the classroom teacher. If it is necessary to bring any personal property, please write your name on the item. Please note that the parent/guardian and student, not the school, are responsible for any personal items that are brought to school.

## **PETS ON SCHOOL GROUNDS**

Many parents/guardians choose to walk/bring their pet to school when picking up their child. In order to ensure the **health and safety of all of our students** please be aware non-service animals are not allowed on school property during school areas without prior administrative approval:

- Pet owners must keep their pets on a leash.
- Pet owners are liable for the behavior of their pet.
- Students should never approach or pet animals they do not know.
- Pet owners are responsible for cleaning up after their pet.

Students are not to bring animals or pets to school, unless the animals or pets are part of a class project. In these instances, students must receive permission from their teacher and unit principal.

Staff must receive permission from administration to have animals or pets on school grounds.

## **POSTERS**

All student posters and signs must be approved in the Student Activities Office before posting. They will be stamped "Publicity Approved". Posters and signs are to be hung only on the "Know it All Walls." No posters designed for campaigning purposes will be permitted to be hung on campus. The only exception is for those students running for a position for the United Student Body.

## **PUBLIC DISPLAY OF AFFECTION**

Students are to refrain from displaying unprofessional affection toward one another at school.

## **REQUESTING TEACHERS**

The office cannot accept requests from parents/guardians for specific teachers. Every attempt is made to balance classrooms. Honoring requests from parents/guardians would make balancing classrooms impossible.

## **RESTROOMS**

Students are not permitted to loiter in the restrooms at any time. Students must use their official passes when using the restroom during class time. No more than one student shall occupy a stall at any time for those stalls intended for one person. If a student becomes ill while in the restroom, the student should report immediately to their teacher, their unit office, and/or nurse. Kettering City Schools provide both male, female, and alternative restroom options for their students. Kettering City Schools allow students equal access to restrooms in accordance with relevant law.

## **RETURNING TO SCHOOL AFTER HOURS**

We understand that students may occasionally need to return to school after hours to retrieve needed textbooks and other materials. In these situations, we advise an adult to accompany the student.

## **SCHOOL FEES**

The Kettering Board of Education sets a school fee for all students to help offset a portion of the costs for consumable items used by the student (workbooks, papers, etc.) as well as for the use of the school Chromebook and network. School fees for this year are \$50.00.

Fees are assessed at the end of week six. Payments can be made on the PaySchools Central system or checks made out to KETTERING CITY SCHOOLS can be given to the school treasurer in the main office. If you qualify for free or reduced priced meals, you may be eligible to apply for a waiver of school fees. You **must** complete a Fee Waiver Application form in the school office or online to receive the waiver each year. If you have any questions, please contact the school office.

## **TELEPHONE & ADDRESS CHANGES**

When making an address change, the parent/guardian/guardian will submit proof of the new residence to the Central Enrollment Office at the Barnes Board of Education building (3750 Far Hills Avenue). If parents/guardians have questions, they can contact the **Central Enrollment Office at 499-1700**.

## **TEXTBOOKS**

Charges will be made for textbook damage or wear beyond a reasonable amount. Textbooks that are not returned to the teacher at the end of the semester or year will be assumed lost, and you will be charged.

- Books new - 2 years old: 100% cost of book
- Books 3 - 4 years old: 90% cost of book
- Books 5 years old and older: 80% cost of book
- To rebind a book: \$8.80
- Replacement of old books used as supplements: \$5
- Damage charges to books depends on teacher/administrator discretion.

## **TUITION**

Non-resident students may be accepted for enrollment on a tuition basis in the Kettering City School District in limited circumstances. Please contact the district's Student Services Department at 937-499-1433 for information about enrolling a student on a tuition basis.

## **USE OF SCHOOL PHONE**

Student's use of school phones will be restricted to school-related business only and will be granted permission by staff. Students are not allowed to use the phone to make personal plans for after school. Students should be encouraged to plan and to accept responsibility for their assignments before coming to school.

Students who need to use a phone should go to their unit office. If a student is ill and wants to go home, the student must go to the nurse for evaluation.

## **UNASSIGNED PERIOD**

Upperclassmen can earn the privilege of being unassigned up to two periods at the end of the day if they are in good academic standing. Senior students can earn up to two unassigned periods and juniors can earn one unassigned period. FHS administration reserves the right to revoke this privilege for reasons related to academics, behavior, attendance, and/or athletic/activities.

## **VACATIONS DURING THE SCHOOL YEAR**

When taking a vacation during the school year, parents/guardians should notify the school office and complete the [Classroom Absence for Vacation Form](#) at least three (3) days prior to leaving. Vacations should be taken during the school year only if the trip cannot be scheduled during the summer months, and the student should be accompanied by parent(s) or guardian(s) on such trips. There is a maximum of five (5) days cumulative during a school year for which a student's absence from school due to vacation may be considered an excused absence. Any absences beyond 5 vacation days will be considered unexcused. The State of Ohio requires a doctor's note to excuse absences past 65 hours of non-medically excused absence. If a student is over 65 hours of non-medically excused absence for any reason, the district can not excuse those absences without a doctor's note. Please refer to the Compulsory Attendance guidelines in the Attendance section of the Handbook.

## **VIDEO SURVEILLANCE & ELECTRONIC MONITORING**

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct.

For additional information please reference Board of Education Policy 7440.01.

### **VISITORS & CLASSROOM VISITATIONS**

We welcome and encourage visits to school by parents/guardians, other adult residents of the community and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor controls.

Please be reminded that all visitors, including parents/guardians, entering the school building throughout the course of the school day, must sign-in electronically (Door #1) and be issued a visitor's pass in the Main Office before proceeding. This regulation exists for the protection and safety of each and every child attending school. No unscheduled visitors will be permitted.

Students are asked not to bring babies or young children to Fairmont.

Parents wishing to speak to a classroom teacher before, during, or afterschool are encouraged to email the teacher. Interruptions of the instructional program by drop-in visitors will not be allowed.

When bringing items to school for your child, please bring them to the Main Entrance (Door #1) labeled with the child's name and unit. School personnel will make sure your child receives the item(s).

### **VOLUNTEERS**

Volunteer chaperones are welcome to attend on an as needed basis. Volunteer chaperones must have a [volunteer form](#) on file with the building office prior to attending the field trip. Volunteer chaperones are required to assist with student safety and behavior while away from the classroom and may not bring other children.

### **WITHDRAWING STUDENTS / WITHHOLDING GRADES AND CREDITS**

If you are moving and will be withdrawing your student from school, please call the Main Office at 499-1600 to set up an appointment prior to the student's last day to complete the withdrawal form. Withdrawal forms will be sent to Centralized Enrollment for processing.

Students withdrawing from Fairmont must attend school until officially enrolled in their new school.

Per Ohio Revised Code, schools may withhold official grades and credits for non-payment of fines, fees, or tuition but will forward other records to the new school to verify attendance, class placement, medical history, special education records, testing scores, and other information other than official grades and credits.



## **ACADEMICS/CURRICULUM**

### **GIFTED EDUCATION PROGRAM**

Students who have been identified as gifted in grades 9-12 will receive services in Honors, AP, and IB courses, depending on their area of strength.

### **GRADEBOOK (ONLINE)- POWERSCHOOL**

PowerSchool is the district's student information system and online gradebook. PowerSchool allows parents/guardians to access all of their children's grades and attendance with one login account. Parents and students can track academic progress and daily attendance from any location that has internet access.

Parents will need to create an account in order to access their child's grades and attendance in PowerSchool. However, students do NOT need to create an account, as we have already done that for them.

Parents new to the district will receive a letter at the beginning of the school year that contains an Access ID and Access Password which is needed when creating a new Parent Account.

Parents who have already created an account, can access their account using the directions below.

How to login to your Parent Account:

1. Go to <https://www.ketteringschools.org/>
2. Select the PowerSchool Student/Parent Portal link found under Quick Links.
3. Enter your username and password and select Sign In.

Questions about specific grades or assignments should be directed to your child's teacher. We depend on your input to make this the most efficient and effective school-parent/guardian communication tool possible. Please email your student's unit office if you have any questions, comments, or concerns.

### **GRADING POLICY**

**Grade A** indicates that a student performs at a level of excellence on daily work and assessments/tests (90-100%)

**Grade B** indicates that a student performs at an above average level on daily work and assessments/tests (80-89%)

**Grade C** indicates that a student performs at an average level on daily work and assessments/tests (70-79%)

**Grade D** indicates that a student performs at a below average level on daily work and assessments/tests (60-69%)

**Grade F** indicates that a student performs at a failing level on daily work and assessments/tests (Below 60%)

### **Semester Grading:**

Semester grades will be calculated based on percentage, not letter grades

Semester 1: 40% Quarter 1, 40% Quarter 2, 20% exam

Semester 2: 40% Quarter 3, 40% Quarter 4, 20% exam

All semester grades will be calculated with no less than a grade of a 50% floor for each quarter and the exam

If a student fails 2 quarters with a 50% floor, or one quarter and the exam with a 50% floor, that student will not earn credit in that class for that semester

Percentages will not be on the report card or transcript, only used in determining the final semester grade.

### **COMMENCEMENT**

Fairmont's graduation program is strictly formal and is carefully arranged. Graduates participate in carefully arranged marching procedures. Participation in commencement is optional and every effort will be made to design a formal, dignified program for those who wish to participate. Attendance will be denied to those seniors who have not met every graduation requirement, do not meet Fairmont's expectations of behavior, or have an outstanding fee balance after the date designated by the principal. Commencement is a privilege and is not necessary to be granted a diploma.

All academic awards for the commencement ceremony will be given based on grade point averages (weighted or unweighted) earned at the conclusion of seven (7) semesters. The only exceptions are the awards of valedictorian and salutatorian. These awards will be given based on weighted grade point averages for eight (8) semesters.

Students who meet both Fairmont and Ohio Department of Education graduation requirements at the end of three school years will be able to walk and receive their diploma at commencement. Third year students who have not met both sets of graduation requirements will not be permitted to participate in the commencement ceremony. No fifth year student will be permitted to participate in the commencement ceremony.



## **EXAMS**

All students are required to take a final exam for each class. The exam will count 20% toward the final semester grade. Each exam is scheduled to take place during a two hour time period.

Students are not required to be at school during their study hall, student assistant, or unassigned exam period. The cafeteria will serve breakfast and lunch. Students not testing and on campus must be in the cafeteria/commons. Students who are tardy must first report to the main office for attendance. Make-up exams will be coordinated by the teacher with the student and parent/guardian.

Students may not leave the classroom anytime during the exam period, unless they are in possession of a hall pass. Students are reminded that all school rules apply during the exam schedule. Students are also reminded not to visit other schools between or after exams.

**2nd Semester Senior Exams:** A senior who has an “F” for the 3rd or 4th grading period will be required to take the second semester exam. If a second semester exam is required for a graduating senior, teachers will notify the student on an individual basis. Also, in addition to informing the student, the teacher must (regardless of the student’s age) contact the parent/guardian by phone with the same information. If the student and parent/guardian are not informed by the specified date, the student will be given the benefit of the doubt and credit will be awarded.

**Exam Exemptions – Academic:** A student may exempt two semester exams for having an “A” average in every class throughout the semester, which will be calculated by averaging the percentage for each quarter in the semester. A student may be exempt from one semester exam for having all “A” & “B” averages in every class throughout the semester, which will be calculated by averaging the percentage for each quarter in the semester.

**Exam Exemptions – Behavioral:** Behavioral exam exemptions are intended to encourage students to meet teacher and school expectations throughout the semester. Students who served one or less administrative issued detentions during the semester may exempt two semester exams. Students who served two administrative issued detentions during the semester may be exempt from one exam. If a student served a Friday school, in school study, or out of school suspension, the student forfeits all behavioral exemptions.

No more than a total of two exams per student may be exempted. The two exam exemptions are obtained by any combination of the above opportunities.

**Exam Exemption Stipulations:** Students may not exempt the first semester exam of an End-of-Course (EOC) tested class. All other classes may be exempted during the first semester, including core (social studies, science, English, math) classes, as long as the core classes are not EOC tested courses. For the second semester, students may exempt any course, including courses they may have exempted during the first semester.

Students who participate in the EOC testing for the first time and who attend and complete all their scheduled tests on time will receive one exam exemption in addition to those exemptions earned for grades and behavior.

Students cannot exempt exams for courses where an exam is required for industry credentialing or college credit.

A student is required to take a semester exam in any subject in which the student received an “F” for either grading period of the semester. This requirement pertains to seniors for both semesters. Teachers are expected to require exams of students in this situation.

## **GRADUATION CURRICULUM & REQUIREMENTS**

In order to graduate from Fairmont, a student must be enrolled in Fairmont and must meet the requirements prescribed by the State of Ohio and by the Kettering School District.

- English Language Arts - 4 units
- Mathematics - 4 units, including 1 unit Algebra II or its equivalent
- Science - 3 units, including 1 unit life science, 1 unit physical science, and 1 unit advanced study in one or more of the following sciences: chemistry, physics or other physical science, advanced biology or other life science, astronomy, physical geology, or other earth or space science
- Social Studies - 3 units, including 1/2 unit US History, 1/2 unit US Government, 1/2 unit of World History
- Health - 1/2 unit
- Physical Education - 1/2 unit (120 hours) Students who participate in high school athletics, marching band or cheerleading for 2 seasons will be permitted to substitute 1/2 unit (60 hours) of another course of study if local board policy allows.

- Electives - 6 ½ units, which must consist of one or a combination of: world language, fine arts, business, career tech education, family & consumer sciences, technology, agricultural education, English Language Arts, math, science, or other social studies courses not otherwise required under the Ohio Core.
- Fine Arts - At least 2 semesters or equivalent of fine arts in grades 9 - 12 are required for graduation, except for certain career-technical students.
- ½ unit of Financial Literacy
- Units required to graduate - 21.5 units

**HONORS CAREER TECH DIPLOMA** - to qualify, the student needs to fulfill all but one of the applicable criteria for the diploma with Honors:

- English - 4 units
- Math - 4 units, including Algebra I, geometry, Algebra II or the equivalent and another higher level course or a four year sequence of courses that contain equivalent content
- Science - 4 units, including 2 units of advanced science
- Social Studies - 4 units
- Electives - 4 units of Career Tech minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway, which can lead to post-secondary credit.
- A 3.5 GPA (4.0 scale)
- Receive passing scores on all Ohio WebXams.
- Obtain a composite score of 27 on the ACT (excluding the optional writing test) or a composite score of 1210 on the SAT verbal and math sections (excluding the scores obtained on the required writing section).

**HONORS COLLEGE PREP DIPLOMA** - to qualify, the student needs to fulfill all but one of the applicable criteria for the Diploma with Honors:

- English - 4 units
- Math - 4 units, including Algebra I, geometry, Algebra II or the equivalent & another higher level course or a 4 year sequence of courses that contain equivalent content
- Science - 4 units, including 2 units of advanced science
- Social Studies - 4 units
- World Language - 3 units of one world language or 2 units each of 2 world languages
- Fine Arts - 1 unit
- A 3.5 GPA (4.0 scale)
- Obtain a composite score of 27 on the ACT (excluding the optional writing test) or a composite score of 1210 on the SAT verbal and math sections (excluding the scores obtained on the required writing section).

**HONORS IB DIPLOMA** - to qualify, the student needs to fulfill all but one of the applicable criteria for the diploma with Honors:

- English - 4 units, plus the 2 required IB essays
- Math - 4 units, including Algebra I, geometry, Algebra II or the equivalent, and another higher level course or a four year sequence of courses that contain equivalent content
- Science - 4 units, including biology, chemistry and at least one additional advanced science
- Social Studies - 4 units
- World Language - 4 units minimum, including at least 2 units in each language studied
- Fine Arts - 1 unit
- 3.5 GPA (4.0 scale)
- Obtain a composite score of 27 on the ACT (excluding the optional writing test) or a composite score of 1210 on the SAT verbal and math sections (excluding the scores obtained on the required writing section.)
- Must complete criterion-referenced assessments in a minimum of 6 academic disciplines.

### **MAKING UP ASSIGNMENTS**

Students who have an absence are permitted to make up missed work for grades for those days. The number of days absent equals the number of days allotted for makeup work.

Parents may request assignments by calling the student's unit office, having the student check Google Classroom, or email the teacher directly.

Any student who participates in a school related activity or field trip is responsible for making up all missed assignments. You should ask teachers for assignments prior to the field trip. All students will be given the number of days out for a field trip to turn in all assignments.

## **SCHEDULE CHANGES & PROCEDURES**

Students and parents/guardians should give careful consideration in developing a sound educational plan and appropriate requests for student schedules for the upcoming school year. Students and parents/guardians are urged not to create scheduling requests with the idea that it can be changed later. Courses chosen during the scheduling process in February/March are treated as final selections.

Schedule changes will ONLY be made for the following reasons:

- Failure of a course the previous year
- Successful completion of summer school
- Classes that are in the students schedule and were not requested by the student
- Students leaving for College Credit Plus Courses
- Counselor, parent/guardian, teacher, and administrator agreement that a change is educationally beneficial for the student.

Student schedules will be made available on PowerSchool August 9, 2023. If a student is requesting a schedule change based on 1 of the 5 reasons listed above, they must submit their request via the Schedule Change Request Form that will be emailed to students and posted on the [Fairmont Counseling](#) website.

After school starts, the only schedule changes that will be made are:

- Dropping a course for a study hall
- Changing study hall to student assist
- Changing levels based off of misplacement

**\*\*All schedule changes must be made prior to the last day of 1st quarter/3rd quarter. Any schedule change made during 2nd quarter or 4th quarter will result in an automatic semester grade of F for the course\*\***

## **HOMEWORK INFORMATION**

### **The Purpose of Homework**

The assignment of meaningful homework is an integral component of the instruction program. Work done outside of the classroom should provide the student with opportunities to practice through drills; reinforce instruction received during the regular school day; expand upon topics introduced during classroom instruction; and enable each student to pursue individual projects which involve lifetime skills of self-directed work, organization and interpretation of knowledge. If homework is to have value, its purpose and relation to what has been taught in the classroom must be clearly understood by the student. Teachers are encouraged to provide only meaningful homework assignments related to the instructional programs' goals and objectives.

### **Definition**

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. This assignment is of such a nature that the student must complete all or part of the assignment during non-class time. Each assignment may be further defined as one or more of the following four types:

- Practice: Most common, given to help students master specific skills and limited to material presented in class.
- Preparation: Given to students to gain maximum benefit from subsequent lessons.
- Extension: Given to determine if students can transfer a skill or concept to another situation.
- Creative: Require a student to integrate skills and concepts in the process of producing a response or product.

### **Objectives**

The objectives of homework are to:

- Supplement and support classroom experiences.
- Reinforce learning through practice, integration, and application.
- Develop student initiative, responsibility, and self-direction through independent effort.
- Foster parent/guardian awareness of their child's learning activities.
- Homework may also be used as a method for making up work missed due to illness, etc.

### Student's Responsibilities

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. Students who are not in class should work with the teacher to create a plan on how to complete any missed assignments.

### Parent/Home Responsibilities

Parents should recognize the important role of homework to the total instructional program of their child. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher. A suitable place and environment in the home for the completion of homework assignments should be provided. Parents should help their child plan and budget the appropriate amount of study time for the completion of the homework assignment. Parents should feel free to consult with the teacher about any questions relating to the homework assignment.

### Guidelines

Homework should grow logically from classroom instruction. The homework assigned by the teacher should be within reasonable limits and with an understanding that a student may be assigned homework from as many as 6-7 other classes.

- Students should not be expected to work on totally new skills or concepts in completing homework assignments;
- Students should clearly understand the specific objectives, related purposes, processes, and due date of each homework assignment. Teachers will notify students of their homework assignment(s) as far in advance as possible;
- Term papers and long-range projects, which are in addition to regular homework assignments, will be assigned by teachers far enough in advance to allow students sufficient time for completion;
- Teachers will use homework assignments for varied purposes, including to be reviewed, recorded, and included as a part of the evaluation of the student's learning process;
- Teachers will adapt homework assignments to the needs of the individual student and needs of the class as a whole;
- Teachers will assign a variety of homework, which will include: practice, creative preparatory, and extending assignments. Teachers will not give homework for disciplinary purposes or merely as "busy work";
- Some students may finish their homework assignments in school based on their schedule, study skills and time management, and ability;
- Teachers may provide time within the class period to begin the homework assignment and respond to questions;
- On average, homework per course per day should not exceed more than a half hour (30 minutes). Special circumstances, beyond the norm, may dictate that more or less homework be assigned.

# **DISCIPLINE**

## **CONSEQUENCES**

Discipline for students who choose not to follow the guidelines of the school plan may include the following:

- Parental involvement
- Confiscation
- Detention
- Denial of privileges
- School service work
- Friday School
- In-School-Study
- Juvenile Court referral
- Suspension
- Expulsion

## **DETENTION**

Unit detentions can be one (1) hour in duration, served from 3:15 - 4:15pm on Tuesdays or Thursdays, or 2 hours in duration, served from 3:15 - 5:15pm on Thursdays. Detention must be served on the date assigned. Detention is to be used as a mandatory study hall, and students must bring school assignments, and/or school-related reading material for the duration of the detention. Students may use varied forms of technology for completion of school work with the permission of the detention monitor. Failure to do so will result in the student being asked to leave the detention classroom. Detentions may be scheduled in the unit offices as necessary. Students may be assigned teacher detention by an individual teacher that has varied durations as determined by the teacher.

## **IN SCHOOL STUDY**

ISS is designed to reduce the number of students suspended from the normal school program for disciplinary reasons. ISS may not be an option for drugs, alcohol, fighting, threats, violence, or weapons violations.

The students placed in In School Study are confined to a designated classroom at the high school that is isolated from other students. Teachers have the opportunity to send assignments to ISS and/or contact/visit students in the ISS classroom. All course work completed in ISS will be returned to the appropriate teacher(s). ISS offers the student an opportunity to complete all course work in the ISS room and receive full credit for the work during the ISS duration. Some coursework missed during ISS may not be able to be completed in the ISS room (such as a science or a CTC lab). The teacher and student will work out the details for make up/alternative assignments in these situations. It is the student's responsibility to seek out any missed work through his/her teacher(s) prior to, during, and after the ISS duration. Students may bring their own lunch or purchase lunch from the Cafeteria. Students will not be allowed to attend in-class activities during the ISS duration unless given administrative permission. Students are expected to follow ISS guidelines at all times, including the use of varied forms of technology. Failure to follow these guidelines may result in removal from the ISS classroom, an out-of-school suspension, and/or other appropriate action as determined by the administration.

Students who have been assigned ISS will be allowed to practice with their team/group (before or after school) while serving their ISS. They are eligible to participate in a game or performance while in ISS. If a student is dismissed from ISS, then OSS guidelines apply for participation in extra-curricular and co-curricular activities.

## **OUT OF SCHOOL SUSPENSION**

During the period of OSS, the student may not be in any Kettering City School building, may not attend any school activities, or be on any Kettering City School grounds at any time. Students will be given an equivalent amount of days equal to the OSS days to complete any additional work given in class during the absence for full credit. Students should make every attempt to retrieve, complete and submit their work while away from school through communication with their teacher via their student email accounts, Google Classrooms, Zoom calls, phone conferencing, etc. A student who is out of school suspended (OSS) is not allowed to participate in any part of the school day during his/her classes. It is strongly encouraged students complete their work during their days of absence as directed by their teachers. A student who is out of school suspended (OSS) is ineligible for games, performances, and/or practices until the day after the suspension ends.

**FRIDAY SCHOOL**

Students who are assigned a Friday School must bring school assignments and/or school related reading materials to the designated classroom. Students may use varied forms of technology for completion of school work with the permission of the detention monitor. Students are expected to follow Friday School guidelines at all times, including the use of varied forms of technology. Failure to do so will result in the student being asked to leave the Friday School. Students who do not attend an assigned Friday School are not permitted to attend any school activities for the duration of that weekend - this may include, but is not limited to, activities, such as participation in athletics, music/theater performances, and/or attendance at a school-sponsored dance.

# DISCIPLINE CHART

## 2023-2024

*\*\*For students who have an IEP or 504, a manifestation meeting will be scheduled prior to the expulsion hearing if the student has reached 10 total days of OSS.\*\**

### **DISCIPLINE CHART**

Violations of the Student Conduct Code will be treated flexibly and on an individual basis. Disciplinary action may range from an informal conference to expulsion from the Kettering City School District. The guidelines below will generally apply, but may be varied by the Administration, if circumstances warrant deviation.

#### **TARDY TO CLASS**

3rd tardy: 1 hour detention/parent contact by teacher  
4th tardy: 1 hour detention  
5th tardy: 2 hour detention/parent contact by principal designate or unit principal  
6th tardy: Friday School/Saturday School  
7th tardy: Friday School/Saturday School  
8 or more: ISS/Suspension

#### **TARDY TO SCHOOL**

3rd tardy: 1 hour detention  
4th tardy: 1 hour detention  
5th tardy: 1 hour detention **and** potential loss of extra-curricular event  
6th tardy: Friday School/Saturday School **and** potential loss of extra-curricular event  
7th tardy: Friday School/Saturday School **and** potential loss of extra-curricular event  
8 or more: ISS/Suspension **and** potential loss of extra-curricular event

#### **LEAVING CAMPUS WITHOUT PERMISSION**

1st offense: 2 hour detention  
2nd offense: Friday School/Saturday School  
3 or more: ISS/Suspension

#### **IN PARKING LOT WITHOUT PERMISSION**

1st offense: 1 hour detention  
2nd offense: 2 hour detention  
3rd offense: Friday School/Saturday School  
4 or more: ISS/Suspension

#### **FAILURE TO CHECK IN WHEN TARDY TO SCHOOL**

1st offense: 1 hour detention  
2nd offense: 2 hour detention  
3rd offense: Friday School/Saturday School  
4 or more: ISS/OSS

#### **DETENTION TRUANCY**

Friday School/Saturday School

#### **FRIDAY SCHOOL/SATURDAY SCHOOL TRUANCY**

Failure to attend/participate in Friday or Saturday school could lead to not being able to participate in weekend activities. Students will be notified by the unit principal to discuss any additional consequences, which could include ISS or out of school suspension.

#### **FORGERY - NOTES, PASSES, ETC.**

1st offense: Friday School/Saturday School

2nd or more: ISS/OSS

**TRUANCY (MISSING 5 MINUTES OR MORE OF CLASS) - 3 PERIODS OR LESS**

1st offense: 2 hour detention  
2nd offense: Friday School/Saturday School  
3 or more: Suspension/ISS

**TRUANCY (MISSING 5 MINUTES OR MORE OF CLASS) - 4 OR MORE PERIODS**

1st offense: Friday School/Saturday School  
2 or more: ISS/OSS

**DESTRUCTION OF SCHOOL PROPERTY**

1st offense: Payment of damages and discipline determined by the unit principal

**POSSESSION AND/OR USE OF: TOBACCO, ELECTRONIC CIGARETTES, AND/OR PARAPHERNALIA**

1st offense: 1 day ISS and 100% passage/completion rate on tobacco/e-cigarette online assessment. Students will be assigned additional days of ISS if necessary to complete the tobacco/e-cigarette online assessment.  
2nd offense: 3 days ISS/OSS  
3rd offense: 5 days ISS/OSS  
4th offense: 10 days OSS  
5 or more: 10 days of OSS w/recommendation for expulsion

**DISRUPTION OF SCHOOL**

Unit Principal Discretion

**FIGHTING**

1st Offense: 7 Day OSS or 10 days OSS with recommendation for expulsion  
2nd Offense: 10 days OSS with recommendation for expulsion

**PROFANITY**

Unit Principal Discretion

**DISRESPECTFUL BEHAVIOR TO A STAFF MEMBER**

Unit Principal Discretion

**REPEAT BEHAVIORAL REFERRALS**

Unit Principal Discretion

**IMPROPER USE OF AN ELECTRONIC DEVICE (phone, earphones, etc.) IN A CLASSROOM**

1st offense: Friday School/Saturday School  
2nd offense: 1 Day ISS  
3rd offense: 3 Days ISS  
4 or more: 1 Day OSS/3 Days OSS/5 Days OSS

**TAMPERING, ALTERING, OR DAMAGE OF TECHNOLOGY OR PROPERTY**

Any tampering, altering, or damaging of school issued equipment or non-compliance with the school's policies will result in disciplinary action that is in accordance with the offense up to and including expulsion from school. Equipment must be replaced or repaired at the user's expense to include time and material costs.

**THEFT**

Unit Principal Discretion

**CONGREGATING IN A BATHROOM STALL**

1st Offense: 2 hour detention  
2nd Offense: Friday School  
3rd Offense: ISS/Suspension

**FALSE REPORTING/FALSIFICATION**

No student shall intentionally provide an administrator, school resource officer, counselor, teacher or staff member with false information that may impede an ongoing investigation. Intentionally providing false information may



result in disciplinary action.

## **ATHLETICS**

**For the latest version of the athletic policy, please check with the Athletic Office.**

### **ATHLETICS - INTERSCHOLASTIC**

Athletics are an important and integral part of the total school program in the District. School activities should neither have precedence over educational activities, nor should they be considered unworthy of educational attention. Athletics teach participants the value of cooperation and competition in achieving team goals. The additional time and physical requirements of these activities demand that each participant attain and maintain the best physical and mental condition possible.

Every athlete must be aware that he/she represents more than himself/herself. Because he/she represents the team, school, and community, his/her conduct must reflect that responsibility. Standards of behavior are established to enable students to meet their responsibilities, as well as to promote safety and assist participants in reaching their maximum potential. It must be remembered that participation in athletics is not a right, but a privilege that may be regulated and/or revoked.

We believe athletics here are in harmony with the educational objectives and philosophy of the school. All phases of our Interscholastic program are governed by the rules of the Ohio High School Athletic Association. Regulations pertaining to age, eligibility, physical examinations, parental permission to participate, school attendance and many others are rigidly enforced by the Association.

Participation in the athletic program is voluntary. We do not believe winning is the only criterion of a good athletic program. The following statement best describes Fairmont's philosophy on winning: "There is such a way to win that the world counts you a loser, and there is such a way to lose that you are counted a winner."

The following sports are offered at Fairmont: football, soccer, volleyball, cross country, tennis, golf, field hockey, competition cheerleading, sideline cheerleading, basketball, wrestling, swimming & diving, track, lacrosse, baseball, softball and bowling.

Fairmont is a member of the Greater Western Ohio Conference. The following schools are members of the GWOC: Beavercreek, Centerville, Fairmont, Miamisburg, Northmont, Springboro, Springfield, and Wayne.

### **ATHLETIC CODE BOE Policy 2431**

Athletes of the Kettering Schools are direct representatives of their school and are expected to conduct themselves in a way that will gain respect for both themselves and their school. Representing their school as an athlete is a privilege available to those who have the will and the desire to live by training rules. A well-disciplined athlete accepts this as fact and abides by it. In accordance, the Kettering Board of Education believes that the use, possession, or sale of drugs, alcohol, and tobacco has no place in its athletic programs.

In order to assist in giving direction to our student athletes in observing the principles and responsibilities outlined above, the following policy will be observed:

No athlete shall possess, use, sell, transmit, or have the distinct odor of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, mood-altering substance of any kind, anabolic steroid, or tobacco in any form.

No athlete shall use, possess, or transport paraphernalia that is commonly associated with or construed to be used for any of the above mentioned chemicals or substances. Counterfeit controlled substances, as per O.R.C. 2925.37 and outlined in the Kettering Board of Education policy, will be considered violations of this policy.

This policy will apply for all students involved in athletic programs administered by the Kettering Board of Education.

This policy is in effect 365 days a year.

The penalties in the policy are cumulative, beginning with the student's first involvement with the Kettering School District athletic program.

Procedures to be followed in dealing with the possession (including paraphernalia), consumption, use, handling,

giving, storing, concealing, or making of alcoholic beverages, drugs, or narcotics:

First Offense (selling) - This will result in nonparticipation without alternatives for one calendar year from date of offense. An athlete caught selling, who requests reinstatement after the one year exclusion, must successfully complete Kettering City Schools Insight Program, an alcohol/drug education, self-assessment program, conducted by a Student Assistant program team member.

Athletes in grades 9 - 12 will be required to attend six one hour sessions after school, as scheduled by the facilitator. Students in grades 7 - 8 will be required to attend four sessions after school, as scheduled by the facilitator. If the violation occurs at the very end of the second semester, the program will have to be completed during the week immediately following the end of school.

The only acceptable excuse for absence will be personal illness, which must be verified by a written statement from a medical doctor.

The athlete and his/her parent(s) or guardian must return for a second individual conference after completion of the program. If appropriate, information will be provided for parents or guardians about counseling / treatment options in the community.

Second Offense (selling) - This will result in removal from athletic participation for the rest of the athlete's academic career at Kettering School District.

Any offense (drug trafficking) - If an athlete, age sixteen (16) years or older, is convicted of, or adjudicated a delinquent child for drug trafficking, pursuant to Ohio Revised Code Section 3313.662, the Superintendent may recommend permanent exclusion from public school attendance pursuant to Board Policy number 5610.01, Permanent Exclusion of Nondisabled Students.

First Offense (consumption, use, possession, {including paraphernalia} handling, giving, storing, concealing, or making) this will result in the following: Nonparticipation for one year from date of offense, revoke leadership position, no leadership position for one year. The nonparticipation portion of this penalty may be reduced if the student and parents, or guardian agree to the following process confirmed by a written contract:

Athletes in grades 9 - 12 will be required to attend six one-hour sessions as scheduled by the facilitator. Athletes in grades 7 - 8 will be required to attend four sessions after school as scheduled by the facilitator. If the violation occurs at the very end of the second semester, the program will have to be completed during the week immediately following the end of school.

The only acceptable excuse for absence will be personal illness, which must be verified by a written statement from a medical doctor.

The athlete and his/her parent(s) or guardian must return for a second individual conference after completion of the program. If appropriate, information will be provided for parents or guardians about counseling/treatment options in the community.

If the athlete successfully completes the educational program and follow up conference with parents or guardian, the one year non participation penalty will be reduced to 20 percent nonparticipation (competition) calculated upon the regular season of that sport. The penalty served may include post season play. If less than 20 percent of that regular season remains, the remaining balance or percent will be applied to the athlete's next complete sports season, or their next season of participation, if the infraction occurs out of season. This reduction will begin after the individual and parent or guardians have signed the contract.

Practice attendance is required. However, he/she cannot travel with the team or sit on the bench. All training rules and requirements of the sport must be followed by the athlete.

Second Offense (consumption, use, possession [including paraphernalia], handling, giving, storing, concealing, or making) – This will result in the following:

Athletes will be required to attend either Kettering City Schools Insight Program or participate (accompanied by parent or guardian) in a professional alcohol/drug assessment at an approved agency, and to follow up on any recommendation for further counseling or treatment resulting from that assessment (option to be determined by school administration).

The family will authorize a release of information between the treatment agency and the school district for the purpose of providing assessment information and progress reports. The reports must indicate that the athlete is attending regularly and giving full cooperation and effort.

Athletes will be subject to 3 unannounced urinalysis drug screenings during the calendar year. The athletic department will incur cost (unless the child tests positive and then the parents or guardian will be assessed that charge). The facility is to be determined by the school administration. Any positive results will result in reinstatement of the balance of the original nonparticipation of one year consequence from the date of the positive test.

If the athlete successfully completes his/her contract, the one-year non-participation penalty will be reduced to 50 percent nonparticipation (completion) based upon the regular season of that sport or if less than the 50 percent of that regular season remains, the remaining balance or percent will be applied to the athlete's next sport season, or their next season of participation, if the

infraction occurs out of season. This reduction will begin after the individual and parent or guardian has signed the contract.

Failure to successfully complete the terms of the contract will result in the reinstatement of the balance of the original nonparticipation to one-year consequence

Practice attendance is required; however, he/she cannot travel with the team or sit on the bench. All training rules and requirements of that sport must be followed by the athlete.

All subsequent offenses (consumption, use, possession [including paraphernalia], handling, giving, storing, concealing, or making) – This will result in the following: Removal from athletic participation for the rest of the athlete's academic career in the Kettering City School District. The Participation program may be reduced to one calendar year non-participation (competition) if the athlete and parent or legal guardian agree to the following confirmed by a written contract:

Athletes will be required to participate (accompanied by parent or guardian) in a professional alcohol/drug assessment at an approved agency (to be determined by school administration) and to follow up on any recommendation for further counseling or treatment resulting from that assessment.

The family will authorize a release of information between the treatment agency and the school district for the purpose of providing assessment information and progress reports. The reports must indicate that the athlete is attending regularly and giving full cooperation and effort.

Athletes will be subject to three (3) unannounced urinalysis drug screenings during the calendar year. The athletic department will incur cost (unless the child tests positive and then the parents or guardians will be assessed that charge). The facility is to be determined by the school administration.

Any positive results will result in the reinstatement of the original nonparticipation for the rest of the athlete's academic career in the Kettering City School District.

If the athlete successfully completes his/her contract, the career non-participation penalty will be reduced to one calendar year nonparticipation (competition). This reduction will begin after the individual and parents/guardians have signed the contract.

An athlete may refer himself/herself or parents or guardians may refer their son/daughter because of alcohol/drug involvement. Unless it has already been reported that an alleged code violation has occurred, there shall be no non participation penalty for self-referral if the athlete and parents agree to participate in the Insight educational program as previously described. Failure to follow through with the educational program will result in a first offense penalty. A second self-referral will result in a first offense penalty.

First Offense - Use or possession of tobacco in any form:

There will be a 20 percent nonparticipation (competition) penalty, calculated upon the regular season of that sport. The penalty served may include post season play. If less than 20 percent of that regular season remains, the remaining balance of percent will be applied to the athlete's next complete sports season or their next season of participation, if the infraction occurs out of season.

Practice attendance is required; however, he/she cannot travel with the team or sit on the bench. All training rules and requirements of the sport must be followed by the athlete.

Second Offense - Use or possession of tobacco in any form:

There will be a 50 percent nonparticipation (competition) penalty based upon the regular season of that sport or if less than 50 percent of that regular season remains, the remaining balance or percent will be applied to the athlete's next sport season, or their next season of participation, if the infraction occurs out of season.

Practice attendance is required; however, he/she cannot travel with the team or sit on the bench. All training rules and requirements of the sport must be followed by the athlete.

Subsequent Offense - Use or possession of tobacco in any form High School - Removal for rest of academic career in the Kettering City School District. Middle School - Removal for one calendar year in the Kettering City School District. The non-participation penalty may be reduced for high school athletes if the athlete agrees to the following:

The athlete will be required to attend a smoking cessation program provided by an outside agency at his/her own expense. Full cooperation and effort will be expected.

If the athlete successfully completes the contract (providing a certificate of completion), the career non participation penalty will be reduced to one calendar year nonparticipation (competition). This reduction will begin after the individual and parent or guardian have signed the contract.

Failure to successfully complete the terms of the contract will result in the reinstatement of the balance of the original nonparticipation for academic career.

#### Improper Conduct

The penalty for improper conduct, on or off school property, will be evaluated on a case-by-case basis by the Athletic Director and the School Principal, taking into consideration the following factors, among others

(including in an appeal)

The degree to which the athlete's conduct poses a threat or risk to the safety and wellbeing of others.  
The degree to which the conduct brings discredit to the Kettering City School District and its athletic programs.

Improper conduct that results in the involvement of police departments and/or the court system.  
Situations that involve police departments or the court system can have a protracted time frame of resolution. For this reason, the Athletic Department can take action even while charges against the athlete are pending. An analysis of the underlying facts and the degree of cooperation of the athlete will help to determine any decisions that are made.

#### Athletic Eligibility

Eligibility requirements, as established by the Ohio High School Athletic Association shall be observed.

Eligibility requirements as established by the Kettering Board of Education shall be observed.

#### Procedure for implementing the Athletic Code

If the violation occurs at school or during a school-sponsored event or activity, the athlete's Unit Principal and Building Principal will administer disciplinary policy.

The athlete would be subject to the Student Conduct Code as well as the Athletic Code.

If the athlete and parent or guardian accepts the alternative, the unit principal will ask the athlete and parent or guardian to sign two contracts, one pertaining to the Student Conduct Code and a second pertaining to the Athletic Code. The Unit Principal will provide the athlete and parent/guardian with a review of both codes of conduct.

The Unit Principal will inform the Athletic Director of the results of the code review.

If the violation occurs away from school and away from school events, the Athletic Director will conduct the review and explain the code to the athlete and parents or guardian

It will be the shared responsibility of the athletic director and the unit principal to inform one another when the athlete has completed the school Insight or Tobacco Education programs or the outside agency programs.

#### Appeal Procedure -

The penalties in the policy are cumulative, beginning with the athlete's first involvement with the Kettering School District athletic programs whether in middle school or high school.

Athletes at the middle school with one or more violations of the drug/alcohol (exception: selling or trafficking) and or tobacco components of this code will carry with them the equivalent of one violation in either or both categories when they matriculate to the high school.

Athlete = any student who has ever been on a state eligibility/participation list and/or signed an Athletic Code of Conduct.

Effective May 1998 – 7th and 8th graders in the 1998-99 school year fall under these revisions.

Infractions must be observed by Kettering City School District personnel or a governmental city official who can provide information about the action he/she observes including the time and place. This person should be prepared to document the allegation.

Revised 3-7-89   Revised 2-16-93   Revised 11-5-96   Revised 4-17-01   Revised 4-21-09

Revised 5-5-92   Revised 11-16-93   Revised 5-5-98   Revised 4-16-02   Revised 4-7-14

## **ELIGIBILITY**

All participants should be eligible at the time of tryouts to be eligible for the team. To be eligible by OHSAA standards, during the preceding grading period, the student must have received passing grades in a minimum of five one credit courses or the equivalent, which count toward graduation for a student in grades 9 - 12. A student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades in a minimum of 5 of those subjects in which the student received grades. In addition to the OHSAA standards, all Kettering students must meet Kettering City School District Standards as approved by the Board of Education (see Board Policy 2431). Highlights of the policy include (but are not limited to):

1. Students in grades 7 - 12 who wish to participate in interscholastic athletics must achieve a 1.50 GPA, or better, on a 4.0 scale and shall not have failed more than one subject the preceding grading period (see Exception 1).

In special cases, if the Athletic Department in communication with the coaching staff and building principal, feel it is in the best interest of the student athlete and the team, a student may have the opportunity to re-establish eligibility through close academic monitoring.

2. Students in grades 7 - 12 who wish to participate in interscholastic athletics, whose quarter average falls below a 2.0 but meets all other standards must formally apply, and be accepted, into the Academic Intervention Program.

Exception 1: Students in grades 7 - 12 who wish to participate in interscholastic athletics who have failed 2 classes, but meet all other Kettering School District and OHSA Eligibility standards, must formally apply, and be accepted, into the Academic Intervention Program.

3. Students entering the Kettering School District for the first time must bring with them grades that fall within the parameters of this policy to be eligible for their first quarter of attendance. Students entering the 7th grade for the first time have no eligibility requirements for the first grading period.

### **NCAA COLLEGE REQUIREMENTS**

Any student athlete planning to attend a Division I or Division II college and planning to participate in athletics at that school should see his/her counselor to register with the NCAA Eligibility Center.

## **MARCHING BAND AND SHOW CHOIR CODE**

For the latest version of the marching band and show choir policy, please check with the music office (BOE Policy 5500.01)

Marching band and show choir members of the Kettering Schools are direct representatives of their school and are expected to conduct themselves in a way that will gain respect for both themselves and their school. Representing their school is a privilege available to those who have the will and the desire to live by rules. A well-disciplined member accepts this as fact and abides by it.

In accordance, the Kettering Board of Education believes that the use, possession, or sale of drugs, alcohol, and tobacco has no place in its programs.

In order to assist in giving direction to our marching band and show choir members in observing the principles and responsibilities outlined above, the following policy will be observed:

- I. No marching band or show choir member shall possess, use, sell, transmit, or have the distinct odor of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, mood-altering substance of any kind, anabolic steroid. Tobacco possession or usage in any form is also prohibited.
- II. No marching band or show choir member shall use, possess, or transport paraphernalia that is commonly associated with or construed to be used for any of the above mentioned chemicals or substances. Counterfeit controlled substances, as per R.C. 2925.37 and outlined in the Kettering Board of Education policy, will be considered violations of this policy.
- III. This policy will apply for all marching band or show choir members involved in programs administered by the Kettering Board of Education.
- IV. This policy is in effect three hundred sixty-five (365) days a year.
- V. The penalties in the policy are cumulative, beginning with the marching band or show choir member's first involvement with the Kettering School District high school program. These penalties are in addition to consequences delineated for violating the school code of conduct.
- VI. Procedures to be followed in dealing with the possession (including paraphernalia), consumption, use, handling, giving, storing, concealing, or making of alcoholic beverages, drugs, or narcotics:
  - A. First Offense (selling). This will result in nonparticipation without alternatives for one calendar year from date of offense. A marching band or show choir member caught selling, who requests reinstatement after the one-year exclusion, must successfully complete Kettering City Schools Insight Program, an alcohol/drug educational, self-assessment program, conducted by a Student Assistance program team member.
    1. Marching band or show choir members in grades 9 - 12 will be required to attend 6 hour sessions after school, as scheduled by the facilitator. If the violation occurs at the very end of the second semester, the program will have to be completed during the week immediately following the end of school.
    2. The only acceptable excuse for absence will be personal illness, which must be verified by a written statement from a medical doctor.
    3. The Marching band or show choir member and his/her parent(s) or guardian must return for a second individual conference after completion of the program. If appropriate, information will be provided for parents or guardians

about counseling/treatment options in the community.

- B. Second Offense (selling). This will result in removal from marching band or show choir participation for the rest of the student's academic career in the Kettering School District.
- C. Any offense (drug trafficking). If a marching band or show choir member, age sixteen (16) years or older, is convicted of, or adjudicated a delinquent child for drug trafficking, pursuant to R.C. 3313.662 the Superintendent may recommend permanent exclusion from public school attendance pursuant to Board Policy number 5610.01, Permanent Exclusion of Nondisabled Students.
- D. First Offense (consumption, use, possession {including paraphernalia}, handling, giving, storing, concealing, or making). This will result in the following:
- Nonparticipation for one year from date of offense
  - Revoke leadership position for one year

The participation portion of this penalty may be reduced if the marching band or show choir member and parents or guardian agree to the following process confirmed by a written contract:

1. Marching band or show choir members in grades 9 - 12 will be required to attend six one-hour sessions after school, as scheduled by the facilitator. If the violation occurs at the very end of the second semester, the program will have to be completed during the week immediately following the end of school.
  2. The only acceptable excuse for absence will be personal illness, which must be verified by a written statement from a medical doctor.
  3. The Marching Band or show choir member and his/her parent(s) or guardian must return for a second individual conference after completion of the program. If appropriate, information will be provided for parents or guardians about counseling/treatment options in the community.
  4. If the marching band or show choir member successfully completes the educational program and follow-up conference with parents or guardian, the one-year non participation penalty will be reduced to 20 percent nonparticipation, calculated upon the regular season of that activity. If less than 20 percent of the performances remain, the remaining balance or percent will be applied to the marching band or show choir member's next complete performance season, or their next season of participation, if the infraction occurs out of season. This reduction will begin after the individual and parent or guardian has signed the contract.
  5. Practice attendance is required; however, he/she cannot travel with the group. All group guidelines required by the activity must be followed by the performer.
- E. Second Offense (consumption, use, possession [including paraphernalia], handling, giving, concealing, or making). This will result in the following:
- Non-participation for one year from date of offense,
  - Revoke leadership position for one year.

The non-participation penalty may be reduced if the marching band or show choir member and parent or guardians agree to the following, confirmed by a written contract.

1. Marching band or show choir members will be required to attend either Kettering City Schools Insight Program or participate (accompanied by parent or guardian) in a professional alcohol/drug assessment at an approved agency, and to follow up on any recommendation for further counseling or treatment resulting from that assessment (option to be determined by school administration).
2. The family will authorize a release of information between the treatment agency and the school district for the purpose of providing assessment information and progress reports. The reports must indicate that the marching band or show choir member is attending regularly and giving full cooperation and effort.
3. Marching band or show choir members may be subject to (up to 3 unannounced) urinalysis drug screenings during the calendar year. The music department will incur a cost (unless the child tests positive and then the parents or guardian will be assessed that charge). The facility is to be determined by the school administration. Any positive results will result in reinstatement of the balance of the original non-participation for one-year consequences from the date of the positive test.
4. If the marching band member successfully completes his/her contract, the one-year non-participation penalty will be reduced to 50 percent non-participation based upon the regular season of that activity or if less than 50 percent of the performance season remains the remaining balance or percent will be applied to the Marching Band or show choir member's next season, or their next season of participation, if the infraction occurs out of season. This reduction will begin after the individual and parent or guardian has signed the contract.
5. Failure to successfully complete the terms of the contract will result in the reinstatement of the balance of the original non-participation to one-year consequence.
6. Practice attendance is required; however, he/she cannot travel with the group. All training rules and requirements of the activity must be followed by the marching band or show choir member.

- F. All Subsequent Offenses (consumption, use, possession [including paraphernalia], handling, giving, storing, concealing, or making). This will result in the following:
- Removal from marching band or show choir participation for the rest of the student's academic career in the Kettering City School District.
  - The participation program may be reduced to one calendar year non-participation (competition) if the marching band or show choir member and parent or guardian agree to the following, confirmed by a written contract:
    1. Marching band or show choir members will be required to participate (accompanied by parent or guardian) in a professional alcohol/drug reassessment at an approved agency (to be determined by school administration) and to follow up on any recommendation for further counseling or treatment resulting from that assessment.
    2. The family will authorize a release of information between the treatment agency and the school district for the purpose of providing assessment information and progress reports. The reports must indicate that the marching band or show choir member is attending regularly and giving full cooperation and effort to the program.
    3. The marching band or show choir member will be subject to 3 unannounced drug screenings during the calendar year. The music department will incur the cost (unless the child tests positive and then the parents or guardian will be assessed that charge). The facility is to be determined by the school administration.
    4. Any positive results will result in the reinstatement of the original non-participation for the rest of the marching band or show choir member's academic career in the Kettering City School District.
    5. If the marching band or show choir member successfully completes his/her contract, the career non-participation penalty will be reduced to one calendar year non-participation (competition). This reduction will begin after the individual and parent or guardian has signed the contract.
    6. Failure to successfully complete the terms of the contract will result in the reinstatement of the balance of the original non-participation for a one-year consequence.
    7. Practice attendance is required; however, he/she cannot travel with the group. All rules and requirements of the activity must be followed by the marching band or show choir member.
- VII. A marching band or show choir member may refer himself/herself or parents or guardians may refer their son/daughter because of alcohol/drug involvement. Unless it has already been reported that an alleged code violation has occurred, there shall be no non-participation penalty for self-referral if the marching band or show choir member and parents or guardian agree to participate in the Insight Educational Program as previously described. Failure to follow through with the educational program will result in a first offense penalty. A second self-referral will result in a first offense penalty.
- VIII. Use or possession of tobacco in any form.
- A. First Offense.
1. There will be a 20 percent nonparticipation (competition) penalty, calculated upon the regular season. If less than 20 percent of that regular season remains, the remaining balance or percent will be applied to the marching band or show choir member's next season or their next season of participation, if the infraction occurs out of season.
  2. Practice attendance is required; however, he/she cannot travel with the marching band or show choir. All group guidelines required of the activity must be followed by the performer.
- B. Second Offense.
1. Removal for one calendar year from the date of offense.
- The non-participation penalty may be reduced if the marching band or show choir member agrees to the following:
1. The marching band or show choir member will be required to participate with full cooperation in the Kettering Fairmont Tobacco Education Program, consisting of two 2-hour after school sessions, facilitated by a trained health professional.
  2. If the marching band or show choir member successfully completes their contract, the one-year non-participation penalty will be reduced to 50 percent non-participation based upon the regular performance season or if less than 50 percent of that regular season remains, the remaining balance or percent will be applied to the next season, or their next season of participation, if the infraction occurs out of season. This reduction will begin after the individual and parent or legal guardian has signed the contract.
  3. Failure to successfully complete the terms of the contract will result in the reinstatement of the balance of the original non-participation for a one-year consequence.
  4. Practice attendance is required; however, he/she cannot travel with the group. All group guidelines required by the activity must be followed by the performer.
- C. Subsequent Offenses.
- Removal for rest of academic career in the Kettering City School District.
  - The non-participation penalty may be reduced for marching band or show choir member if the member agrees to

the following:

1. The marching band or show choir member will be required to attend a smoking cessation program provided by an outside agency at his/her own expense. Full cooperation and effort will be expected.
2. If the marching band or show choir member successfully completes the contract (providing a certificate of completion), the career non-participation penalty will be reduced to one calendar year non-participation (competition). This reduction will begin after the individual and parent or guardian has signed the contract.
3. Failure to successfully complete the terms of the contract will result in the reinstatement of the balance of the original non-participation for academic career.

IX. Marching Band or show choir member Eligibility.

Eligibility requirements, as established by the Kettering Board of Education shall be observed.

- X. Infractions at non-school sponsored events off school property must be observed by Kettering School District personnel or a governmental/city official who can provide information about the action he/she observes including the time and the place. This person should be prepared to document the allegation.



## APPENDIX A

### **KETTERING SCHOOL BOARD POLICY NOTICES**

#### **Policy 2260: Nondiscrimination and Access to Equal Educational Opportunity**

This ensures that our Board policy on nondiscrimination is implemented properly and is in compliance with federal and state laws. Part of the policy states:

"Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities."

The Board has designated the following individuals to serve as the District's "Compliance Officers" for informal complaints (also known as "Civil Rights Coordinators"):

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| Rick Earley<br>Supervisor of Student Services<br>(937) 499-1433<br>580 Lincoln Park Blvd, Suite 105<br>Kettering, OH 45429<br>rick.earley@ketteringschools.org | Valerie Dupler<br>Teaching & Learning Elementary Coordinator<br>(937) 499-1492<br>580 Lincoln Park Blvd, Suite 105<br>Kettering, OH 45429<br>valerie.dupler@ketteringschools.org |
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#### **Policy 2266: Nondiscrimination on the basis of sex in education programs or activities**

This policy ensures that our Board policy on nondiscrimination based on sex is implemented properly and is in compliance with federal and state laws. The policy provides information for reporting instances of sexual harassment and outlines the District's grievance procedure for investigating such allegations. Students should familiarize themselves with the reporting, complaint, and investigation procedure contained in this policy. Part of the policy states:

"The Board of Education of the Kettering City School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, Third Party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities."

"This policy applies to Sexual Harassment that occurs within the District's education programs and activities and that is committed by a member of the School District community or a Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the District's education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the District's education programs or activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws if committed by a Board employee."

"The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing

supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for Sexual Harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent."

"A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a Formal Complaint involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the Complainant should submit the Formal Complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process and procedures with respect to that Formal Complaint.

When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the District will follow its Grievance Process and Procedures, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process."

The Board has designated the following individuals to serve as the District's Title IX Coordinators:

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| Rick Earley<br>Supervisor of Student Services<br>(937) 499-1433<br>580 Lincoln Park Blvd, Suite 105<br>Kettering, OH 45429<br>rick.earley@ketteringschools.org | Valerie Dupler<br>Teaching & Learning Elementary Coordinator<br>(937) 499-1492<br>580 Lincoln Park Blvd, Suite 105<br>Kettering, OH 45429<br>valerie.dupler@ketteringschools.org |
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### Policy 2413: Career Advising

This policy has been developed as prescribed in R.C. 3313.6020 and the State Board of Education's Model Policy. This policy shall be updated at least once every two (2) years. The policy shall be made available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District, and shall be posted on the District web site.

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

The District's Career Advising Plan shall include:

Grade-level examples that link students' schoolwork to one (1) or more career field

Career advising to students in grades K-12, which includes age- appropriate activities and also includes creating and maintaining a Student Success Plan beginning in grade 6.

Additional interventions and career advising for students who are identified as at risk of dropping out of school.

These may include:

Identifying students who are at risk of dropping out of school using a local, research-based method, such as the Early Warning System offered by the Ohio Department of Education, with input from teachers, school counselors and other appropriate school staff.

Developing a Student Success Plan for each at-risk student that addresses the student's academic and career pathway to a successful graduation and the role of career-technical education, competency-based education, and experiential learning when appropriate.

Before developing a Student Success Plan, District staff will invite the student's parent/guardian/custodian to assist. If that adult does not participate in the plan development, the District will provide the adult a copy of the plan, a

statement of the importance of a high school diploma and a listing of the pathways to graduation available to the student.

Training for employees on how to advise students on career pathways, including training on advising students using the tools available in OhioMeansJobs K-12.

This may also include training on other online tools provided that offer resources for discovering career interests, exploring and researching career and education options and supporting the development of a Student Success Plan.

Multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit.

Information on courses that can award students both traditional academic and career-technical credit.

Documentation on career advising provided for review by the student, student's parent, guardian, or custodian, and schools the student may attend in the future.

This may include activities that support the student's academic, career, and social/emotional development, such as those saved to a student's OhioMeansJobs K-12 Backpack.

The supports necessary for students to have successful transitions from high school to their postsecondary destinations, including interventions and services for students in need of remediation in mathematics and English language arts.

#### **Policy 2416: Student Privacy and Parental Access to Information**

The Protection of Pupil Rights Amendment ("PPRA") requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one (1) or more of the following eight (8) areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other with whom respondents have close family relationship;
6. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent, and/or;
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instrument used in the collection of personal information from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose) before the instrument is administered or distributed to the students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request.

Any parent or student who believes that the school district has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Director of Student Services at 937-499-1433 for assistance and information.

For complete information regarding the District's policy regarding Student Privacy and Parental Access to Information, see the full text of Policy 2416.

## **Policy 2623 – Student Assessment and Academic Intervention Services**

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District.

The Board shall administer the State-mandated tests (e.g., diagnostic assessments and achievement tests) to students at the times designated by the State Board of Education. The Board may, for medical reasons or other good cause, excuse a student from taking a State-mandated test on the date scheduled, but any such test shall be administered to such excused student not later than nine (9) days following the scheduled date. The Board shall annually report, not later than June 30th, the number of students who have not taken one or more of the State-mandated tests to the State Board of Education.

The District shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- communicating standards of ethical assessment practice;
- communicating security procedures for assessment;
- establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
- establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board shall provide academic intervention services in pertinent subject areas to students who score below the proficient level in reading, writing, mathematics, social studies, or science achievement test, or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

At least annually, staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The Superintendent shall develop a program of testing that includes:

- administration of State-mandated tests (e.g., diagnostic assessment and achievement tests), at no cost to students, in accordance with the provisions of A.C. 3301-13-02;
- performance-based tests at appropriate grade levels to measure achievement of performance objectives in composition, mathematics, science, social studies, and reading;
- District or teacher-made achievement or performance tests;
- tests of mental ability;
- norm referenced achievement tests.

"Achievement test" means "a test, aligned with the Ohio academic content standards and model curriculum, designed to measure a student's level of knowledge or skill in a specific subject area that is expected at the end of a designated grade and/or is required as part of the Ohio graduation requirement."

"Alternate assessment" means "the use of an assessment instrument, other than the Ohio achievement tests or diagnostic assessments, that meets the requirements of all applicable Federal and State laws and A.C. 3301-13-03."

"Diagnostic assessment" means "an assessment aligned with Ohio academic content standards and model curriculum, designed to measure student comprehension of academic content and mastery of related skills for a relevant subject area at each grade level, kindergarten through three, as defined in R.C. 3301.079."

"Ohio graduation tests" means "the achievement tests, aligned with academic content standards and model curriculum, designed to measure a student's level of academic achievement expected at the end of the tenth grade in writing, reading, mathematics, social studies, and science."

"Performance standards" means "a score adopted by the State Board of Education indicative of a particular level of academic achievement at a designated grade for each achievement test or alternate assessment."

"Statewide tests" means "any assessment that is provided by the Ohio Department of Education (ODE) for use in all participating schools in the State."

The Superintendent shall develop:

- procedures for the regular collection of student performance data;
- a plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments; and
- procedures for using student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services.

For any student who failed to demonstrate at least a score at the proficient level on an achievement test during the preceding school year, the Board shall provide appropriate intervention services commensurate with the student's test performance in each such test area, including intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608, or R.C. 3313.6012.

The Board shall require that:

- parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the Board's student records policy;
- the aggregate results of each school-wide, program-wide, and District-wide test be made part of the public record.

Summer remediation services shall meet the following conditions:

- the remediation methods are based on reliable educational research
- testing will be conducted before and after students participate in the program to facilitate monitoring results of the remediation services
- the parents of participating student will be involved in programming decisions
- the services will be conducted in a school building or community center and not on an at-home basis

The Board shall keep records for each student including the following:

- a unique State student identification code or a student data verification code as required in accordance with R.C. 3301.0714(D)(2)
- a list or designation of which tests are required and which tests are not required
- a list or designation of which tests, required or not required, are taken and which are not taken at each test administration period
- score for each test taken, required or not
- whether each student attained the requisite performance standard designated for each required test
- what if any tests must still be taken
- whether or not intervention must be provided, and
- for each test required for graduation, the date passed must be recorded on the student's transcript

No information shall be on the student's transcript for a test not passed.

When a student who has taken State-mandated tests in one (1) school leaves that school to enroll in another school, the school previously attended shall provide, immediately upon request by a school official from the enrolling school, all applicable records set forth above.

For each student required to be offered intervention services, the Board shall involve the student's parent or guardian and classroom teacher in developing the intervention strategy, and shall offer to the parent or guardian the opportunity to be involved in the intervention services.

During the school year following the year in which the tests prescribed by R.C. 3301.0710(A)(1) are administered to any student, the Board shall provide appropriate intervention services, commensurate with the student's test performance, including any intensive

prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608 or R.C. 3313.6012, in any skill in which the student failed to demonstrate at least a score of proficient level on an achievement test.

Except as authorized by State law, the Board shall not use any student's failure to attain a specified score on any State-mandated test as a factor in any decision to deny the student promotion to a higher grade level.

All identified students with disabilities in the School District shall be considered for participation in the State-mandated testing. The extent of the student's participation shall be determined by the IEP Team. Accordingly, the student's IEP shall require that s/he take:

- the required assessments in the same manner as other students;
- the required assessments with accommodations appropriate for his/her disability; or
- an alternate assessment that has been approved by the State Department of Education.

To the extent possible, and in accordance with law, a student with disabilities shall not be excused from taking a required assessment unless no reasonable accommodation can be made to enable the student to take the assessment.

The Superintendent shall implement administrative guidelines that comply with the State Department's regulations with regard to the administration of the State-mandated tests, including the reporting of results.

Program evaluations will be reviewed and updated every five (5) years. A schedule for such will be developed and implemented by the Superintendent.

After July 1, 2017, no student will spend more than two percent (2%) of the school year taking state assessments, including the Ohio graduation tests, college and work ready assessment systems and any District-wide assessment for all students in a specified subject area or grade level. Students will not spend more than one percent (1%) of the school year on diagnostic or practice assessments to prepare for the above assessments. Students with disabilities are exempt from this requirement, as are related diagnostic assessments for students who failed the English language arts achievement assessment, substitute examinations, or examinations to identify a gifted student.

This policy shall be reviewed and updated annually.

### **Policy 5113 - Inter-District Open Enrollment**

The Board of Education shall not allow students from any school districts to enroll in programs of this District on a non-tuition basis or under an open-enrollment plan.

#### **Administrative Guideline 5113.01 (Summary) – Intra-District Open Enrollment**

Application of students outside the building attendance area will be considered for attending the school of their choice provided grade, building, and program balance can be maintained.

Please be aware of the following conditions for open enrollment:

- Students classified as chronically tardy (10% or more tardy) or absent (10% or more absences) may be subject to being sent back to the school of residence.
- The parent agrees to provide transportation to the new school of choice.
- The Superintendent, by statute, retains the authority to assign students to schools. If the need would arise, a transfer student could be reassigned back to their school of residence.
- Students receiving special education services are required to attend the school within the district where the services specified in the student's IEP are currently available.
- Applicants shall be considered on a first-come, first served basis.
- The decision of the Superintendent or his designee is final.
- If the intra-district placement is granted, the student may stay at the re-assigned school without having to re-apply each year. However, elementary students will attend the middle school within their area of residence unless a request for a school of choice is made and granted in accordance with this policy.

During the school year, the student, once reassigned, will remain in the school of choice for at least one (1) year unless the request is to transfer back to the official school of residence, in which case the following procedure will be followed assuming the transfer does not create a staffing problem.

- Any student who is approved for transfer must attend the respective school for a minimum of nine (9) weeks. A student will not be permitted to return to the official school of residence until the end of a nine (9) week grading period.
- Parents requesting a student return must submit, in writing, a request to the building principal in the school of attendance. The School district has the right to require that the parents and/or student confer personally with school officials necessary by the School District.

For complete information regarding intra-district open-enrollment, see Administrative Guideline 5113.01

## **Policy 5516: Student Hazing**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

## **Policy 5517: Anti-Harassment**

### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

### **Investigation and Complaint Procedure (See Form 1662 F1)**

Any employee or other member of the School District community or third party (e.g., visitor to the District) who believes that s/he has been subjected to unlawful harassment or retaliation may seek resolution of his/her complaint through either the informal or formal procedures as described in Board Policy 5517. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth in Board Policy 5517.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth in Board Policy 5517 are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights, the Ohio Civil Rights Commission ("OCRC") or Equal Employment Opportunity Commission ("EEOC").

For complete information regarding the Anti-Harassment policy, please see the full text of Policy 5517.

The following positions serve as the "Anti-Harassment Compliance Officers" for the school district for informal complaints.

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| <p>Rick Earley<br/>Supervisor of Student Services<br/>(937) 499-1433<br/>580 Lincoln Park Blvd, Suite 105<br/>Kettering, OH 45429<br/>rick.earley@ketteringschools.org</p> | <p>Valerie Dupler<br/>Teaching &amp; Learning Elementary Coordinator<br/>(937) 499-1492<br/>580 Lincoln Park Blvd, Suite 105<br/>Kettering, OH 45429<br/>valerie.dupler@ketteringschools.org</p> |
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#### **Policy 5517.01: Bullying and Other Forms of Aggressive Behavior:**

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board 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.

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

Harassment, intimidation, 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); or

violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) 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).

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.



All complaints about aggressive behavior that may violate this policy 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.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or 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. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated.

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.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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 custodial 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 custodial 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.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints 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. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual 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 whom 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.

### **Reporting Requirement**

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.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. 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.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall 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.

### **Policy 5610: Removal, Suspension, Expulsion, and Permanent Exclusion of Students**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student, and one that cannot be imposed without due process. At the same time, the Board retains zero tolerance of violent, disruptive, or inappropriate behavior by its students.

No student is to be removed, suspended out of school, expelled, and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973.

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

For complete information regarding the removal, suspension, expulsion, and permanent exclusion of students, please see the full text of Board policy 5610.

#### **Policy 5610.01: Permanent Exclusion of Non-Disabled Students**

In accordance with the law, the Board of Education may seek permanent exclusion for a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

- carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by the Board of Education or at an activity held under the auspices of this Board

- possessing, selling, or offering to sell controlled substances on property owned or controlled by the Board of Education or at an activity under the auspices of this Board

- complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

- rape, gross sexual imposition or felonious sexual penetration

- murder, manslaughter, felonious or aggravated assault

- complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request.

If the Superintendent has adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, the Superintendent shall submit a written recommendation to the Board that the student should be permanently excluded from the public schools by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Superintendent's recommendation.

If the Board adopts the resolution, the Superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and the parents.

If the Board fails to pass the resolution, it shall notify the Superintendent, in writing, who, in turn, shall provide written notification of the Board's action to both the student and the parents.

If the State Superintendent rejects the Board's request, the District Superintendent shall readmit the student in accordance with statute and District guidelines.

If the State Superintendent acts on the Board's request, the State Superintendent actions and those of the District shall be in accord with the procedures described in statute.

#### **Policy 5610.04: Suspension of Bus/Transportation Privileges**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

#### **Policy 5610.05: Prohibition from Extracurricular Activities**

##### **Suspension of and or Prohibiting Students from Participating in Extracurricular Activities**

Students may be suspended or prohibited from participating in extracurricular activities for failure of good behavior. At the high school, the High School Athletic Director, the District Music Coordinator, the principal, or a unit principal is authorized to suspend or prohibit a student from participating in any particular or all extra-curricular activities of the Kettering City Schools, or of Fairmont High School. At the middle school, the middle school principal, or assistant principal, or Athletic Director is authorized to suspend or prohibit a student from participating in any particular or all extracurricular activities of the Kettering City Schools, or of the middle school in question. Such a suspension or prohibition may, in the sound discretion of the Administrator involved, last for the balance of the season or activity, for the remainder of the school year, or for the duration of the student's attendance in the Kettering City Schools or a particular school of the Kettering City Schools.

The following procedures will apply to all suspensions or prohibitions under this policy:

The Administrator, Athletic Director, or District Music Coordinator will inform the student in writing of the reason for the suspension or prohibition and the duration of the suspension or prohibition.

The student will be provided an opportunity for an informal hearing before the Administrator, Athletic Director, or District Music Coordinator taking the action, to explain the conduct at issue or otherwise to challenge the reason for the intended suspension or prohibition.

Within one (1) school day of the suspension or prohibition action, the Administrator, Athletic Director, or District Music Coordinator will send a letter to the parent or guardian of the student, and to a student age eighteen (18) or older, stating the reason for the suspension or prohibition and the length of the suspension or prohibition.

The decision of the Administrator, Athletic Director, or District Music Coordinator making the suspension or prohibition decision shall be final.

This policy will be posted in a central location in each school building of the District and will be made available to students upon request.

#### **Policy 5630.01 - Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion.**

The Board of Education is committed to implementation of Positive Behavior Intervention and Supports ("PBIS") framework on a district-wide basis and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Staff are directed to work to prevent the use of restraint and/or seclusion. The PBIS framework shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based academic and behavioral practices aimed at enhancing academic, social, and behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential crises. If a student's behavior, however, presents a threat of immediate physical harm to the student or others, staff may, as a last resort (i.e., there is no other safe and effective intervention available) and in accordance with the terms of this policy, use approved physical restraint or seclusion to maintain a safe environment.

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe or effective intervention is available. The physical restraint must be implemented in a manner that is age and developmentally appropriate, does not obstruct the student's ability to breathe, does not interfere with the student's ability to communicate in the student's primary language or mode of communication, and otherwise in compliance with this policy and the ODE's

corresponding model policy. Only Student Personnel trained in safe restraint techniques may implement physical restraint, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available. Student Personnel must be trained to protect the care, welfare, dignity, and safety of the student.

Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available. Seclusion may be used only as a last resort to provide the student with an opportunity to regain control of the student's actions. Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this policy and the Ohio Department of Education's (ODE) model policy. Seclusion shall be implemented only by Student Personnel who are trained to protect the care, welfare, dignity, and safety of the student, including trained to detect indications of physical or mental distress that require removal and/or immediate medical assistance. Student Personnel must document their observations of the student during the seclusion.

All physical restraint and seclusion shall only be done in accordance with this policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Every use of restraint and seclusion shall be documented and reported in accordance with this policy.

The Board shall annually notify parents of this policy, and publish it on the District's website.

### **Positive Behavior Intervention and Supports**

Positive Behavior Intervention and Supports ("PBIS") means a multi-tiered, school-wide, behavioral framework developed and implemented for the purpose of improving academic and social outcomes, and increasing learning for all students. PBIS includes a decision-making framework that guides selection, integration, and implementation of evidence-based academic and behavior practices for improving academic and behavior outcomes for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish recurrences of challenging behaviors, and teach appropriate behaviors to students.

PBIS shall include:

- School staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;

- Functional behavior assessments that include:

- Review of existing data;

- Interviews with parents, family members, and students; and

- Examination of previous and existing behavioral intervention plans.

- C. Development and implementation of positive behavior interventions and supports, and the teaching of appropriate behavior, including:

- Modification of environmental factors that escalate inappropriate behavior;

- Supporting the attainment of appropriate behavior; and

- Use of verbal de-escalation techniques to defuse potentially violent dangerous behavior.

For complete information regarding Positive Behavior Intervention And Supports And Limited Use Of Restraint And Seclusion, see the full text of Policy 5630.01.

### **Policy 5611: Due Process Rights**

The Board of Education recognizes that students have limited constitutional rights when it comes to their education. Accordingly, the Board establishes the following procedures:

#### **Student subject to suspension:**

- When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

- The student will be informed in writing of the potential suspension and the reasons for the proposed action;

- The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain personal actions; and

- An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

- Within one (1) school day of the suspension, the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the

student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within three (3) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Notice of this suspension will also be sent to the:

Superintendent;

student's school record (not for inclusion in the permanent record);

the student services office.

If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

#### **Appeal of Suspension to the Board or its designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with Director of Student Services three (3) calendar days after the date of the notice to suspend

While a hearing before the Board may occur in executive session, the Board must act in public.

#### **Appeal to the Court**

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

#### **Students subject to expulsion:**

When a student is being considered for expulsion by the Superintendent:

The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.

The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

#### **Appeal of Expulsion to the Board**

Should a student eighteen (18) years of age or older, or a student's parent(s) or guardian(s) or custodian if the student is under eighteen (18), choose to appeal the Superintendent's decision, a request for a Board of Education appeal hearing must be made in writing to the Director of Student Services within five (5) school days of the date of notice of expulsion set forth in step three (3) above. The appeal hearing will be held before the designee within fourteen (14) days of the receipt of the request. A stenographic record will be made of the hearing. The Board of

Education designated hearing officer shall control the conduct of the hearing, rule on objections, and may limit testimony or other evidence. The student, parent(s) or guardian(s) and witnesses, if any, may be present.

Oral testimony and documentary evidence may be presented. Either party may be represented by counsel. The hearing shall follow procedures for Board of Education Appeal as set forth in Suspension Procedures. The hearing officer may revoke, reverse, vacate, affirm, reinstate or modify the expulsion and/or reinstate the student.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if it is held before the Board.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

### **Appeal to the Court**

Under State law, the decision of the Board or its designee may be further appealed to the Court of Common Pleas.

### **Students subject to emergency removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

### **Students subject to permanent exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

### **Students subject to suspension from bus riding/transportation privileges:**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extracurricular activities.

## **Policy 5771: Search and Seizure**

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

#### **Policy 7434: Use of Tobacco on School Premises**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

#### **TOBACCO USE PROHIBITED**

No student, staff member, volunteer, or school visitor is permitted to use tobacco products at any time, including non-school hours, in or on District property, including:

in any building, facility, or vehicle owned, leased, rented, or chartered by the School District; and

on school grounds, athletic grounds or parking lots; and

at any school-sponsored or school-related event, whether such event occurs on campus or off campus.

#### **TOBACCO POSSESSION PROHIBITED**

Students are not permitted to possess any tobacco products, papers used to roll cigarettes, or lighters on any school property at any time.

#### **TOBACCO PROMOTION PROHIBITED**

Tobacco advertising is prohibited on school grounds, in or on all school property including school vehicles, in all school-sponsored publications, at all school-sponsored events, and any other publication or event under the control of the District.

#### **NOTICE**

Appropriate signs indicating that tobacco use is not permitted will be posted throughout the district at entrances and other appropriate locations on all academic buildings, administrative spaces, and athletic fields. Student will be provided notice of this policy through student handbooks and district personnel will be provided notice of this policy through personnel handbooks.



Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions, where deemed appropriate. School programs will include a written reminder of the tobacco free policy.

## **EDUCATIONAL REINFORCEMENT**

Tobacco use prevention education should be coordinated with other components of the school health program.

## **DISCIPLINARY ENFORCEMENT**

Disciplinary measures taken against students and staff for violations of this policy need to comply with requirements of Ohio law, related District policies, and contractual agreements.

Disciplinary actions may be taken against school visitors found in violation of this policy and may include a verbal notification of the policy for the first offense, and removal from the school property or school activity if off-campus for a subsequent offense.

### **Policy 7540.03 – Student Technology Acceptable Use and Safety**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board Sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

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

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

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

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

Pursuant to Federal law, students shall receive education about the following:

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

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

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

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

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

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

#### **Administrative Guideline 7540.03 - Student Technology Acceptable Use and Safety**

Students shall use District Technology Resources (see definition Bylaw 0100) for educational purposes only. District Technology Resources shall not be used for personal, non-school related purposes. Use of District Technology Resources is a privilege, not a right. When using District Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students found to have engaged in unauthorized or inappropriate use of District Technology Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing or using District Technology Resources, students and parents of minor students must sign the Student Technology Acceptable Use and Safety Agreement (Form 7540.03 F1). Parents should discuss their values with their children and encourage students to make decisions regarding their use of District Technology Resources that are in accord with their personal and family values, in addition to the Board's standards.

This guideline also governs students' use of their personal communication devices (see definition Bylaw 0100) when they are connected to District Technology Resources, or when used while the student is on Board-owned property or at a Board-sponsored activity.

Below is a non-exhaustive list of unauthorized uses and prohibited behaviors. This guideline further provides a general overview of the responsibilities users assume when using District Technology Resources.

All use of District Technology Resources must be consistent with the educational mission and goals of the District.

Students may only access and use District Technology Resources by using their assigned account. Use of another person's account/e-mail address is prohibited. Students may not allow other users to utilize their account/e-mail address and should not share their password with other users. Students may not go beyond their authorized access. Students should take steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.

No user may have access to another's private files. Any attempt by users to access another user's or the District's non-public files, or phone or e-mail messages is considered theft. Any attempts to gain access to unauthorized resources or information either on the District's computer or telephone systems or any systems to which the District has access are prohibited. Similarly, students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District's Network.

Students may not intentionally disable any security features used on District Technology Resources.

Students may not use District Technology Resources or their personal communication devices to engage in vandalism, "hacking," or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances and goods).

Slander and libel - In short, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.

Students shall not use District Technology Resources to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, emails or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

Vandalism and Hacking – Deliberate attempts to damage the hardware, software, or information residing in District Technology Resources or any computer system attached through the Internet is strictly prohibited. In particular, malicious use of District Technology Resources to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited.

Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network or computers, laptops, tablets, etc., attached to the network with a "virus", attempts at hacking into any internal or external computer systems using any method will not be tolerated.

Students may not engage in vandalism or use District Technology Resources or their personal communication devices in such a way that would disrupt others' use of District Technology Resources.

Vandalism is defined as any malicious or intentional attempt to harm, steal, or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher, building Principal, if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

Use of District Technology Resources to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building Principal. This will protect the user against an allegation that s/he intentionally violated this provision.

Unauthorized Use of Software or Other Intellectual Property from Any Source – All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). Laws and ethics require proper handling of intellectual property. All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected.

Software is intellectual property, and, with the exception of freeware, is illegal to use without legitimate license or permission from its creator or licensor. All software loaded on District computers must be approved by the Technology Director, and the District must own, maintain, and retain the licenses for all copyrighted software loaded on District computers. Students are prohibited from using District Technology Resources for the purpose of illegally copying another person's software. Illegal peer-to-peer file trafficking of copyrighted works is prohibited.

Online articles, blog posts, podcasts, videos, and wiki entries are also intellectual property. Students should treat information found electronically in the same way they treat information found in printed sources – i.e., properly citing sources of information and refraining from plagiarism. Rules against plagiarism will be enforced.

Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

District Technology Resources may not be used for private gain or commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying. This provision shall not limit the use of District Technology Resources for the purpose of communicating with elected representatives or expressing views on political issues.

Use of District Technology Resources to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others. [Bill Belsey ([http:// www.cyberbullying.org](http://www.cyberbullying.org))] Cyberbullying may occur through e-mail, instant messaging (IM), chat room/Bash Boards, small text-messages (SMS), websites, voting booths.

Cyberbullying includes, but is not limited to the following:

posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;

sending e-mail or instant messages that are mean or threatening, or so numerous as to negatively impact the victim's use of that method of communication and/or drive up the victim's cell phone bill;

using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;

posting misleading or fake photographs of students on websites.

Students are expected to abide by the following generally-accepted rules of online etiquette:

Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through or utilizing District Technology Resources. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications made through or utilizing District Technology Resources.

Do not engage in personal attacks, including prejudicial or discriminatory attacks.

Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.

Do not post information that, if acted upon, could cause damage or a danger of disruption.

Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.

Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

Never agree to get together with someone you "meet" on-line without parent approval and participation.

Check email frequently, and delete email promptly.

Students should promptly disclose to a teacher or administrator any messages they receive that are inappropriate or make them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by an administrator.

Students must secure prior approval from a teacher or the Principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or Listservs.

Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal. Students may only use their school-assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes.

Privacy in communication over the Internet and through the District's computer network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to access, monitor, review, and inspect any directories, files and/or messages residing on or sent using its Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through District Technology Resources 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. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board is not to be responsible for financial obligations arising through the unauthorized use of its Technology Resources. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of a student's misuse of District Technology Resources.

Disclosure, use and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Technology Acceptable Use and Safety Agreement Form."

Proprietary rights in the design of websites hosted on Board-owned or leased servers remains at all times with the Board.

File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on District Technology Resources.

Students may not use District Technology Resources to establish or access web-based email accounts on commercial services (e.g., Gmail, iCloud, Outlook, Yahoo mail, etc.).

Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

Preservation of Resources and Priorities of Use: District Technology Resources are limited. Each student is permitted reasonable space to store email, web, and personal school-related files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to District Technology Resources for class- or instruction-related activities have priority over other users. Students not using District Technology Resources for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purposes.

Game playing is not permitted unless under the supervision of a teacher.

### **Abuse of Network Resources**

Peer-to-peer file sharing, mass mailings, downloading of unauthorized games, videos, and music are wasteful of limited network resources and are forbidden. In addition, the acquisition and sharing of copyrighted materials is illegal and unethical.

### **Unauthorized Printing**

District printers may only be used to print school-related documents and assignments. Printers, like other school resources, are to be used in a responsible manner. Ink cartridges and paper, along with printer repairs and replacement are very expensive. The District monitors printing by user. Print jobs deemed excessive and abusive of this privilege may result in charges being assessed to the student. Users are prohibited from replacing ink cartridges and performing any other service or repairs to printers. Users should ask, as appropriate, for assistance to clear paper that is jamming a printer.

Any questions and concerns regarding these guidelines may be directed to the Chief Technology Officer.

### **Policy 8330: Student Records**

For complete information regarding Student Records, see the full text of Policy 8330.

### **Notification to Parents Regarding Student Records/FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("adult students" or "eligible students") certain rights with respect to the student's education records.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student, and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purposes of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, insurance carrier, medical consultant, or supplemental education service provider); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) be utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

In addition to school officials with a legitimate educational purpose, the Board may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 C.F.R. 99.34.

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Ohio Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.

- To accrediting organizations to carry out their accrediting functions.

- To parents of an eligible student if the student is a dependent for IRS tax purposes.

- To comply with a judicial order or lawfully issued subpoena.

- To State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released, upon certification that the information will not be unlawfully released to third parties.

- To appropriate officials in connection with a health or safety emergency.

- Information the school has designated as "directory information," as defined below, and subject to the restrictions explained below.

A parent or adult student has the right to:

- Inspect and review the student's education records within forty-five (45) days after the school receives a request for access or within such a shorter period as may be applicable to students with disabilities. The school has a form that can be used to submit such a request. The school principal is considered the Custodian of Records ("COR") and will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.
- Request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. A hearing officer who will submit his/her findings to the Superintendent will conduct the hearing. The Superintendent will make the final decision concerning whether

to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

- C. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal and/or State law authorizes disclosure without consent (e.g. disclosure to school officials with legitimate educational interests). The school's AG 8330 describes those exceptions and is available upon request. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- D. Challenge the Board's noncompliance with a parent's request to amend the records through a hearing. If the COR decides not to amend the record, the parent or adult student will be notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing. (See paragraph B above).
- E. Obtain a copy of the District's policy and administrative guideline on student records (Policy 8330 and AG 8330).

### **Directory Information**

Both FERPA and Ohio's Student Privacy Law (O.R.C. 3319.321) require that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. Examples include: a playbill, showing a student's role in a drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings – unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within ten (10) days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information.

Parents or eligible students who choose to prohibit the Board from disclosing any or all such directory information may not prevent the Board from requiring a student to wear, publicly display, or disclose a student ID card or badge that exhibits directory information. Students enrolled in online courses or programs sponsored or conducted by the Board must disclose or permit the disclosure of the student's name, identifier, or school email address in a class in which the student is enrolled.

### **Policy 8420: Emergency Situations at Schools**

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed that addresses the following goals and/or objectives:

- The health and safety of students and staff are safeguarded
- Minimum disruption to the educational program occurs
- Students are helped to learn self-reliance and trained to respond sensibly to emergency situations

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

For complete information regarding Emergency Situations at school, see the full text of Policy 8420.

### **Policy 8431 - Preparedness for Toxic Hazards and Asbestos Hazard**

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

## **ASBESTOS**

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Ohio Occupational Safety and Health Act (OSHA), and the Ohio Public Employment Risk Reduction Act (PERRA) the Board recognizes its responsibility to:

- inspect all District buildings for the existence of asbestos or asbestos- containing materials;
- take appropriate actions based on the inspections;
- establish a program for dealing with friable asbestos, if found;
- maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the District's Asbestos-Management Program. Said individual will be responsible for the District's proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also verify that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Ohio Department of Health Regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

For complete information regarding Preparedness for Toxic Hazards and Asbestos Hazard, see the full text of Policy 8431.

### **Administrative Guideline 9130A: Procedures for the Inspection of Instructional Materials**

The following procedures should be used when a member of the public makes a request to inspect instructional materials.

Form 9130 F3 should be completed and submitted to the principal. Upon receipt of Form 9130 F3, the principal will contact the person making the request within five (5) school days to schedule an appointment for the person to come to the District to review and inspect the material indicated on Form 9130 F3. If, upon inspection and review, the person would like to file a complaint about the instructional materials, the person shall follow the complaint procedures outlined in Policy 9130 and AG 9130.

### **Policy 9150: School Visitors**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal.

The Board member shall be visiting as an interested individual in a similar capacity to any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, the Board member should discuss the situation first with the principal/Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the School Board.



If the Board member believes the situation or condition is deemed serious enough, the Board member may wish to also inform the Superintendent.

#### **Policy 9150.01: Entry Upon School Premises**

R.C. 2917.211: "No person shall trespass, loiter, or remain in the building or upon the grounds of any school in violation of the rules and regulations of the Board of Education or other authority of the school district in which such school is located. Whoever violates this section shall be fined not more than ten dollars or imprisoned not more than ten (10) days, or both."

No persons shall trespass, loiter, or remain in the building or upon the grounds of any school in violation of the rules and regulations of the Kettering Board.

All persons, except those hereinafter defined, upon entering any building of the Kettering Board during the regular school day; i.e., 7:00 a.m. - 4:30 p.m., must report to the office of the building principal.

Students and members of the faculty of the building, or persons who have been authorized by the Superintendent and/or building principal to enter any such building for professional or business purposes, or persons who are attending a regularly scheduled meeting or conference authorized by the principal are exempt from this provision.

After 4:30 p.m. only employees who are working at their regularly assigned duties and persons who are attending regularly scheduled school activities or other events for which formal Board permits have been issued, or who have been granted permission by the Superintendent of schools or the building principal, are authorized to be on school property.

In accordance with the provisions of R.C. 3313.20, a copy of this regulation shall be posted at or near the entrance to grounds or premises owned by the Board and at the main entrance to each school building.

For more information regarding these Board of Education policies, please contact: Director of Business Services 499-1418

**APPENDIX B**  
**KETTERING BOARD OF EDUCATION**  
**Student Conduct Code**

Reasonable and necessary order in the educational institution itself is essential to the fostering and maintaining of educational opportunity. A student may forfeit the right to educational opportunities by conduct, which substantially disrupts the educational process or deprives others of their rights. Students are subject to school disciplinary action, up to and including suspension and expulsion, for all actions that affect the good order, efficiency, morale, management and welfare of the school. Primary emphasis will be directed to activities taking place on school premises, at any school activity, function or event, during any school transportation (in a school vehicle or in any mode of transportation arranged by the school), and near school premises before, during or after any school-related activity. In addition, students are subject to discipline for misconduct that occurs off of property owned or controlled by the School District if it is connected to activities or incidents that have occurred on school property. Thus, any student misconduct, which directly affects the school, regardless of place or time, will be subject to disciplinary control by the school. Similarly, a student may be disciplined for any misconduct which is directed at a School District official or employee, or the property of a School District official or employee, regardless of where the misconduct occurs.

A violation of these rules, regulations, policies, statutes, or ordinances, including the rules listed below, may result in disciplinary action.

Due process procedures, as mandated by law and approved by the Board of Education, will be followed.

The following school district rules are in effect:

Rule 1.     Truancy: Unexcused failure to attend class or school may result in suspension or expulsion.

Rule 2.     Behavioral Problems:

- A. No student shall by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or by any other conduct, cause any significant disruption or obstruction of any mission, process or function of the school.
- B. No student shall fail to comply with directions of teachers, student teachers, substitute teachers, teacher's aides, principals or other authorized school personnel during any period of time when subject to the authority of school personnel.
- C. No student shall use profane, vulgar, coarse, abusive or other offensive language or gestures.
- D. No student shall intentionally provide an administrator, school resource officer, counselor, teacher or staff member with false information that may impede an ongoing investigation. Providing false information includes forgery and falsifying student or staff identification.
- E. No student shall engage in gambling or extortion.
- F. Violating board of education policies, including but not limited to:
  - 1) Circulation of Literature: Circulation by or to students of literature for or against any candidate or cause is prohibited in the school or on school premises with the exception of literature pertaining to Kettering City School District levies and bond issues.
  - 2) Fund Drives: There shall be no fundraising drives for students other than those which have been approved by the principal and student activities coordinator.
  - 3) Lunch Period (Secondary): Secondary school lunch periods are closed. Students requesting to leave the school premises during lunch hour must submit a written request by parent. Permission, when granted, will be in effect for not more than one week at a time.
  - 4) Secret Societies: Secret societies, sororities and fraternities are forbidden.
  - 5) Anti-hazing: No student shall commit any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
  - 6) Network and Internet Acceptable Use and Safety Policy: No student shall abuse the computer equipment, programs, services or conditions of use as outlined in the Acceptable use Policy of The Kettering School District
  - (7). Misuse of a personal communication device, including unauthorized use or possession, covert recording or listening, or inappropriate photography..

Rule 3.     Fighting/Violence: No student shall cause or attempt to cause physical harm to another or behave in such a manner that their conduct is likely to result in physical harm to themselves or another.

Rule 4.     Vandalism: No student shall cause or attempt to cause destruction or damage of school or private property.

Rule 5.     Theft: No student shall cause or attempt to cause theft of school or personal property.

Rule 6.     Use/Possession of a Gun: No student shall possess, use, threaten the use of or exhibit a gun.

A "firearm" includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer.

- Rule 7.** Use/Possession of a Weapon other than a Gun or Explosive: No student shall possess, use, threaten the use of or exhibit any object that can reasonably be considered a dangerous weapon. A "knife" includes any cutting instrument consisting of a sharp blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.
- Rule 8.** Use/Possession of any Explosive, Incendiary or Poison Gas: No student shall possess, use, threaten the use of or exhibit any object that can reasonably be considered but not limited to any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.
- Rule 9.** Use/Possession of Tobacco or Tobacco Related Products: No student shall use or possess tobacco in any form, including but not limited to: cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance in or about a school building, on school grounds, or school busses, or at any activity supervised by the school district.
- Rule 10.** Use/Possession of Alcohol: No student shall possess, use, transmit, sell or attempt to sell, or be under the influence of alcohol. No student shall come to school, remain at school, or attend any school sponsored activity with the smell of alcohol on his/her breath/clothing or showing signs of consumption, regardless of when or where the alcohol was consumed.
- Rule 11.** Use/Possession of other Drugs: No student shall possess, (including, but not limited to possession in purse, wallet, locker, desk, automobile on school property, etc.) use, transmit, sell or attempt to sell, have the distinct odor of, or be under the influence of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, mind altering substance of any kind or intoxicant of any kind. No student shall come to school, remain at school, or attend any school sponsored activity with the smell of such chemicals or substances on his/her breath/clothing or showing signs of consumption regardless of when or where the chemical or substance was consumed/used. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule if Board Policy 5330 – Use of Medication in School form is properly followed. No student shall use, possess or transport paraphernalia that is commonly associated with or construed to be used for any of the above mentioned chemicals or substances.
- No student shall make, sell, offer to sell, or possess counterfeit drugs or controlled substances.
- Rule 12.** Sale/Distribution of Weapons: No student shall be involved in the sale or distribution of any weapon as listed in rules 6, 7, 8, and 15 of this policy.
- Rule 13.** Sale/Distribution of Alcohol and/or other Drugs: No student shall be involved in the sale or distribution of alcohol or other drugs as listed in rule 10 and 11 of this policy.
- Rule 14.** False Alarm/Bomb Threats: No student shall cause or attempt to disrupt or obstruct any mission, process or function of the school by means of false alarms or bomb threats.
- Rule 15.** Firearm Look-A-Likes: No student shall possess any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e. toy guns, cap guns, bb guns, pellet guns).
- Rule 16.** Sexual Misconduct and/or Harassment: The board will not tolerate sexual misconduct or unlawful sexual harassment. Conduct constituting sexual misconduct and or unlawful sexual harassment may take different forms, including, but not limited to, the following:
- Verbal:* The making of offensive written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a student, or other person associated with the District, or third parties.
  - Nonverbal:* Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a student, or other person associated with the District, or third parties.
  - Physical Contact:* Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a student, or other person associated with the District, or third parties.
  - Unlawful Sexual Harassment:* Unlawful sexual harassment may include any of the above conduct, but is specifically defined in Board Policy 2266.

Rule 17. **Nondiscrimination:** The board will not tolerate discriminatory practices. Conduct constituting harassment on the basis of race, color, national origin, disability, age, religion, or ancestry may take different forms, including, but not limited to, the following:

*Verbal:* The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, disability, age, religious beliefs, or ancestry.

*Nonverbal:* Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, disability, age, religious beliefs, or ancestry.

*Physical:* Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person's race, color, national origin, disability, age, religious beliefs, or ancestry.

Rule 18. **Serious Bodily Injury:** No student shall participate in an incident that results in serious bodily injury to oneself or others. Serious bodily injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty".

Rule 19. **Bullying, Harassment and Intimidation:** Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. 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.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or 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. Retaliation may result in disciplinary action as indicated above.  
Harassment, intimidation, 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); or  
violence within a dating relationship.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) 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).

Rule 20. **Academic Dishonesty:** Instances of academic dishonesty include:  
using verbal, written or electronic communication (ie. cell phone) concerning the content of homework, a test or quiz, or using resources (notes, calculators, copies of quizzes/tests) that are not teacher approved on projects, tests, or homework  
plagiarism-the act or instance of stealing and passing off as one's own the ideas or words of another without documenting the source  
collusion-allowing classmates to copy work you completed and in turn submitting it as their own

Any student with the knowledge of the behaviors listed above, or involved directly or indirectly in those behaviors are equally responsible.

## APPENDIX C

### KCS K-12 1:1 Chromebook Handbook

The goal of the 1:1 Chromebook program is to create a collaborative, interactive learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners.

Teachers in grades K-5 may choose to utilize Chromebooks in the classroom and/or send Chromebooks home for students to complete homework assignments.

#### 1. RECEIVING YOUR CHROMEBOOK:

Chromebooks will be distributed within the first three weeks of the school year. This 1:1 Chromebook Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Kettering City School District.

#### 2. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be reported and turned in to the school.

Elementary students should turn the Chromebook into the classroom teacher or main office.

Middle School students should turn the Chromebook into the classroom teacher, unit office, or library.

High School students should turn the Chromebook into the library.

***Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

#### 2a: General Precautions

Do not attempt to repair your Chromebook yourself.

Never transport your Chromebook with the power cord plugged in.

Vinyl decals or non adhesive/removable stickers must leave no residue on the chromebook and must be removed by the student before turning the device into the district.

Chromebooks will have a Kettering City School District Inventory tag on them. Any attempt to remove or alter this tag will result in disciplinary action.

Chromebooks should never be left in a car or any unsupervised area.

#### 2b: Screen Care

**The Chromebook screens can be easily damaged!** The screens are particularly sensitive to damage from excessive pressure on the screen.

Do not lean or put pressure on the top of the Chromebook when it is closed.

Do not poke the screen with anything that will mark or scratch the screen surface.

Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

#### 3. USING YOUR CHROMEBOOK

##### 3a: Chromebooks left at home

Fully-charged Chromebooks must be brought to school every day; repeated violations will result in disciplinary action.

##### 3b: Inappropriate Media

Inappropriate media, including but not limited to: guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures are prohibited and will result in disciplinary actions.

##### 3c: Sound

Headphones may be used at the discretion of the teacher.

##### 3d: Printing

Students will not have the ability to print from their Chromebooks at school (assignments will be submitted digitally).

##### 3e: Account Access

***Students should only login to their Chromebook using their Kettering City Schools Google account.***

Students should not allow anyone else to use their Chromebook.

Take care to protect your password. Do not share your password.

Make sure you log out when you are done using your Chromebook.

#### 4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

Files will be stored online.

OFFLINE MODE - Many Google Apps allow for offline access which will allow for school work to be accomplished even when the Chromebook does not have access to WiFi. Any work done in offline mode will be synced with the student's Google account when the Chromebook rejoins WiFi.

#### 5. OPERATING SYSTEM ON YOUR CHROMEBOOK

Chromebooks should be restarted weekly to allow for Chrome OS updates.

Chromebooks are built with layers of protection against malware and security attacks.

#### 6. PROTECTING & STORING YOUR CHROMEBOOK

Chromebooks are the responsibility of the student. This device will be yours for the duration of the school year. *Take good care of it!*

#### 7. DAMAGED OR STOLEN CHROMEBOOK:

##### 7a: Reporting Chromebook Damage

If your Chromebook is damaged, report the incident immediately to your teacher. Do not try to repair it yourself.

***All repairs due to accidental damage will be assessed a \$25 charge.***

##### 7b: Stolen Chromebook

Parent(s)/guardian(s) must file a police report for the stolen device. Upon receipt of the police report, the District will then replace the Chromebook.

##### 7c: Chromebooks under repair

A loaner Chromebook will be provided to the student while repairs are taking place. Loaner Chromebooks will fall under the same guidelines as any other student-issued Chromebook.

#### 8. RETURNING YOUR CHROMEBOOK:

All district owned Chromebooks must be returned following these guidelines:

Chromebook and charger must be returned in good working condition upon request or withdrawal from the school district.

***Students should not write on their Chromebook.***

Parents will be responsible for the replacement cost of any Chromebook or charger not returned and student records will be held until payment is made to Kettering City Schools.

*Updated July 2, 2021*

## APPENDIX D



Department  
of Health

### Ohio Immunization Summary for School Attendance

| VACCINES   | FALL 2023 Immunizations for School Attendance  |
|--|--|
| <b>DTaP/DT Tdap/Td</b><br>Diphtheria, Tetanus, Pertussis | <p><b>K-12</b><br/>Four or more doses of DTaP or DT, or any combination. If all four doses were given <i>before the fourth birthday</i>, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required.*</p> <p><b>Grade 7-12</b><br/>One dose of Tdap vaccine must be administered on or after the tenth birthday. **</p> |
| <b>POLIO</b>   | <p><b>K-12</b><br/>Three or more doses of IPV. The <i>FINAL</i> dose must be administered on or after the fourth birthday, regardless of the number of previous doses. ***</p>   |
| <b>MMR</b><br>Measles, Mumps, Rubella                    | <p><b>K-12</b><br/>Two doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.</p>   |
| <b>HEP B</b><br>Hepatitis B                              | <p><b>K-12</b><br/>Three doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.</p>  |
| <b>VARICELLA</b><br>(Chickenpox)                         | <p><b>K-12</b><br/>Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p>   |
| <b>MCV4</b><br>Meningococcal                             | <p><b>Grade 7</b><br/>One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the tenth birthday.</p> <p><b>Grade 12</b><br/>Two doses of MCV4. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required. ****</p>   |

#### NOTES:

- \* Vaccine should be administered according to the most recent version of the *Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger* or the *Catch-up immunization schedule for persons aged four months-18 years who start late or who are more than one month behind*, as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. Schedules are available for print or download through [www.cdc.gov/vaccines/schedules/index.html](http://www.cdc.gov/vaccines/schedules/index.html).
- \*\* Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate. If MMR and varicella are **not** given on the same day, the doses must be separated by at least 28 days with no grace period.
- \*\* For additional information, please refer to the [Ohio Revised Code 3313.67](#) and [3313.671](#) for school attendance and the [ODH Director's Journal Entry](#) on required vaccines for child care and school. These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions or concerns.

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

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

\*\*\* The final polio dose in the IPV series must be administered at age four years or older with at least six months between the final and previous dose. Only trivalent OPV (IOPV) counts toward the U.S. vaccination requirements. Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should not be counted. If any combination of IPV and OPV was received, four doses of either vaccine are required.

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

Last updated 12/15/2022.

## APPENDIX E

# Kettering City Schools Acknowledgement Form

**I acknowledge I have received the following documents:**

Parent/Student Acknowledgement of:

Student Handbook

Student Education Technology Acceptable Use and Safety Policy (Policy 7540.03) and Guidelines (Administrative Guidelines 7540.03) Appendix A

Student Records/Notification to Parents Regarding Student Records/FERPA (Policy 8330) Appendix A

Suspension of Bus/Transportation Privileges (Policy 5610.04) Appendix A

Directory Information (contained in Policy 8330) Appendix A

Teacher's Name: \_\_\_\_\_

We, \_\_\_\_\_ and \_\_\_\_\_ ,  
*Parent/Guardian Name (Please Print)* *Student Name (Please Print)*

have received and read the 2023-2024 Student Handbook, Student Education Technology Acceptable Use and Safety Policy and Guidelines, the Notification to Parents Regarding Student Records, the Safety Guidelines for Riding Kettering City School Buses and Directory Opt-out Information. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the Kettering City School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
*Parent/Guardian Signature (Date)*

\_\_\_\_\_  
*Student Signature (Date)*

Student handbooks may be accessed on any student Chromebook, the district/school website, and written copies will be available in any school office.



