

**Holden Elementary School**  
**Parent/ Student Handbook**  
**2023-2024 School Year**



**Todd Poole - Principal**

**Gina Heitzenrater - Secretary**

**330-676-8400**

**[www.kentschools.net/holden/](http://www.kentschools.net/holden/)**

## Welcome

Dear Holden Parents:

Welcome to Holden Elementary School! Our Holden family of faculty and staff are looking forward to working with you as partners in education. We are excited about working together for the success of your children.

This handbook has been written and distributed in order to answer frequently asked questions about school. This home-school communication contains policies, procedures, dates and information to help keep you informed. Please read this handbook and use it as a reference throughout the year. Also, we are always available to clarify any school matter. Do not hesitate to call us at 330-676-8400.

Close cooperation between home and school is essential to promote the best interests of our children. Parents are encouraged to visit the school and attend scheduled meetings. Mutual benefits accrue from meaningful dialogue.

We look forward to an exciting and challenging year!

Sincerely,

Todd Poole, Principal  
[ke\\_tpoole@kentschools.net](mailto:ke_tpoole@kentschools.net)

*Parents can only give advice or put them on the paths, but the final forming of a person's character lies in their own hands.*

**- Anne Frank**

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## Daily Schedule

### Morning Schedule:

8:10	Safety Patrol on Duty
8:15	<b>**Students Enter Building for breakfast**</b>
8:30	Bell rings for students to go to classrooms
8:40	Morning Announcements and Classes Begin

### Recess and Lunch Schedules:

Gr 1 R- 11:00-11:22	L- 11:25-11:50
Gr 2 R- 11:00-11:25	L- 11:25-11:50
Gr 3 R- 11:28-11:53	L- 11:53-12:17
Gr 4 R- 11:55-12:20	L- 12:20-12:45
Gr 5 R- 11:55-12:20	L- 12:20-12:45
Kdg. R- 11:28-11:53	L- 11:53-12:17

### Afternoon Schedule:

3:13	Car riders and walkers dismissed
3:15	Bus riders dismissed

## Staff Roster

Principal	Mr. Todd Poole
Secretary	Mrs. Gina Heitzenrater
Teachers:	
Kindergarten	Ms. Hannah Adams
Kindergarten	Mrs. Julia Yeager
1 <sup>st</sup> Grade	Mrs. Kim Metz
1 <sup>st</sup> Grade	Mrs. Suzanne Stronz
2 <sup>nd</sup> Grade	Mrs. Amy Hopkins
2 <sup>nd</sup> Grade	Mrs. Kelli Kunkle
3 <sup>rd</sup> Grade	Mrs. Denise Lopez
3 <sup>rd</sup> Grade	Mr. Garrison Wollam
4 <sup>th</sup> Grade	Ms. Susan Louis
4 <sup>th</sup> Grade	Mrs. Jennifer Weitzel
5 <sup>th</sup> Grade	Mrs. Christi Bates
5 <sup>th</sup> Grade	Mrs. Janet Longanecker
Intervention Specialist	Ms. Jen Archer
Intervention Specialist	Mrs. Carrie Sullivan
Intervention Specialist – PBP Unit	Mrs. Sarah Chapman
Art	Mrs. Rita Ditsch
Music	Mrs. Mandy Pansmith
Physical Education	Mr. Shawn Bates
	Mr. Ryan Casazza
Gifted	Mr. Edward Hawks
Library/Media Specialist	Mrs. Meilani Snellenberger
Library Aide	Mrs. Rose Simmons
ELL	Mrs. Kara Lowe
Psychologist	Ms. Cindy Thompson
Title 1 Math Coach	Mrs. Erika Poston
Speech/Language Pathologist	Ms. Katie Davis
Guidance Counselor	Ms. Vivien Ives
Title I Literacy Coach	Mrs. Kristin Garner
Tutors:	
LD	Mrs. Laura Lewis
LD	Mrs. Corrine Zimmerman
Title 1	Mrs. Mary Rozum
Title 1	Ms. Ryleigh Butler
Title 1	Ms. Trisha Grant
Aides	
	Mrs. Pam Ciha/Mrs. Kim Hornbeck
	Mr. Antonio Jackson, Adrien Carnahan, Katherine Cannon
District Nurse	Ms. Samantha Spurlock
Health Aide	Mrs. Bridgette Wright
Cook	Mrs. Rhonda Schesventer
Cashier	Ms. Denise Hood
Custodian	Mr. Rick King
Custodian	Mr. Denova Wright

## Events Calendar 2023-2024

August 14	Meet the Teacher Night 5:00-6:00
August 16	First Day of School for Grades 1-5
August 18	Kindergarten Parent Orientation 9:30 & 1:30
August 21	First Day of School for Kindergarten
September 4	Labor Day, No School
<b>September 6 (6:00 p.m.)</b>	<b>Holden School Association (HSA) Meeting</b>
September 8	Vision/Hearing Kindergarten & 1st
September 11	Vision/Hearing 3 <sup>rd</sup> & 5 <sup>th</sup>
September 18	Fall Picture Day
October 2	Elementary PD Day – No School for Elem. Students
<b>October 9 (6:00 p.m.)</b>	<b>Holden School Association (HSA) Meeting</b>
October 9-11	Fall Book Fair
October 11	Parent Teacher Conferences 5:00-8:00
October 12	Early Release 1:00
October 13	Inservice Day – No School for Students
October 27	Halloween Parties and Parade
November 2	Parent/Teacher Conferences 5:00-8:00
<b>November 13 (6:00 p.m.)</b>	<b>Holden School Association (HSA) Meeting</b>
November 10	Veteran's Day Assembly 2:00
November 20	Staff Development Day – No School for Students
November 21	NO SCHOOL-Parent Teacher Conferences 8:00-3:30
November 22 – 24	Thanksgiving Break, No School
December 7-8	Holiday Shoppe
<b>December 11 (6:00 p.m.)</b>	<b>Holden School Association (HSA) Meeting</b>
December 12	Mobile Dentist
December 22	Early Release at 1:00
December 22	Winter Holiday Parties
December 25 – January 5	Winter Break, No School
<b>January 8 (6:00 p.m.)</b>	<b>Holden School Association (HSA) Meeting</b>
January 15	Martin Luther King Day, No School
February 2	Elementary PD Day – No School for Elem. Students
<b>February 12 (6:00 p.m.)</b>	<b>Holden School Association (HSA) Meeting</b>
February 15	Valentine Day Parties
February 15	Early Release at 1:00
February 19	Presidents' Day – No School
February 21	Black History Art/Music Show (Grades 1,3,5)
February 22-23	Spring Book Fair
<b>March 11 (6:00 p.m.)</b>	<b>Holden School Association (HSA) Meeting</b>
March 22	Elementary PD Day – No School for Elem. Students
March 25-April 1	Spring Break - No School
<b>April 8 (6:00 p.m.)</b>	<b>Holden School Association (HSA) Meeting</b>
April 11	Spring Art and Music Program
<b>May 13 (6:00 p.m.)</b>	<b>Holden School Association (HSA) Meeting</b>
May 15	Grade 1 Celebration of Learning 9:30-10:30
May 15	Grade 3 Celebration of Learning 1:30-2:45
May 16	Grade 2 Celebration of Learning 9:30-10:30
May 16	Grade 4 Celebration of Learning 1:30-2:45

My 17	Kindergarten Celebration of Learning 9:30-10:30
May 21	Lions Awards/Recognition Assembly (K-4) 2:15
May 22	Field Day
May 23	Grade 5 Celebration of Learning
May 23	5 <sup>th</sup> Grade Recognition
May 23	5 <sup>th</sup> Grade Clap Out 3:10
May 23	Last Day for Students

## School Fees and Supplies

The Board of Education provides the use of textbooks free of charge to all students. Your child is responsible for taking care of these books and other school property. Any abuse beyond normal wear will result in a fine.

Each student is assessed an Elementary School Supply Fee, payable by September 30<sup>th</sup>. The following fees were established for this school year.

Kindergarten	\$ 23.00
Primary	
Grade 1	\$ 9.25
Grade 2	\$ 9.25
Grade 3	\$ 16.50
Intermediate	
Grade 4	\$ 25.25
Grade 5	\$ 22.25

Please make the checks payable to: **Holden Elementary School.**

Payment of school fees is an important obligation of parents.

The Kent Board of Education has implemented the following fee waiver procedure:

- Student in grades PreK-8, who apply and qualify for free lunches or breakfasts under the National School Lunch and School Breakfast Program are eligible for a 100 percent waiver of fees.
- Students in grades PreK-8, who apply and qualify for reduced-price lunches or breakfasts under the National School Lunch and Breakfast program, are eligible for an 80 percent waiver of fees.

## Food Services

During the first week of school, all children will be given an application for free and reduced lunch and breakfast to take home to their parents. Only those who wish to apply need to return the forms. Information regarding prices will also be sent home on the first day of school. Students may purchase lunch in the cafeteria or bring their lunches from home. Students may pay for their lunches on a daily, weekly, or monthly basis. Please note that we cannot accept any charges.

Our food service department wants to make you aware of your options when paying for your student's meals. When you send in money or a check to the school, it will go to **one of two accounts**.

- The **MEAL** account will allow your student to only purchase only a "complete breakfast or lunch" with milk.
- The **GENERAL** account will allow your student to purchase any item in the cafeteria, including complete meals, additional drinks/milk, ala carte items and snack items.

**If you do not specify which account you would like the money to go to, it automatically goes to the GENERAL account.** If you write MEAL on your check or send a note with the money that specifies MEAL, it will go into the MEAL account. (Please remember to not include a cafeteria deposit in your check for any other school fees. Also, the check needs to be made out to your student's school).

Another way to pay for meals, to specify which account the money should go to, to monitor your payment history, and to monitor what your student has purchased, you can go to [www.mealpayplus.com](http://www.mealpayplus.com).

After you are registered, if you want to make an online deposit, you must choose either a MEAL account or a GENERAL account. Mealpayplus accepts MasterCard, Visa and Discover. You can also pay by electronic debit from your Checking or Savings account. *There is a \$2.00 convenience fee to make an online deposit.*

The present lunch prices are \$3.00 for a regular student lunch, \$2.05 for a regular student breakfast, 40 cents for a reduced lunch and 30 cents for a reduced breakfast. A carton of milk may be purchased for \$.55 for those students who wish to pack their lunch and need a beverage.

## Lunch Charges

If a student forgets his or her lunch money, and charges their lunch, they are expected to repay the money for the charge on the following day.

Students who have outstanding charges will receive a notice from the cashier. If balances exceed \$20.00, you will receive a call and email from Aramark, our Food Service provider. If a student has excessive charges, they may also lose their charging privileges in the future.

## Admissions and Registration

Kindergarten students must be five on or before August 1<sup>st</sup> of the year of attendance. Registration for all grades is done on-line on the Kent Schools website:

[www.kentschools.net/parents/enroll](http://www.kentschools.net/parents/enroll)

## Transfer of Students

Please notify the school office if you change your residence and your child needs to transfer to another school district. Parents need to stop in the office to sign a release of records form.

Copies of records will be mailed to your child's new school when a request for records has been received. Ohio law compels us to report students as missing children if the child's previous school does not receive a request for records within 15 days.

## Change of Address or Phone

Please notify the school office of any change of address or telephone number as well as making the changes on Final Forms on-line. The office needs to know current addresses and phone numbers in the event of any emergency.

## Visitor Parking

Several parking spaces are available for parents and visitors on West School Street for **short-term** parking only. **After 30 minutes**, vehicles may be ticketed by the Kent City Police Department. For a longer stay, we encourage you to use the additional parking spaces available across the street in the Kent Recreation Center parking lot and behind the Center.

Please do not park or wait in the school bus loading and unloading zone on the west side of Holden Elementary (Franklin Avenue). This area is for buses only and is not considered additional parking for the school.

## Arrival and Dismissal of Students

In order to ensure the safety and supervision of students, we are asking for your help and cooperation on the time of arrival of students at school in the morning. Anytime weather conditions allow, students are not permitted in the building prior to 8:30 a.m., with the exception of students entering for breakfast at 8:25. Staff supervision of students begins at 8:15 in front of the building.

Please notify the office in writing of **ANY change in your child's regular transportation arrangement**. If a child normally rides a bus, but will be transported by car, for example, a note must be sent to school on each day that this will occur. The note must include the name of the

person who will be picking up the child. Anyone picking up a child who is not listed on the student's on-line Final Form will be asked to provide a form of picture identification. If an emergency arises where a change in transportation was not anticipated, the parent may call the office at 330-676-8400 to provide this information. Your child will be notified in his/ her classroom prior to dismissal.

Please do not report directly to the classroom to pick up your child without following our office student sign out procedures. Although these guidelines may seem rather rigid, they are implemented to ensure the safety of your child and to ensure that he/she is released only to authorized individuals.

Students who wish to ride a bicycle to school must be in grades 4 and 5. Bicycle racks are available and locks for the bicycles are highly recommended. Students are to use bicycle helmets for safety purposes. Please stress bicycle safety with your child.

### **General Procedures of Arrival and Dismissal of Students:**

#### **Arrival:**

All students will enter the building through the front doors. The bus students will be dropped off on Franklin Avenue and then escorted to the building by school safety patrol and an adult staff member.

#### **Dismissal:**

The bus students will exit the building through the doors closest to Franklin Avenue at the 3:25 p.m. bell. Car riders will be dismissed at 3:20 p.m. out the back doors by the staff parking lot and walkers will be dismissed at 3:20 p.m. through the front entrance. Adult supervision will be provided at dismissal time.

#### **Parent Drop Off/ Pick Up Procedures:**

- Parents may drop students off on School Street only. **Cars will not enter the loop to drop off or pick up any children before or after school. There should not be any dropping off or picking up of children on Franklin Avenue.**
- Please do **not** park in the bus drop off area.
- For safety reasons, students are not to cut across the grass to get to buses or the front of the building. They should walk on the sidewalks.
- Children who are not picked up by 3:30 p.m. must wait inside the building.

#### **Late Arrivals and Early Dismissals:**

If you bring your child to school after the 8:40 start time, please accompany him/ her to the office to check in and receive a Tardy Pass. This helps to ensure that students get to class as quickly as possible and alerts the office that the student has arrived for attendance purposes.

Children are expected to remain at school throughout the school day unless the school office receives notification that a student must leave early. Parents/ Guardians arriving to pick up children before dismissal are required to come to the school office to sign the child out. Students will then be called to the office to leave with the parent/ guardian.

Oral requests by students to ride a different bus, walk to a friend's house, get off at a different stop, etc. will **NOT** be honored without parent/guardian confirmation

## Asbestos Information

In accordance with EPA regulations, the Kent City School District maintains *information on asbestos – containing materials in the main office of each building*. If you wish to review the information, please contact the principal.

## Student Attendance

Regular attendance is vital to the success of each student enrolled in the Kent City School System. Communication between the home and the school is essential to ensuring regular attendance and the safety of each student. Therefore, the following procedures shall be followed:

Parent(s) or guardian(s) shall notify the school by 9:00 a.m. on the day a student is absent, unless previous notification has been given in accordance with school procedures for absence.

When a student is absent from school, state law requires a parent or guardian to notify the school by telephone. Call to report your student's absence as soon as possible in the morning at 330-676-8400. The message should include the name of the parent/guardian reporting the absence, the student's first and last name, grade the student is in, and the reason for the absence (excused absence reasons are listed below). Only a parent or guardian is permitted to call off a student.

If the Attendance Office does not receive a phone call within 120 minutes after the beginning of the school day, the Attendance Office shall contact the student's parent or guardian through one or more of the following methods: automated call, text-based communication to the wireless device of the parent or guardian, or email in accordance with Ohio HB66.

If advance contact is not possible, the parent or guardian should provide a written excuse or a doctor/dentist note to the Attendance Office. They can also be faxed to the office at 330-676-8405 or emailed to [gheitzenrater@kentschools.net](mailto:gheitzenrater@kentschools.net).

As part of our school's attendance procedure, we are only able to accept ten (10) parent/guardian excusal notes or calls for a student during a school year. After the ten (10) parent excusals have been exhausted, absences will be unexcused unless a doctor/dentist or other official excusal is submitted. Students who have had a pattern of excessive absences in previous year(s) may be required to have a doctor's note following the first absence of the year. This will be at the administrator's discretion.

Authorized Absences Include:

- a. Illness of the student
- b. Illness in the family necessitating the presence of the child
- c. Quarantine of the home (note from health department)
- d. Death of a relative. The absence arising from this condition is limited to a period of 18 school hours unless a reasonable cause may be shown by the applicant child for a longer absence.

- e. Medical or dental appointment (only with note provided)
- f. Observance of religious holidays consistent with his/her truly held religious beliefs
- g. 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
- h. Absences due to a student being homeless
- i. Emergency or other set of circumstances in which the judgment of the superintendent constitutes a good and sufficient cause for absence from school

A. Excessive Absences

Students who accumulate 38 or more hours of absences in a month or 65 in a school year (combines excused and unexcused) will have reached the excessive absence threshold as determined by Ohio House Bill 410.

B. Habitual Truancy

Students who accumulate 30 or more consecutive unexcused absence hours, 40 or more unexcused absence hours in a month, or 72 or more unexcused absence hours in a year are considered habitually truant as defined by Ohio House Bill 410. When a student meets one or more of these thresholds, a school representative will make three (3) contact attempts to secure the participation of a parent or guardian in an Absence Intervention Team meeting. If participation is secured, a meeting will be scheduled in which an Absence Intervention Plan will be initiated. If no response from a parent or guardian is received, the school is required to hold the meeting without the presence of the parent or guardian and/or student if participation cannot be secured. Extenuating circumstances will be handled on a case-by-case basis. Contact a school counselor or administrator. Read House Bill 410 for more information.

C. Medically Excused Absences

Absences will be considered Medically Excused when a doctor's note is provided for illnesses and doctor's appointments. This will only apply to the dates as specified in the note.

D. Extended Medical Absences

Home Instruction is provided for students at all levels of academic performance who are unable to attend school for a period of time. These absences may include, but are not limited to, illness, injury and post-surgery recovery. Parents should contact the student's School as soon as possible if their student has an illness that could become lengthy. Home Instruction will be provided at a rate of one hour for every day out of school. If your child is out for 30 days and unable to receive instruction for 10 consecutive days, 30 hours of instruction would be provided in the remaining 20 days. Home Instruction is terminated as soon as the student returns to school.

- **Vacations are considered an unexcused absence.**
- **Arriving late to school also counts towards the hours.**

If improvement hasn't been made after 61 days a **referral to court** will be made. If during the implementation of the plan the student is absent for 30 consecutive hours or 42 hours in a month after the intervention plan has been developed a court referral will also be made.

## **Student Behavior Expectations**

A positive school climate depends largely upon the degree of teamwork between parents, students and school personnel. Parents want and expect their children to acquire the habit of accepting responsibility for their actions, as well as observing common courtesies when dealing with others.

Our school expectations are fairly simple. At the beginning of each year, we talk with the students about three important things to consider: **safety, learning and respect**. We ask the students to determine the effects of behavioral choices in this context. "Was my behavior unsafe? Did I keep myself or someone else from learning? Was I disrespectful?" If the answer to any or all of these is "yes," it is a behavior that we must address. Consequences for behaviors that interfere with the safety, learning and respectful atmosphere of the school will be based on individual students and individual circumstances.

Open communication with our parents is our objective. We ask that you discuss with your child the importance of and need for good behavior and positive attitude while at school. You will be contacted by your child's teacher or principal should a behavior or situation require support from home. Your follow-up will help the growing process. We want to work cooperatively for your child's benefit.

It is our goal to help students develop habits of self-monitoring, self-motivation and self-control. We hope that working with each student and his/ her family to strengthen these habits will contribute to a climate of safety and security for all students at Holden. It is only in such an environment that the best learning can occur.

### **General Guidelines for Students:**

1. Before school and during recess, students are permitted to come into the building or leave the school grounds **ONLY** when/ if a teacher or supervising adult permits
2. **Students are not permitted to go to McDonald's before or after school without an adult accompanying them.**
3. At recess time, all children will play in view of the supervising adult. No tackling, pushing games or dangerous activities are allowed. Students are expected to listen to, cooperate with, and show respect toward each other and the supervising adult.
4. Students are expected to behave safely when at the bus stop and while riding the bus (see transportation guidelines, p. 28).
5. Students who walk to school should arrive no earlier than 8:20 a.m. For their safety, students are expected to walk directly to and from school with no stop off (unless they have a parent note). Students should cross streets only at crosswalks.
6. Dangerous articles (knives, guns), as well as toys and electronic devices are not permitted at school unless the teacher has given permission.
7. Students may use the office and classroom telephones for emergencies.
8. Students are expected to listen to, cooperate with, and show respect toward each other and all adults at Holden School.

9. Fighting, use of profane language and disrespect are considered severe behaviors and will be handled accordingly.
10. In the halls of the building, skipping, jumping, hopping and running are prohibited. The hazards of small children, hard walls, sharp corners, glass doors, and sometimes slick floors present enough danger signals to warrant discouragement of any unnecessary hurrying.
11. Only students in grades 4 and 5 ride bicycles to school. They must wear helmets.
12. Students are expected to walk quietly throughout the building. They should keep their hands and feet to themselves.
13. Please do not allow your child to bring hair spray or perfumes and colognes to school. Many of our students and faculty are highly sensitive to scented sprays and it can interfere with the teaching and learning for everyone.

**If you have questions regarding any expectation of students not covered in the above general guidelines, please do not hesitate to call the school principal for clarification.**

## **Student Dress Code**

A student's dress and appearance become of concerns to school authorities if and when they present a safety concern or a disruption to the teaching and learning of a class. If, in the opinion of the principal, a student's dress and appearance detract from the effectiveness of work in a classroom or present a hazard to any individual student(s), the principal will speak directly and discreetly to the student to remedy the situation and prevent future concerns.

### **Dressing for Warm Weather:**

Our building can get quite warm in the early fall and late spring. Shorts may be worn as long as the length is at least at the student's fingertips when arms are held at the student's sides. No "short shorts" or spandex shorts are permitted. Thin strapped tank tops (narrower than three fingers width) or shirts exposing the midriff should not be worn. Shirts with pictures or words that may be found offensive to others should not be worn. If the school has a concern about a student's dress, parents will be contacted by the teacher or principal. **To ensure safety of children at recess and on the playground equipment, do not send children to school in flip flops *unless* they have shoes to change into for recess and/or PE class.**

### **Dressing for Cold Weather:**

We generally maintain outdoor recess anytime the temperature, including the "wind chill", exceeds about 20 degrees Fahrenheit. All students should come prepared with hats, gloves/mittens and outer-wear appropriate for the temperature/weather. We encourage students to play in the snow during winter months! To avoid wet, cold children following recess, please send an extra outer layer (snow pants) a warm coat and boots to allow your child to enjoy the winter activities. Many parents send a complete change of clothes for their children to keep in their locker in case they get wet/ muddy while on the playground.

### **Other Hats (baseball caps, etc.):**

Unless it is a special spirit day, all hats should be removed upon entering the building and put back on as students exit the building.

Hats/headgear required to be worn for religious or ethnic observances or for medical reasons is exempt from these guidelines.

## Recess Guidelines

### Inside Recess Procedures:

While each classroom may establish slightly different procedures governing indoor recess, the following are some basic rules for all classrooms:

- Children are to remain in their own rooms – not in the hallway, restrooms, or visiting other classrooms. Students should be involved in quiet games, activities, or schoolwork.
- Electronic games, MP3 players, etc. should not be sent to school. The school cannot be responsible for any lost or damaged items. Indoor recess is a great opportunity for kids to play board games and participate in quiet activities *together*. Each classroom has a set of games and activities for students to check out and use.

### Outdoor Recess Procedures:

Fresh air and a chance to work off excess energy are important ingredients for children who are in school all day. Therefore, all of our students are expected to participate in outdoor recess except in the most inclement weather or at the recommendation of a physician. In most cases, when children are too ill to go outside, they probably should be kept at home. In the few cases when they are able to attend school but must not go outdoors for one day, we ask for notification from parents. Should they need to remain indoors for an extended period of time, we request a note from a physician. The outdoor temp. with WIND CHILL figured in must be 20 degrees in order to go outside.

During a recess period, all children should play in view of the supervising adult. Tackling, pushing games, wrestling, and other dangerous activities will not be permitted. Please take a few minutes to help your child understand that there may be things they can do at home, that may not be permitted at school. For example, many students will play “army” games at home. It is helpful to your child to understand that we cannot allow any games involving play guns or pretend shooting **at school**. We will continue to reinforce this at school as well.

During the first few days of school, teachers and staff members will spend time helping the students understand the correct and safe way to use the equipment on the playground. For the safety of students, we ask that you reinforce the importance of following the directions of the adults supervising the playground with your children at home.

The Board of Education has adopted a Student Conduct Code. Elementary students are informed of the code and its contents through age appropriate classroom discussion. Copies of the Student Conduct Code are posted in several locations in the building. The following is the Student Conduct Code as adopted by the Kent Board of Education.

**KENT CITY SCHOOL DISTRICT  
STUDENT CONDUCT CODE & AUTOMATIC CONSEQUENCES  
2022-2023 School Year**

The Board of Education has adopted the following Student Conduct Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

The Kent City School District will attempt to provide a safe and orderly learning environment for all students. Certain student actions may not be compatible with the words “safe” and “orderly.” Discipline is within the sound discretion of the School’s staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following outline provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

A. The exercise of self-control, self-discipline, and self-direction are essential to positive school behavior and success in the future. The school has an obligation to observe and respect the rights of individual students and the student body as a whole. As with any organization, co-operation and the observation of the rights of others are essential if the goals of the organization are to be accomplished. To this end, each pupil must be responsible for his/her own behavior and must respect the rights of others.

B. The following types of offenses by students of the Kent City School District may lead to disciplinary action which may include detention, social suspension, Saturday School assignment, in-school suspension, out-of-school suspension, or expulsion:

**TRUANCY**

Unexcused absence from school.  
Unassigned EMIS code at this time.

**FIGHTING/VIOLENCE**

Contributing to, encouraging, or engaging in disruptive behavior including, but not limited to, fighting.

Intentionally, negligently, recklessly, or carelessly causing physical injury or behaving in such a way that could threaten to cause physical injury to another.

**VANDALISM/ARSON (SCHOOL OR PERSONAL PROPERTY)**

Intentional, negligent, or careless defacing, damaging, or desecration of private or public property on school premises or at any school activity on or off school grounds.

Setting or use of any unauthorized fire or acting in such a manner that might cause a fire.

**THEFT (SCHOOL OR PERSONAL PROPERTY)**

Theft of property.

**USE/POSSESSION/SALE OF A FIREARM**

Use, possession, or sale and/or threatened use of a firearm or any device that could propel a projectile or object that could cause harm.

**USE/POSSESSION/SALE OF A DANGEROUS WEAPON OTHER THAN A FIREARM OR EXPLOSIVE OR INCENDIARY OR POISON**

Use, possession, or sale and/or threatened use of any object or a dangerous weapon other than a gun or explosive that can reasonably be considered a dangerous instrument.

**USE/POSSESSION/SALE OF ANY EXPLOSIVE, INCENDIARY OR POISON GAS**

Use, possession, or sale and/or threatened use of any explosive, incendiary or poison gas.

**USE/POSSESSION/SALE OF TOBACCO/VAPING**

Use, possession, or sale of tobacco and/or look-alike products, including smoking of any substance, possessing or using smoking materials, including electronic cigarettes.

**USE/POSSESSION/SALE OF ALCOHOLIC BEVERAGES**

Using, possessing, purchasing, selling, intending to buy or sell, or transmitting alcohol or simulated alcohol; having the odor of alcoholic beverages upon his or her breath or clothing; or possessing alcohol, on school property or on school vehicles, during a school day or at a school-sponsored activity regardless of the time of day is a violation. Students are also prohibited from school grounds, on school vehicles, or from attendance at any school-sponsored event after the use of or alcohol.

**USE/POSSESSION/SALE OF OTHER DRUGS OTHER THAN TOBACCO OR ALCOHOL**

Using, possessing, purchasing, selling, intending to buy or sell, or transmitting drugs or simulated drugs; having the odor of drugs upon his or her breath or clothing; or possessing drug paraphernalia, on school property or on school vehicles, during a school day or at a school-sponsored activity regardless of the time of day is a violation. Students are also prohibited from school grounds, on school vehicles, or from attendance at any school-sponsored event after the use of drugs.

Unassigned EMIS code at this time.

Unassigned EMIS code at this time.

**FALSE ALARMS/BOMB THREATS**

Wrongfully discharging or attempting to discharge an alarm system; falsely reporting an emergency, including a bomb threat.

Unassigned EMIS code at this time.

Unassigned EMIS code at this time.

Unassigned EMIS code at this time.

**BEHAVIORAL PROBLEMS/DISRUPTION OF SCHOOL**

- a. Disrupting school or causing or attempting to cause the disruption or obstruction of any lawful mission, process, or function of the school, including any school-sponsored activity, by violence, force, noise, coercion, threat, intimidation, passive resistance, or other disorderly conduct, or urging other students to disrupt or to obstruct the process or function of school by the use of same.
- b. Intentional disobedience, disrespect, issuing threats.
- c. Intentionally giving incorrect information to faculty, staff, or other employees of the District.
- d. Gambling.

- e. Cheating.
- f. Plagiarism.
- g. Tardiness.
- h. Throwing foods, liquids, or any article in the cafeteria.
- i. The unauthorized throwing of any object, including snowballs.
- j. Commission of an immoral act.
- k. Loitering, littering, or causing a disturbance on public or private property during the school day or at a school activity.
- l. Violations of the school dress code.
- m. Willful violation of the student responsibilities as may be established by the Kent Board of Education.
- n. Using the name or identity of another person (verbally or in writing); falsifying times, dates, grades, addresses, or other data on correspondence directed to school personnel.
- o. Inappropriate public display of affection.
- p. Display or distribution of unauthorized material in school, on school property, or at school-related activities.
- q. Attempting to gain entrance for self or others to school activities without paying admission.
- r. Entering another's desk or locker or using another's property without authorized permission.
- s. Trespassing on private property adjoining, adjacent to, or within the line of sight of school property before, during, or after school.
- t. Unauthorized use of disruptive devices including, but not limited to, pagers, beepers and other electronic or manual devices.
- u. Inappropriate use of technology: Students are not permitted to video, photograph, or record other students, staff, or school events in a way that could be detrimental or embarrassing to the school or the people being filmed or recorded. Examples of this could include, but are not limited to, videotaping a fight, someone changing in the locker room, a student being bullied, etc.
- v. Lack of serious educational intent (e.g., failure to submit homework assignments, sleeping in class, etc.).
- w. Repeated violation or repeated misbehavior.
- x. Failure to serve consequence.

#### **HARASSMENT/INTIMIDATION**

Any act that includes:

- a. Use of racial, ethnic, religious, or sexual slurs.
- b. Hazing, teasing, bullying, or acting to intimidate.
- c. Sexual and other forms of harassment (includes writing, drawing, gestures, words, taking, reproducing, possessing, sharing, disseminating, or saving images of a sexual, sensitive, or derogatory nature on a mobile or stationary electronic device, touching, and other forms of harassment).

O.R.C. 3313.666 defines "harassment, intimidation, or bullying" as "any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) Causes mental or physical harm to the other student; (2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student." Such behavior is prohibited on school property or at school events.

Cyber-bullying, defined as the above prohibited behavior perpetrated with computers, cellular phones, Internet websites, and/or any other electronic device, also is prohibited. In addition, cyber-bullying is not limited to where the bullying

originates but also includes where it is communicated on school property or at school events.

20. **USE/POSSESSION/SALE OF FIREARM LOOK-A-LIKES.** Use/possession/sale or threatened use of firearm look-alikes.

20. **UNWELCOME SEXUAL CONTACT**

Unwelcome sexual contact.

20. **SERIOUS BODILY INJURY TO ONESELF OR OTHERS**

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" (18 U.S.C. Section 1365(3)(h)).

20. **INSUBORDINATION**

Insubordination or failure to respond and/or otherwise ignoring a reasonable request from faculty, staff, or other employees of the District.

20. **HARMFUL BEHAVIOR**

Acting to cause mental, emotional, or physical harm to another person, including insensitive or inflammatory language.

20. **LEAVING SCHOOL WITHOUT PERMISSION**

Leaving school or assigned educational location prior to specified dismissal time without official permission and/or transporting on or off school premises other students who have no permission to leave school. School day begins when the student arrives on school property, including arrival by bus.

20. **PHYSICAL/VERBAL ASSAULT AGAINST A STUDENT**

Assaulting another student by words, hands, feet, fist, or by use of an object which could cause physical and/or emotional harm to another person.

20. **PHYSICAL/VERBAL ASSAULT AGAINST A SCHOOL EMPLOYEE**

Assaulting an employee by words, hands, feet, fist, or by use of an object which could cause physical and/or emotional harm to the employee.

20. **INDUCING PANIC**

Creating a situation which could make others believe an emergency is in progress when in fact there may or may not be an emergency.

20. **VULGAR LANGUAGE**

Use of offensive or vulgar language or gestures.

20. **VIOLATION OF STATUTES**

Violation of federal, state, or local statutes or ordinances regardless of the existence of a criminal charge and/or conviction.

Violation of prohibitions identified in Rule #9, #10, and #11 above (viz., tobacco, alcoholic beverages, and other drugs other than tobacco or alcohol) shall be evaluated on the basis of the infraction date with a rolling 24-month period previous to the infraction.

No form of violence, disruptive or inappropriate behavior, nor excessive truancy (30 hours or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year of unexcused absence), will be tolerated.

The foregoing acts of misconduct are prohibited on all school property, going to and from school by foot or vehicle, and at all school-sponsored functions and activities on and off campus.

In the event a student is cited for multiple offenses, the commission of any one of the foregoing offenses shall be sufficient to result in any of the possible disciplinary actions.

In the event of negligent or willful property damage, reimbursement of the cost of replacement thereof shall be borne by the student and/or his or her parents or guardian.

- C. In addition to the offenses listed above, each building principal may develop an additional list of offenses appropriate to that building. Such additional list of offenses shall be made known to the students in such ways as may be appropriate to the age and maturity of the students involved. In addition, the Board of Education, on August 26, 1982, reviewed and reaffirmed the following policies which have been in effect for a number of years:

**Maintenance of Orderly Conduct**

- The Board of Education expects that students will conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, for the educational purpose underlying all school activities, for the widely shared use of school property, and for the rights and welfare of other students.
- The Board of Education expects that all employees of the district will share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct which have been or may hereafter be established by the Board or its agents.
- In each instance in which an employee acts to help a student conduct himself properly, emphasis is to be placed upon the development of the student's ability to discipline himself.

**Pupil/Teacher Relationships**

Pupils are expected at all times to show evidence of respect for their teachers. Teachers are expected to show evidence of respect for their pupils and to demand respect for themselves.

**Pupil Dress**

- A student's dress and appearance become of concern to school authorities if and when that dress and appearance tend to disrupt the work of a class. Therefore, ill-fitting or inappropriate dress or unusual appearance cannot be tolerated at school. If, in the opinion of the principal, a student's dress and appearance detract from the effectiveness of work in a class or in other ways are an undesirable influence upon other students, the principal will direct the offending student to dress in a proper manner and to present an appearance not offending to others.
- No student may wear items which are obscene or drug/alcohol related, or demonstrate or suggest racial, ethnic, sexual or religious disrespect.

**Safety**

Students are to observe all safety practices and procedures set forth by administrators and teachers.

**Board Support**

The BOE supports teachers and administrators in maintaining of proper behavior among students.

Students who violate any section of the Student Conduct Code can be disciplined according to the nature and seriousness of the violation. Possible discipline for violation can range from a warning to a recommendation for expulsion from school.

The following are nine areas of violations that produce automatic consequences:

The consequences for a violation of Student Conduct Code offense # 10 and/or # 11 (with the exception of transmitting, selling, etc., under II below) shall be as follows:

A. First Offense - At a meeting of the parent(s) or guardian(s), student, and school administrator, one of the following options shall be chosen by the student, parent, and administrator:

OPTION #1 - The student shall be suspended for not more than ten (10) days out of school suspension. Consequences could also include removal of school privileges, and/or extracurricular activities.

OPTION #2 - Within ten (10) days from the date of the offense, the student and his or her parent(s) or guardian(s) must consent to a school- approved alcohol and/or drug assessment, AND must comply with ALL recommendations from the assessing authority. Consequences could also include removal of school privileges, and/or extracurricular activities.

In addition, all the following must be completed:

The student agrees to serve three days out of school suspension, AND:

The student agrees to participate in a school approved alcohol and/or drug assessment program, and follow all recommendations AND:

3. The student agrees to follow the recommendations of the school approved alcohol and/or drug assessment.

NOTE: If the student and parent/guardian do not complete all items under #2 above, then #1 will be enforced. Also timelines for item 2a., 2b. and 2c. shall be established with the student and parent/guardian by the administrator.

Depending on the circumstances of the violation, the police may be contacted, and the matter may be referred to them for disposition.

B. Second Offense - Within a Twenty-four month period of the First Offense: The student shall be suspended for not more than ten (10) days out of school with recommendation for expulsion. The principal, for any offense under this provision, shall have the right to refer the student to the Portage County Juvenile authorities for prosecution of any offense that may be a crime under the Ohio law.

II. Sale, possession for sale, or transmitting alcohol and/or chemicals.

The automatic consequence for these offenses is a ten-day out-of-school suspension plus a court referral and recommendation for expulsion.

In the event a situation arises which is not clearly defined in the above statements, administration will make a determination based on the intent of the Kent City Schools' philosophy which states that it is not appropriate for students to use alcohol and/or chemicals.

Possession of Tobacco and/or look alike products, including smoking of any substance, including electronic cigarettes

A. First Offense - 5 days Out-of-School Suspension or 3 days Out-of-School Suspension and satisfactory completion of a Tobacco/Vaping Intervention Program. Consequences could also include removal of school privileges, and/or extracurricular activities.

B. Second Offense – 5 day Out-of-School Suspension AND removal of school privileges, and participation in extracurricular activities.

C. Third and Subsequent Offenses - 10 days Out-of-School Suspension and recommendation for expulsion.

V. Fighting in school, on school property, or at a school activity.

The consequence for fighting ranges from three to ten days of out-of-school suspension.

Consequences could also include removal of school privileges, and/or extracurricular activities  
Consequences for repeated violations may be more severe and may result in possible recommendation for expulsion.

Unauthorized out of building during classes/assigned lunch period/assigned study hall

First Offense - three or more days of morning, lunch or after school detentions or time in the in-school restriction room. Consequences could also include removal of school privileges, and/or extracurricular activities.

Second Offense- three day out of school suspension AND removal of school privileges, and or extracurricular activities.

Third Offense- five days of out of school suspension.

Fourth Offense- ten days of out of school suspension with recommendation for expulsion.

Driving unauthorized students off campus.

First Offense - This will result in a loss of driving privileges for up to eighteen weeks.

Second Offense - This will result in three days of suspension plus loss of driving privileges for the remainder of the school year.

Third Offense - This will result in five days of suspension, loss of driving privileges for the remainder of the current school year, and loss of driving privileges for the next school year.

Possession of a weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, chains, jewelry, and so on. Criminal charges may be filed for the violation. Possession of a weapon will subject a student to expulsion for one year and possible permanent exclusion.

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

Possession of any such weapon requires the Superintendent to expel a student for a calendar year.

Weapons violations will result in a suspension with a recommendation for expulsion to follow.

Wrongful discharge of the alarm system

This will result in police notification plus five days of out-of-school suspension.

Releasing or discharging disruptive devices (e.g. stink bombs, smoke bombs, mace, pepper gas, etc.)

This will result in five days of out-of-school suspension and possible police referral.

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**APPENDIX A: 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 of a violation of the student conduct code or a criminal offense. Students are not to be searched 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.

The Board of Education hereby declares that the school lockers available for use by pupils are the property of the Board of Education and that the lockers and the contents of all the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. This policy will be posted in a conspicuous place in each school building that has lockers available for use by pupils.

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 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.

Search of a student's physical person or intimate personal clothing shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender.

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 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 and is not to be used to search individual students unless a warrant has been obtained prior to the search.

The Superintendent shall prepare administrative guidelines to implement this policy.

R.C. 3313.20; U.S. CONSTITUTION, 4TH AMENDMENT

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**APPENDIX B: SEXUAL AND OTHER FORMS OF HARASSMENT**

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Sexual harassment Includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct Includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment by a student of a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

The Superintendent shall establish administrative guidelines which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the District.

R.C. 4112

42 USC 2000d et seq, 42 USC 2000e et seq, 29 USC Section 12101 et seq, 20 USC 1681 et seq 621 et seq, 29 USC Section 794

### **APPENDIX C: TOBACCO AND THE SCHOOL**

Effective in March 2001, it is now prohibited by Ohio law for a minor to “use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes.” It is also now prohibited for a minor to assist, pay for or share in the costs of such products.

Even though there are some exceptions to this new law, those exceptions would not apply to use or possession of these products at school or school activities. In case students have not yet been informed, a first offense results in:

- A. mandatory attendance at a smoking education program (if available) and/or
- B. a fine of up to \$100

Upon any subsequent violations the court may:

- A. increase the fine
- B. impose up to 20 hours of community service
- C. suspend driving privileges for up to 30 days

Administrators should check to insure that student conduct codes prohibit possession as well as use of any tobacco products. Student handbooks could inform parents and students of the consequences (in addition to the school discipline) that could follow from a violation of this law. The full statute can be found in The Ohio Revised Code Section 2151.87. Administrators should also coordinate enforcement of this law with local police and juvenile court personnel. (June, 2001)

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### **APPENDIX D: CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES**

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions, provided that

during school hours and on a school vehicle the cell phone or other ECD remains off unless directed by a member of the professional staff.

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight.

The use of cell phones and other ECDs in locker rooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

## **Restraint and Seclusion/PBIS**

The Kent City School District Board of Education is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff are prohibited from physically restraining and/or secluding a student unless certain limited exceptions are met under Ohio law. One such exception is a circumstance in which there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion. Parents are able to initiate a complaint investigation into any incidents of restraint or seclusion in accordance with the District's complaint process via the following website: <https://www.kentschools.net/page/special-education>.

## PBIS Matrix

	Respect	Responsibility	Safety
<b>Recess</b>	Talk Nicely to Peers	Pick up any equipment	Use playground equipment correctly
	Sharing of equipment	Line up quickly	Keep hands and feet to yourself
	Listen to the adults		Sticks and Stones stay on the ground
	Ask peers to join activities		
	Play Fairly		
<b>Lunch/Breakfast</b>	Appropriate voice level	Wait patiently and quietly	Walk at all times
	Listen to monitors	Be neat and clean up	Keep your food to yourself(allergies)
	Raise hand if you need help	Quietly waiting in line	Keep hands and feet to yourself
<b>Dismissal</b>	Safety Patrol - respect directions given to you and listen to directions	Stay on sidewalks during dismissal and stand to one side	Stand quietly in line
	Walk (on right side of the hallway) to your destination	Go directly to your location in the building	Keep your hands and feet to yourself
		Be prepared for dismissal	Watch for cars when crossing roads/parking lot
<b>Messages to Clinic</b>	Be patient	Walk directly to and from your destination	Walk directly to and from your destination
	Always wait quietly for the teacher or adult to address you		
<b>Hallway</b>	Walk silently in the hallway	Walk directly to your destination	Hands to self
	Walk on the right side of the hallway		Move safely
<b>Bus</b>	Listen to the driver	Silent at railroad crossing	Keep hands and feet to self
	Be nice to peers	Stay seated until dismissed	Keep food and drinks in your backpack
	Use an appropriate voice level	Stay in your seat	

<b>Assembly</b>	Listen actively to the guest speaker	Stay in your own space	Keep hands and feet to yourself
		Remain seated until your teachers directs you to leave the assembly	Walk at all times during the assembly
<b>Arrival</b>	Wait patiently until the bell rings	Walk directly to your classroom	Keep your hands and feet to yourself
		Breakfast students enter at 8:15 and report to gym	

## **Kent City School Transportation Guidelines**

These guidelines are drawn from the Ohio Pupil Transportation Operation & Safety Rules, which are taken from Section 4511.76 of the Ohio Revised Code.

- Students shall arrive at the assigned bus stop five (5) minutes before the bus is scheduled to arrive.
- Students must wait in a location clear of traffic.
- Behavior at the school bus stop must not threaten life, limb or property.
- Students must go directly to an available or assigned seat so the bus may safely resume motion. Remain seated keeping aisles and exits clear.
- Students must observe classroom conduct and obey the driver promptly and respectfully. Students must not use profane language.
- Students must refrain from eating and drinking on the bus except as required for medical reasons.
- Students may not possess tobacco products, alcohol, drugs, knives or any other weapons. They may have prescription medication, if required. No animals of any type are allowed on the bus. (This includes insects in glass jars.)
- Students may not throw or pass objects on, from, or into the bus. Heads, arms, or any part of the body may not be put out of the bus windows.
- Students need to be silent at railroad crossings.
- Students may be responsible for payment to fix or replace any vandalism that they cause.

Any violation of these guidelines may result in a warning or up to ten (10) days suspension, expulsion, or emergency removal from bus transportation privileges. Pupils must abide by their school's student code of conduct. If the student's misconduct on the bus is also a violation of the student code, the student may receive bus and school discipline. These guidelines are in effect for transportation to and from home and on field trips.

## School Bus Incident Reports:

When a student is in violation of any of the conduct codes, the school bus driver completes an incident report and turns it into the school Principal. After the Principal investigates the problem, s/he will decide on the discipline a student shall receive. Neither the school Bus Driver nor the Transportation Supervisor takes disciplinary action. If there is a question **on the action taken**, the Parent or Guardian should contact the Principal. If there is a **situation on a bus or with a driver**, the Parent or Guardian should contact the Transportation Supervisor.

### Contact Information:

**Rick Lewis**  
[rlewis@kentschools.net](mailto:rlewis@kentschools.net)  
**Transportation Supervisor**  
**Phone**  
330-676-7690

**Brenda Lyon**  
[blyon@kentschools.net](mailto:blyon@kentschools.net)  
**Transportation Secretary**  
**Fax**  
330-676-4179

**Mail**  
Kent City Schools Transportation  
1633 St. Clair Avenue  
Kent, OH 44240

**Website**  
[www.kentschools.net](http://www.kentschools.net)  
click on: Transportation

### General Guidelines for Riding the Bus:

**Loading:** Students should wait for the bus in a safe place out of the roadway. Stand in a single file line and board the bus in an orderly manner, going immediately to your seat.

**While you are on the Bus:** Do not stand or kneel on seats or sit on book bags, the seatback, etc. Please keep the aisle clear, and face forward. Eating or drinking on the bus is prohibited. **AT NO TIME SHOULD A STUDENT BE STANDING WHILE THE BUS IS IN MOTION!** These rules are STATE LAWS and are designed for the students' safety. The high seat backs on the bus create a compartmentalized area and help avoid injury should the bus have to come to a sudden stop.

**Unloading:** When arriving at school, students should remain seated until instructed by the driver to move. When preparing to leave the bus at the home destination, students may move to a seat toward the front of the bus during the previous stop. Stand only after the bus comes to a complete stop. When exiting, students must go to a designated place of safety that is at least 10 feet away from the bus before the bus can leave.

**Crossing the Roadway:** When it is necessary to cross the roadway when boarding or departing the bus, the student must cross at least ten (10) feet from the front of the bus. **NEVER CROSS BEHIND THE BUS AND ALWAYS CROSS BEFORE THE BUS DEPARTS.** Wait for the driver's signal to cross the road. Before moving into the oncoming traffic lane, check for traffic in both directions. If the driver sounds the horn, it means DANGER. Look for danger, and if you don't see anything, look the driver for further instructions.

### **Kindergarten and Preschool Parents:**

For the safety of the children, ALL Kindergarten and Preschool children must have a responsible adult meet them at the bus stop. If you are always home and do not want to meet the bus, please mail or fax us a letter stating your request, and we can let the student off alone.

### **Schedules and Routes:**

The bus routes have been designed to promote the safest and most efficient transportation to and from school. We may adjust where the bus stops are located based on where students are located each year. Due to safety reasons, bus size and other related factors, our policy is not to go down dead end roads or cul-de-sacs.

Students are required to board and depart at their assigned bus stops only. Also students are required to be at their stops at least five (5) minutes early. This is necessary for the safety of the students and to transport them to school in a timely manner. Please do not wait in the house for the bus to arrive.

Students are to ride only the buses to which they have been assigned. Kent City Schools may transport to an alternate, existing bus stop other than home provided that:

- There is space on the bus.
- It is the same bus stop for each school day
- 

For safety reasons, we cannot transport to different locations on different days of the week. If a student needs to ride a bus to an alternate location for a temporary period of time (babysitter, grandparents, scouts, etc.) a note must be sent to your school office. The office will then issue a bus pass to present to the driver before boarding.

## **Visits to Classrooms**

All parents are welcome to visit their child's classroom. However, unexpected mini-conferences and visitations with a child or teacher during class time disrupt the learning process of all children. Therefore, all visitors, by Board of Education policy, are requested to report to the office directly when coming into the building. To insure your needs are met, please call ahead – (330) 676-8400.

## **Volunteers**

Parental and family involvement is one of Holden's most important assets! There are many opportunities for volunteers to become involved. Should you be interested in volunteering your time for "our kids", please call the office at 676-8400. We look forward to hearing from you.

## **Conferences**

During the school year, you will be invited to attend parent-teacher conferences to discuss your child's progress. If, at any time, you are concerned about a school matter, the teachers or principal will be glad to schedule a conference concerning any problem that may arise. We are all working for the same goal of success for all children. Please do not allow small matters to grow or concerns and questions to be unanswered.

Please keep in mind that immediately before school and during the school day, our teachers are busy preparing for and working with students and cannot conduct drop-in conferences. If you need to contact a teacher about an urgent matter, please send a note with your child asking for a conference or a response. If you phone, we suggest you leave your name and phone number. The teacher will probably not be free to come to the phone, but will return your call as soon as possible

## **Field Trips and Special Programs**

Throughout the year, teachers schedule various field trips for their classes. These trips are an extended learning activity for students and are often quite enjoyable. Sometimes students need to pay a modest fee for field trips and/or lunch. Parents will always be informed of field trips through the school newsletter, or a special notice from the teacher. Financial help may be available to those who request and require it.

Throughout the year, students are also provided with educational programs in assemblies and special classroom presentations. These may be for the whole school or for selected grade levels depending upon the content and relationship to grade level content standards.

## **Student Illness/Clinic Visits**

### **If a child is sent to the office due to illness:**

- a) A temperature check will be taken.
- b) If the only symptom is a stomachache or other non-visual symptom, the parent will usually not be notified and the child will return to class.
- c) If the child displays visible signs of illness (e.g. fever, paleness/flushed, vomiting, diarrhea, etc.) the parent or a designated alternate will be notified to pick up the child. (A child should be free of a temperature for at least 24 hours before returning to school.)
- d) If going home, the child will be waiting in the office/ clinic area.

## Immunizations

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal will remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the **Student Services Office**.

### Immunization requirements:

Unless given a waiver, students must meet the following requirements:

**Diphtheria** – Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. 3 Td diphtheria-tetanus toxoids, adult type is the minimum acceptable for children age seven (7) and up.

**Measles** – Single dose of live measles virus vaccine or vaccine combination on or after 1<sup>st</sup> birthday, and, an additional dose of the MMR vaccine given at least thirty (30) days from the first for all students entering the 7<sup>th</sup> grade.

**Rubella** – Same as measles

**Mumps** – Same as measles

**Polio** – 3 oral or inactivated plus 1 oral vaccine boosters

**Tetanus** – 3 Td (Diphtheria)

**Hepatitis B** – For students starting kindergarten during or after school year 1999.

**Varicella** – Single dose after 12 months of age.

## Student Medication

Medications may only be dispensed to students by school personnel with authorization from both the student's parent and the student's doctor. If a child must take medication at school, a **STUDENT MEDICATION AUTHORIZATION** form must be completed by the parent and signed by the physician. In addition, all medication must be kept in the clinic in the original pharmaceutical container. (Any changes in medication during the school year must be accompanied with a new authorization form, which should include the following information.)

- **NAME OF MEDICATION**
- **DOSAGE**
- **TIME**
- **SIGNATURE OF YOUR PHYSICIAN**

For the safety of all children, students are not permitted to keep aspirin or other medication (whether over the counter or prescription) in desks, lunchboxes, etc.

## Student School Records

Parents in Kent may inspect and review official student records and related information upon request to the principal of the building to which students are assigned. An appointment for the review of the records will be made at a mutually convenient time as soon as possible.

Review of the psychological records is to be cleared through the Special Education Department at the School Board Office in cooperation with the principal

## Directory Information

All records, which concern students in the Kent Public Schools, are kept confidential in accordance with the Family Rights and Privacy Act. Exceptions to the above consist of so-called directory information, which includes pupil's name, address, telephone number, place of birth, major field of study, weights and heights of members of athletic teams, dates of attendance, date of graduation, and awards received.

A parent or adult student who does not want such directory information to be released may notify the Superintendent of Schools in writing within the next seven days from the beginning of class and this request will be honored.

Make the request to:

Mr. George Joseph, Superintendent  
Kent City Schools  
321 N. DePeyster Street  
Kent, Ohio 44240

## Emergency School Closings

The Superintendent will continue to use the Parent Broadcast System to alert families of school closings and emergencies for the District. The school principal will also use the Parent Broadcast System to remind parents of up-coming events, early dismissal or to convey any other pertinent information to parents.

**If your primary phone number changes, please notify the school office. If, for any reason, you choose not to participate and would like your primary phone number removed, please contact the school office immediately. By declining, you will not receive future Parent Broadcast announcements.**

Radio and television stations will carry emergency announcements only after receiving word from the Superintendent. PLEASE DO NOT CALL THE SCHOOL OFFICE FOR EMERGENCY CLOSING INFORMATION.

## Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day Holden Elementary receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Holden Elementary to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- 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 §99.34. (§99.31(a)(2))
- 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 State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §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 PII 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. (§§99.31(a)(3) and 99.35)
- 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. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

**Family Educational Rights and Privacy Act (FERPA)  
Model Notice for Directory Information**

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Kent City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by Tuesday, September 6, 2022. Kent City Schools has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student's name
  - Address
  - Telephone listing
  - Electronic mail address
  - Photograph
  - Date and place of birth
  - Major field of study
  - Dates of attendance
  - Grade level
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic teams
  - Degrees, honors, and awards received
  - The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)