

# KENTON HIGH SCHOOL

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## Student Handbook 2018-2019

**Nothing great was ever achieved without enthusiasm.**

Ralph Waldo Emerson



Adopted by the Kenton City Schools Board of  
Education: June 2018

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## **I. ACTIVITIES / ATHLETICS**

### ***CALENDAR OF ACTIVITIES***

The calendar of activities is the official calendar of Kenton High School. It is kept in the KHS online calendar. The calendar lists dates and times for all special school functions. Dances, banquets, contests, meetings, assemblies, etc., must be approved by the principal and posted on the calendar. Conflicts are resolved by the administrator.

### ***STUDENT COUNCIL***

Grades 9-12 are represented by elected student representatives. Representatives are expected to poll their fellow classmates to determine concerns and needs before attending council meetings. They are to express those concerns and needs at meetings and take back reports of the council's activities. These meetings serve as an important link between students, faculty, and administration. The representatives work to improve school spirit, sponsor social, benevolent, scholastic and athletic activities.

### ***CLASS OFFICERS***

Each class elects a president, vice-president, secretary, treasurer, and two senators. These officers act as the catalysts for class-sponsored activities. They plan fund raising activities, as well as social gatherings. The highlights of all organized class activities are the Junior-Senior Prom, Homecoming and Graduation activities.

### ***ANNOUNCEMENTS***

All announcements must be approved and entered into the software system by a faculty advisor or administrator.

### ***STUDENT CLUBS AND ORGANIZATIONS***

Enrollment in any of Kenton High School's vocational classes automatically qualifies any student to belong to the vocational student organization for that vocational area. Participation in student activities is an enriching part of school life.

The following organizations are available:

Athletics/Cheerleading	Key Club	Band
WBL Sportsmanship	Quiz Bowl Team	KNN
Echo (Yearbook)	Top Twenty	WCC
Student Council	Ambassadors	BRAVO
Robotics	Gaming Club	FCA
A-Company	Young Republicans	FFA
Big Brothers Big Sisters	KES Mentoring	KATS

### ***FULL TIME STUDENTS***

Only full time students enrolled in courses equaling FIVE credits are eligible to hold office as a class officer, student council member, club officer, or to represent any Kenton High School organization.

### ***NATIONAL HONOR SOCIETY***

To be selected for membership in the Simon Kenton Chapter of the National Honor Society, junior and senior level students will be evaluated in each of the following:

SCHOLARSHIP - All candidates must have a 3.2 grade point average accumulated over their high school years.

LEADERSHIP - Candidates must have served or be serving in at least two different, unpaid positions of leadership elected or appointed during their high school years. School or non-school activities may be used.

SERVICE - During high school, candidates must have participated in a minimum of three different, unpaid extracurricular organizations, two of which must have been school related. These are to be organizational memberships, not community service or volunteer projects.

CHARACTER - Candidates must have no convictions under the criminal code of the State of Ohio, no record of continued violations of school rules or regulations, and no out - of - school suspensions. In addition, the signatures of two teachers are required to verify each candidate's exemplary good character.

After the first semester is completed and grade point averages are calculated, a list will be posted of those students who have a cumulative grade point average of at least a 3.2 or higher. Students whose names do not appear on the list may request a review of their records to determine their scholarship eligibility status.

Eligible students must be enrolled in regular or accelerated CORE courses at KHS as well as complete an application form and return it to the National Honor Society Advisor by the date stipulated on the form. Faculty and administrators will review the applications to verify that candidate requirements have been met.

Should the candidate be selected for membership, he/she is expected to maintain **all** standards. Any member who does not maintain at least a 3.0 cumulative GPA; or who has a criminal conviction, an out-of-school suspension, or continued violations of school rules or regulations; or who fails to participate in at least one NHS sponsored or approved community service project during the senior year will forfeit membership.

### **ACADEMIC LETTERS**

Kenton High School offers students the opportunity to earn an academic letter. Eligibility for the academic letter is as follows:

1. Students must have received credit during the first semester totaling 2.5 credits. Students must also be enrolled in a minimum of 2.5 credits second semester.
2. Academic letters and awards for the previous school year at Kenton High School will be awarded to sophomores, juniors, and seniors at an evening reception. The following minimum grade point average must have been earned for the school year.
  - a. Freshman year: 3.8 GPA (includes high school courses taken in 8<sup>th</sup> grade)
  - b. Sophomore year: 3.7 GPA
  - c. Junior year: 3.6 GPA
3. For seniors, a minimum GPA of 3.5 must have been earned for the first semester and for the third nine weeks of their senior year. Senior academic letters and awards will be given during the Senior Awards Day program.
4. Students earning an academic letter will receive a letter "K" the first year and academic pins for each additional year. A plaque is awarded to students who attain four years of academic excellence.

### **SOCIAL FUNCTIONS**

Social functions are sponsored by the school throughout the year. Usually a small admission is charged to pay for expenses. Most social functions are for high school students only. At most functions, if a student leaves, he/she will not be permitted to return to the event. **Non-KHS students over the age of 18 are not permitted to attend Homecoming. Non-KHS students over the age of 20 are not permitted to attend Prom. It is not a right to attend graduation, dances, and extra-curricular activities. Students may be removed at the last minute for code of conduct violations.**

### **ECHO**

Echo is the school yearbook. It is designed to give a picture summary of the year's activities including pictures of all the students. Any student may purchase the yearbook during the school year.

### **POSTERS AND SIGNS**

All signs, posters, banners, etc. must be approved by administration. They must be neat, colorful, and in good taste. They are to be fastened only to the tile part of the walls with tape above drinking

fountains and in the cafeteria.

#### ***EMERGENCY MEDICAL AUTHORIZATION***

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year.

#### ***INTERSCHOLASTIC SPORTS***

KHS offers the following sports and is a member of the WBL.

Fall: Cross Country, Football, Golf, Soccer,  
Tennis (G), Volleyball

Winter: Basketball, Swimming, Wrestling, Bowling

Spring: Baseball, Softball, Tennis (B), Track and Field

All Kenton athletes are subject to the Kenton City Schools Extracurricular Code of Conduct. All athletes are also subject to the training rules of each team. All sports are open to all students 9-12. Athletic physicals are required to be on file with the Kenton High School Athletic Director before students participate in athletic team practices.

#### ***CHEERLEADERS AND MASCOT***

Cheerleaders are selected to represent the school and promote school spirit at football games and at boys' basketball games. Cheerleaders are also expected to exemplify good school spirit and citizenship throughout the school day and year. Cheerleading tryouts are held in the spring for the next year. The mascot is usually selected at the same time as the cheerleaders and is subject to the same rules as all other participants.

#### ***ATHLETIC ELIGIBILITY***

All athletes and cheerleaders are subject to the eligibility rules as established by the Ohio High School Athletic Association (OHSAA). OHSAA eligibility for extracurricular athletics requires that the student pass five classes each nine weeks. P.E. is  $\frac{1}{4}$  credit but does not count towards eligibility. Students must be passing 5 one-credit classes or the equivalent to be eligible. In addition to the five classes, students must maintain a 1.0 G.P.A per nine weeks to participate in OHSAA athletics. Students must meet all OHSAA transfer rules and not have reached the age of 20 prior to August 1st. Playing on independent teams may affect athletic eligibility--check with the Athletic Director.

### ***ACTIVITY CONFLICTS - RESOLUTION***

When a student's dual participation in athletics and other school activities results in a conflict, the following policy will apply.

1. A "performance", athletic contest, or musical concert will have priority over normal practices or rehearsals. In the event a practice or rehearsal is scheduled at the same time as an athletic contest in which the student is scheduled to participate, the athletic contest has priority and the student is to be excused without penalty from the practice or rehearsal. Conversely, in the event a music or other activity performance conflicts with an athletes practice, the performance has priority and the athlete is excused from the athletic practice without penalty.
  2. Practices and rehearsals should be scheduled so as to avoid conflict with the "standard practice" times of other ongoing activities. Knowing that this is not always possible, there will inevitably be conflicts. When conflicts do occur, the supervising adults are to be the first line of resolve.  
If compromise or agreement cannot be reached with these two parties, then the principal will arbitrate the conflict. Normally, the principal will suggest that the student choose the activity in which he/she will participate. When such a decision is reached, the student shall participate in the chosen activity and be excused from the other without penalty.
  3. In the event a music or other activity performance conflicts with an athletic contest scheduled at the same time, the student is again permitted a choice without penalty. In conflicts of this nature, the principal may act as an arbitrator, taking into consideration the impact of the student's participation or non-participation in the two conflicting events.  
When considering the impact of participation, such factors as the level of competition, make-up of the squad or activity, travel arrangements and other factors will be considered. Participation typically ranges from normal practices/rehearsals to state-level competition, and will be prioritized accordingly.
- \* If a student, or his/her parents, choose to attend a practice or performance contrary to these guidelines, the offended activity advisor/coach may apply an appropriate consequence to the student.
  - \* Exceptions to the norm may be made by the school's administration.



## II. CURRICULUM/INSTRUCTION

### *TYPE OF DIPLOMAS*

DIPLOMA - Student passes required courses, accumulates necessary units of credit and passes all parts of required state testing.

HONORS DIPLOMA - Student passes required courses, accumulates necessary units of credit, passes all parts of required state testing, and achieves seven of the eight (same for the vocational/technical honors diploma) requirements established by the State Board of Education as described in the Student Registration Booklet.

### *CERTIFICATE OF ATTENDANCE*

Foreign exchange students do not graduate from Kenton High School. They are given a certificate of attendance and are **not allowed to participate in the Commencement Ceremony unless they meet all graduation requirements.**

### *COURSE DESCRIPTIONS*

Course descriptions and registration materials are published in a separate booklet which is issued to each student during the "Spring Registration".

### *MINIMUM GRADE CLASSIFICATIONS*

Promotion to the next grade (or level) is based on the following criteria:

Freshman - passed 8th grade	Junior – 10 credits
Sophomore - 5 credits	Senior – 15 credits

### *MINIMUM GRADUATION REQUIREMENTS*

English	4 yrs....4 credits
Mathematics	4 yrs....4 credits
Social Studies	3 yrs....3 credits
Science	3 yrs....3 credits
Phy. Ed	2 sem...1/2 credit
Health Ed	1 sem...1/2 credit
Electives	<u>5 credits</u>
Fine Arts	1 yr.....1 credit

TOTAL CREDITS: **21**

### *EARLY GRADUATION POLICY*

To qualify for early graduation a student must be a sophomore in good standing with a minimum of at least thirteen credits. The student must apply in writing by the end of their sophomore year and schedule a conference with the principal, parents, and guidance staff. All required state assessments must be successfully completed prior to entering their

last year. Students will have to schedule eight periods of classes during their "senior" year. They will be identified as junior status until the beginning of the second semester.

#### ***SCHEDULE CHANGE POLICY***

No changes will be made to student schedules after the second week in June. Changes during the first 2 weeks of school will only be made if there is a/an:

- Administrative error
- Course failure
- Class addition (i.e. to meet pre-requisites, graduation requirements, honors diploma, or to upgrade a schedule)
- A teacher recommendation.

Any schedule adjustments will only be made after a team conference with the teacher, counselor, administrator, and parent.

A schedule change will not be considered if it will drop the student (including 18-year old students not in a work program) below the minimum required number of class periods per week. Grades 9-10 need a minimum of 7 class periods per semester, juniors need a minimum of 6 class periods per semester, and seniors need a minimum of 5 class periods per semester.

#### ***COURSE WITHDRAWAL POLICY***

Should a student withdraw from a class after the team conference (see schedule change policy above) within week #7 thru #12, any grade earned for the nine weeks and reported on the grade card will stand. However, his/her transcript will show a "W" which is not computed in the GPA. Students who withdraw from any course after week #12, receive an "F" which is recorded on the transcript and computed in the GPA.

#### ***CREDIT FLEXIBILITY***

In 2006, Senate Bill 311, required the State Board of Education to adopt a plan that enables "students to earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction."

Students will be able to earn credit through demonstrated mastery and performance. With Credit Flex, students can earn high school credit by: completing traditional course work (120 hours of seat time) testing out or demonstrating mastery of the course content by pursuing educational options (e.g. online learning, independent study, internships, educational travel, music/art projects)

Basically, the Credit Flex plan means more choice in deciding how, when, and where students learn while expanding pathway options to college and career goals. A time line, application materials, and credit flex guidelines are contained in a packet, which is available in the Guidance Office. All applications should be returned to the Guidance Office.

### **INCOMPLETES**

An "I" (incomplete) grade will be given for incomplete work of a cognitive nature. THE RESPONSIBILITY FOR MAKING UP THE INCOMPLETE WORK BECOMES THAT OF THE STUDENT. The period of time for make-up will follow school policy, but should not exceed four weeks from the close of the grading period. Should the work not be made up within the aforementioned time the grade will automatically revert to the earned grade. The responsibility for changing the "I" grade belongs to the teacher who must inform administration of the change. Consideration will be given to students having extenuating circumstances (example: a student who may be hospitalized for five weeks).

### **GRADING SCALE**

To unify the methods used for the value of each letter grade, the following scale is adopted by Kenton High School:

Gr.	Non- Weighted	Point Value	Weighted	Point Value	Percentage
A+	4.0	4.00001	5.0	5.00001	99-100
A	4.0	3.80-4.00	5.0	4.80-5.00	93-98
A-	3.7	3.50-3.79	4.7	4.50-4.79	90-92
B+	3.3	3.20-3.49	4.3	4.20-4.49	88-89
B	3.0	2.80-3.19	4.0	3.80-4.00	83-87
B-	2.7	2.50-2.79	3.7	3.50-3.79	80-82
C+	2.3	2.20-2.49	3.3	3.20-3.49	78-79
C	2.0	1.80-2.19	3.0	2.80-3.19	73-77
C-	1.7	1.50-1.79	2.7	2.50-2.79	70-72
D+	1.3	1.20-1.49	2.3	2.20-2.49	68-69
D	1.0	0.80-1.19	2.0	1.80-2.19	63-67
D-	.7	0.50- .79	1.7	1.50-1.79	60-62
F	.0	0.00- .49	0.0	0.00-.49	00-59

\*Dual enrollment courses are the only weighted courses.

Examples:

1 <sup>st</sup> 9 weeks	A	1 <sup>st</sup> 9 weeks	C+
2 <sup>nd</sup> 9 weeks	C	2 <sup>nd</sup> 9 weeks	D
Sem. Avg.	B	Sem. Avg.	C-

To compute, first take the point value of each letter grade and add them together. Next, take the sum of the point values and divide by 2. The total point value is equivalent to a letter grade.

$$\begin{array}{l} 4.0(A) + 2.0(C) = 6.0 \quad 6.0 / 2 = 3.0 \quad 3.0 \text{ point value} = B \\ 2.3(C+) + 1.0 (D) = 3.3 \quad 3.3 / 2 = 1.65 \quad 1.65 \text{ point value} = C- \end{array}$$

### ***CHEATING AND PLAGIARISM***

A student shall not obtain by fraudulent, dishonest or deceptive means and use as his or her own (or provide another student, teacher or parent) the work, work product, questions on or answers to examinations, or any like matters or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of other course assignments. A student shall not use the written work of any other person or parts or passages of such other person's writings, or the ideas of such other person and hold them out as or represent them to be the product of his or her own mind.

Under the Ohio Administrative Code, most of the materials used to administer state tests are considered "secure test materials". Secure test materials include test booklets, English and foreign language CD's, completed answer documents and other materials that contain student information or responses. Students involved in cheating on their own tests in any manner, releasing any test question or other content of a test to any student or students, or assisting students to cheat in any way may be punishable by failing the test, suspension, expulsion, and/or prosecution.

### ***REPORT CARDS***

**Parents and students are encouraged to access the online gradebook (Progress Book) to monitor weekly academic progress. This may be accessed through the KCS website.**

A parent who desires further explanation should contact the teacher of the class(es) their student is having difficulty in. The most convenient way for a parent to contact a teacher is to telephone the main office, give name and telephone number, and request that the teacher return the call. All staff are also available by e-mail at: kentonschools.org. Except in cases of extreme emergency teachers will not be called from class to take a telephone call or to meet personally with parents.

### ***CAT (Celebrating Academic Triumph) CARD PROGRAM***

The Cat Card program is a commitment by students to academic excellence and achievement. With this program we hope to positively recognize academic achievement and improvement with an emphasis on good attendance and discipline by supplying meaningful incentives. The reward criterion is applied **each nine weeks**.

**Gold Cat Card** is awarded to those students who have a 3.8 GPA, no discipline referrals, and any combination of absences or tardies totaling no more than three for the nine weeks excluding medical excuses, legal excuses, funerals, or field trips. **Students must apply for a Cat card.**

**Silver Cat Card** is awarded to those students who have a 3.2-3.79 GPA, no discipline referrals, and any combination of absences or tardies totaling no more than three for the nine weeks, excluding medical excuses, legal excuses, funerals, or field trips.

**Bronze Cat Card** is awarded to those students who have raised their GPA .3 points from the previous nine weeks, no discipline referrals, and any combination of absences or tardies totaling no more than three for the nine weeks excluding medical excuses, legal excuses, funerals, or field trips.

Incentives for the Cat Card will vary depending on the nine weeks. In order to take advantage of the Cat Card incentives all fees must be paid, and a parent signed permission slip is needed. Students will be responsible for picking up a permission slip and turning it in to the Guidance Office on or before the assigned date. As with any privilege, a Cat Card can be withdrawn at any time because of misuse, abuse, disciplinary reasons or any other just cause.

### ***HONOR ROLL***

Scholarship is encouraged and recognized through an academic honor roll. The Honor and Merit rolls are compiled at the end of each grading period. All students who have earned at least a 3.2 average for a grading period are included on the Honor roll. Students who earns a 3.8 GPA or higher will be recognized on the Merit Roll. A student who has an Incomplete (I), a D, or a Failure (F) on his/her grading report will not be included on the honor roll regardless of the point average.

### ***HIGH DISTINCTION***

Students may graduate with distinction or high distinction if they fulfill the following cumulative GPA requirement at the end of seven semesters.

DISTINCTION -- Cumulative GPA of 3.50 - 3.749.

A black tassel is worn at graduation.

HIGH DISTINCTION - Cumulative GPA of 3.75 - 4.0.

A gold tassel is worn at graduation.

### ***TEXTBOOKS, COMPUTERS, WORKBOOKS AND FEES***

All basic textbooks and computers are loaned to the students for their use during the school year. Workbooks and other supplies are paid for by the student. Students should mark their workbooks and supplies so that they can be easily identified. Fees are charged in various classes for material used by students. Students may contact the office if they need assistance in paying for workbooks or fees.

**Students have the option of purchasing \$40.00 insurance on their Chromebooks. This insurance will cover repairs of one incident of damage. The insurance will only cover the replacement of a lost Chromebook in the presence of a police report noting that the item was stolen. After the incident, it is recommended that another \$40.00 insurance fund be purchased. If a student elects not to purchase insurance, they will be responsible for the full cost of any loss or damage to the Chromebook.**

**All Students will pay a \$5.00 technology fee. These courses have additional fee's for resources and materials outside the normal**

operating expenses of the school: Art, Band, Choir, Flags, Biology, Acc. Biology, Chemistry, Acc. Chemistry, Physical Science, Physics, Earth Science, Anatomy/Physiology, Basic/Advanced Foods, and Physical Education Lock Rental.

### III. STUDENT SERVICES

#### *MEDIA CENTER*

The purpose of the Kenton H.S. Library Media Center is to support student learning, the curriculum, and instruction. The LMC provides print resources (books and magazines), computer laptops, and access to excellent INFOhio electronic resources. The school's networked computer resources cannot be accessed without the student's login and password that are passed out at the beginning of the year. **Students are expected to use the LMC and its resources for academic activities. Students are to have work to do when they go to the LMC and to behave in a manner that supports a quiet study atmosphere.**

Students may use the facility & computers without a pass before school each morning and when their teachers schedule classes in the LMC. The students may request an LMC pass from the library staff to use during their regularly scheduled Study Hall period. Students should request passes in a timely manner as the library staff will not write late passes if students are late to class. Students may request a research pass from their classroom teacher to use during their class time. Study Hall monitors may write LMC passes to use during Study Hall time ONLY for a brief errand (return materials, print a report, make a copy, etc.).

Print resources may be checked out for a 2-week period and there are special check out periods for reserve items. Students are responsible for replacement costs for any checked out item that is damaged or lost.

#### *GUIDANCE DEPARTMENT*

The purpose of the school counseling department is to advocate for all students in their academic, career, and personal/social development, as well as teaching them the skills and resilience they need to be successful in their present and future endeavors.

#### *NCAA REGISTRATION*

High school student-athletes planning to enroll at an NCAA Division I or II institution must be certified by the Eligibility Center. During junior year the students may register at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). Follow all instructions for Prospective Student Athletes. Transcripts are sent twice from the Guidance Office: once upon completion of six semesters, and again upon high school graduation. ACT/SAT scores need to come to the Eligibility Center directly from ACT/SAT. When registering for the ACT/SAT, use code 9999 (Eligibility Center) as one of the free test-score recipients.

### ***FINANCIAL AID***

Financial aid information and all state and federal aid applications are available for two and four year colleges in the guidance office.

### ***COLLEGE ENTRANCE TESTS***

Admission policies at various colleges differ. Many colleges require an entrance test in the form of the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or the American College Test (ACT). The counselors will help you determine the necessary entrance requirements and the time to apply for admission. Such planning should begin in the Sophomore and Junior years. Specific announcements are included in the announcements and on various bulletin boards.

### ***COLLEGE VISITS***

Seniors who are interested in visiting colleges are encouraged to do so on Saturdays and vacation days. If you must miss school to visit a college, that day will not count against perfect attendance provided a letter or fax from the college is on file in the attendance office for the visit. Without this advance notice, the absence will not be approved as school-related and although it may be excused, it will count against perfect attendance. Missed assignments are the responsibility of the student. Generally, Juniors and Seniors will be limited to two visits during the school year. However, additional college visits will be pre-approved by administration.

### ***CLASS RINGS***

Rings may be ordered any time after a student enters Kenton High School. Orders are usually taken in the early fall with delivery in time for Christmas. A deposit is required at the time of the order with the balance due on delivery.

### ***SCHOOL PICTURES***

Pictures are taken prior to the beginning of the school year. Retakes and make ups are taken during the school year. Senior pictures may be taken by a photographer of the student's choice. Senior pictures submitted for the yearbook must be appropriate and in good taste. A digital or film photo must be given to the yearbook advisor by February 1.

### ***HEALTH SERVICES***

Students who become ill or injured during the school day must report to Wildcat Health Center. Normally, parents/guardians will be notified and requested to pick up the student and take him/her home. Students are not to leave the building without permission and signing out in the main office.

### ***MEDICATION***

Only a day's supply of medicine should be brought to school. Students are to show Wildcat Health Center personnel their medicine to help prevent misunderstandings. Medications that need to be taken

regularly during the school day should be given to the Wildcat Health Center to be stored.

### ***STUDENT VALUABLES***

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

### ***CAFETERIA***

Efforts have been made to make the cafeteria a nice setting in which to eat your lunch. Students are expected to clean up after themselves and place trash in designated area. No food is to be taken out of the cafeteria. Students must stay in the cafeteria or be in the designated area for the lunch period. Students may bring canned soft drinks to lunch- no glass bottles.

### ***CLOSED LUNCH POLICY***

It is the policy of Kenton High School that students are not to be excused to eat lunch at home or in commercial establishments. **Eighteen year-old students are not permitted to sign out for lunch.** In addition, food may not be ordered from other eating establishments and delivered to the school.

The only exception to this policy is **earned** through Gold, Silver, and Bronze Cards. This privilege requires that students sign in and out as well as follow the rules and do not bring food or drink back into the building. Failure to follow the rules will result in loss of the privilege. No parental notes or phone calls will excuse students for lunch.

### ***FREE AND/OR REDUCED PRICED LUNCHESES***

Applications for students meeting the eligibility guidelines for free or reduced priced lunches are available in the school office. This program is administered by the cafeteria manager.

### ***FIRE DRILLS***

Fire drills are required by the State of Ohio. At regular intervals, we will conduct a drill. When the fire bell rings, everyone should obey orders promptly and evacuate the building by the designated route. (Routes are posted in each room). All doors and windows should be closed and the lights turned off.

### ***SEVERE WEATHER***

In the case of a Tornado Warning, all outdoor activities will cease and the students will return to the building. The Tornado Warning will be an announcement over the PA system. The teacher will close draperies, take students to an interior wall (instructions are posted in each room), avoid large open areas, take class roster to check attendance, and remain in the shelter area until an all-clear is given.



#### ***CARE OF SCHOOL PROPERTY***

Students are responsible for the proper care of all computers, books, equipment, windows, doors, lockers, walls, and will be required to pay for any damages that they cause.

#### ***CHANGE OF ADDRESS***

Students are to notify the school office of any changes in their address, telephone number, or with whom they are living. Failure to do so may result in charges for returned mail being placed on student accounts.

#### ***LOST AND FOUND***

All items found should be brought to the office.

#### ***STUDENT INSURANCE***

Student insurance is available for those parents wanting to purchase additional insurance coverage. The school acts as a source for supplying the insurance forms and a place to answer questions. The school assumes no liability either for the injury or the subsequent negotiations with the company. Claim forms will be available in the main office.

#### ***PARKING PERMITS AND AUTOMOBILE INSURANCE***

Students that drive to school must provide the office a copy of a valid drivers license, proof of insurance, and obtain a parking permit.

#### ***TELEPHONES***

Students may use the office phone for emergencies with permission from the office. However, calls made during the school day may be monitored. Students are required to sign the phone log in the office when using the phone. Students should have a pass to the office to use the phone.

#### ***PHONE MESSAGES***

Kenton High School has a message center that will accept your call when the office is closed. This service can be used for calling in sick or leaving an important message for a return call. Please give your name, reason for calling, and phone number if you wish to have your call returned. Please dial 419-673-1286.

#### ***VISITORS***

It is Kenton High School's policy to be friendly and courteous to adult school visitors and to encourage school visitations by parents. However, as a security measure, all school visitors are required to check in at the school office before proceeding on into the building. Because of the importance of each student's education, student visitors are not permitted.

#### ***WORK PERMITS***

Applications for work permits, which are required by law for those under 18 years of age, are available at the Kenton City Schools Board of Education office, located at 222 W Carrol Street. A new permit is

required every time there is a job change. Specific information about work permits can be answered by the office.

#### **IV. STUDENT ATTENDANCE/CONDUCT**

##### ***MAKE-UP ASSIGNMENTS***

Making up assignments is the student's responsibility. Arrangements should be made with each individual teacher as to what is to be done and when it will be due. If the absence is for an extended period of time (3 days or more), homework may be requested by calling the main office.

Any work that is missed during an excused absence may be made-up. In general, a student is allowed the number of days absent plus one additional day, to make up the missed work. This does not include assignments due the first day of the excused absence. These are due upon the student's return. All make up assignments must be completed by the end of each grading period unless absences occur at the end of the grading period.

##### ***SCHOOL HOURS***

Classes begin at 8:10 A.M. and continue until 3:00 P.M. There are three minutes between classes. All lunch periods are 30 minutes in length. Students are expected to leave the building at the end of the school day. Students who are involved in after school activities must be under the supervision of a faculty representative.

##### ***EARLY SIGN OUT PROCEDURE***

Occasionally, a student may need to leave school before 3:00 P.M. due to certain situations, medical appointments or family emergencies. The procedure is as follows:

1. A note from home **MUST** be brought to the office by 8:45 A.M. the day the student is to leave early. Notes after this time must be verified.
2. The student will be given an early dismissal note which indicates the dismissal time.
3. The student will then show this form to the appropriate teacher who will also sign the early dismissal note.
4. The student is responsible for reporting to the office, signing out and leaving the dismissal note with office personnel.

Students are expected to be in their classes or assigned areas at all times. Students, who find it necessary to leave the building at any time, even at the request of a teacher, should report to the assistant principal and receive permission to sign out and leave the building. This permission is secured through the office prior to any student leaving the building. Deviation from this procedure results in the student being truant.

### **ATTENDANCE REGULATIONS**

Regular attendance is required of all students. The Ohio Compulsory Attendance Law states, "Every parent, guardian, or other person having charge of any child between the ages of six and eighteen years, must send each child to a public, private, or parochial school for the full time that school is in session. Such attendance must begin with the first week of the school term unless the child is excused upon satisfactory evidence showing either that physical or emotional condition of the child does not permit his/her attendance at school."

Furthermore, Amended Substitute Bill 321 "The Missing Child Act" says: "The Board of Education of each school district shall adopt a written policy with respect to notification of a student's parents, custodial parent, guardian, legal custodian or other person responsible for him when the student is absent from school." Accordingly, Kenton High School policy shall be:

Whenever an absence occurs parents are to contact the Kenton High School office (419-673-1286) prior to 9:00 AM on the day of the absence. When the parent /guardian fails to notify the school of an absence, the school will attempt to contact the home of the student, either by phone, post card, or letter may be sent notifying the parents/guardians of the absence(s). On their return to school, pupils are to bring a note from home explaining the reason for the absence, the date of the absence, and the note is to be signed by the parent/guardian. **If a note or phone call is not received by the attendance office within twenty-four hours of the student's return to school, the absence will be considered unexcused.**

Absences are normally marked as excused if they fall into one of the following categories:

1. Personal illness (a doctor's slip may be requested)
2. Illness in the family (doctor's slip may be needed)
3. Quarantine of the home
4. Death of a member of the immediate family
5. Required work in the home due to the absence of the parent/guardian
6. Observance of a religious holiday
7. Farm work on a family farm
8. Emergency set of circumstances which may constitute a good and sufficient cause for absence from school

**Students who are habitually truant or tardy to school are subject to disciplinary consequences. "Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for 30+ consecutive hours, 42+ hours in a school month, or 72+ hours in a school year.**

### ***WITHDRAWAL/TRANSFER FROM SCHOOL***

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with state law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county, if she/he is under the age of 18. Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

### ***ATTENDANCE FOR 18 YEAR OLD SENIORS***

Although eighteen is the legal age of an adult, it is not an exemption from responsible behavior. **THE 18 YEAR OLD MUST ABIDE BY THE SCHOOL RULES REQUIRED OF ALL STUDENTS.** A pattern of excessive absences or nonattendance may result in the student being withdrawn from school.

### ***EARLY DISMISSAL***

This is an option for seniors only and is available only for the last period of the day. Seniors with early dismissal need to leave the building promptly and not return until school is dismissed.

### ***EXTENDED ABSENCE/VACATIONS***

In addition to the above guidelines, Kenton High School has a procedure for prearranged absences with the permission of the principal for reasons not listed above. An extended absence form is available in the main office explaining your absence request. Extended absence forms must be turned in to the attendance secretary five (5) days in advance of the planned absence.

### ***STUDENT ABSENCES AND EXCUSES***

Any student absent for ten (10) days or more in any class in a semester may not receive credit for that subject.

**WARNING: Careless absences early may cause problems later in the semester.** The parent(s) or guardian(s) will be sent a warning letter after five (5) days absent and a letter notifying them of the loss of credit after ten (10) days.

### ***ATTENDANCE APPEAL***

Within ten (10) days of the receipt of the loss of credit notification, the parent/guardian, or student have the opportunity to appeal the no-credit decision. This is to be a written appeal and must be made by letter. The appeal shall be delivered to the high school principal. If no appeal is made during this time, the no-credit decision will stand. Upon receiving an appeal, the principal will review the matter and render a decision within five (5) business/school days. Should the parent/guardian or student desire, they can appeal the high school principal's decision to the superintendent. This appeal must be in writing and delivered to the

superintendent within ten (10) days of the high school principal's decision. If no appeal is made during this time, the no-credit decision will stand.

***TARDY POLICY (TO SCHOOL, CLASS, OR STUDY HALL)***

It is important that students be to school and classes on time as tardiness is disruptive to the educational process. School starts promptly at 8:10 a.m. Students arriving to class after 8:10 must report to their first period class. Students arriving after 8:15 a.m. must sign in to the office. The consequences for unexcused tardies (**per nine weeks**) will be:

- Three (3) unexcused tardies- Teacher Consequence
- Four (4) unexcused tardies- Detention
- Five (5) unexcused tardies- Wednesday Discipline School
- Six (6) unexcused tardies- Detention + Wednesday School
- Seven (7) unexcused tardies- Two Wednesday Discipline School's
- Eight (8) unexcused tardies- Saturday Discipline School

**Any student who accumulates nine (9) or more tardies in a grading period will be issued a combination of after school consequences consisting of a Saturday school, detentions, and Wednesday school detentions. Furthermore, any student who accumulates nine (9) or more tardies in a grading period will be considered insubordinate and may result in further disciplinary action. Students habitually late to school will be identified as being truant and may have charges filed with the Juvenile Court. Driving privileges to school may also be revoked.**

***REQUIRED ATTENDANCE FOR EXTRACURRICULAR PARTICIPATION***

Students who wish to participate in any extracurricular practices or contests must be in attendance from **11:30 a.m. until the end of the student's schedule day**. Exceptions may be made for good and just reasons as determined by the principal.

***UNEXCUSED ABSENCES FROM A CLASS***

In cases where students are absent from a class and this is due to truancy, skipping, or fits the criteria for "unexcused", students may be required to make up the time they have missed through detentions, Wednesday Discipline School, Saturday Discipline School, or time in the high school Alternative Learning Center (ALC).

***STUDENT BEHAVIOR / DISCIPLINE***

One of the primary responsibilities of Kenton High School and its professional staff is to develop an understanding of and appreciation for the rights and responsibilities of the individual. Effective discipline, observance of good order, and respect for the rights of others are necessary so that all pupils may obtain the highest degree of quality education. So that students will know what is not proper conduct, the following code of conduct has been developed. This code and its provisions shall be applicable both during regularly scheduled school hours as well as such other times and places, including but not necessarily limited to school

sponsored events, field trips, athletic functions, and the like, where school personnel have jurisdiction over students.

#### ***STUDENT CODE OF CONDUCT***

A violation of any of the following rules may result in disciplinary action, including detention, suspension, expulsion, or removal from class or extracurricular activities on the premises.

1. Disruption of school: A student shall not by the use of violence, force, noise, threat, or any form of intimidation cause the disruption of any function of the school. While this list is not intended to be exclusive, the following acts, when done for the purpose of causing a disruption of school functions illustrate the kinds of offenses encompassed here:
  - (a) Occupying the school grounds, or part thereof with the intent of depriving others of its use;
  - (b) Setting fire to or damaging any part of the school building or property;
  - (c) Firing, displaying, or threatening use of any explosives, including fireworks;
  - (d) Creating a panic among other students and staff with talk about guns, bombs, or other threatening behaviors;
  - (d) Continuously making noise or acting in any manner so as to interfere seriously with a teacher's ability to conduct class;
  - (e) Displaying unusual appearance and/or dress so as to interfere with the normal operation of the school.
2. A student shall not cause or attempt to cause damage or theft of property including building, grounds, equipment, materials, or private property on school grounds, or at any school activity on or off school grounds.
3. A student shall not act or behave in such a way as could cause physical injury to another person or persons. No student shall knowingly cause another person to believe he will cause physical harm to the person or person's property at school or at a school function. No student shall cause a staff member to believe that he will cause physical harm to the staff member, staff member's family, property at school or at the staff member's home.
4. A student shall not possess, handle, transmit or conceal any object that could reasonably be considered a weapon(knives, guns, look-a-like guns, chains, etc...)
5. A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drugs, narcotics, look-alike drug, or mind-altering substances. Students shall not have drug paraphernalia in their possession.
6. Students shall not smoke or use any form of tobacco in the school building, on school grounds, or at school functions. Students shall not have smoking paraphernalia or any form of tobacco in their possession.
7. Students shall not use, or have in their possession, electronic cigarettes/ vaporizers in the school building, on school grounds, or

at school functions. This restriction also applies to any newly marketed product designed for the same purpose as electronic cigarettes and vape pens.

8. Students shall not gamble in any form on school grounds or at school events.
9. Students shall not violate any law or ordinance of the City of Kenton when the student is properly under the authority of any school personnel.
10. A student shall not fail to comply with the directions given by teachers or any other school personnel when the student is properly under the authority of school personnel.
11. Students shall not be absent from school for any part of the school day or tardy to school or class without school authorization and parental consent.
12. Students shall comply with established conduct and safety regulations as posted in each school bus.
13. Students shall abide by all school, city, county, and state, motor vehicle regulations.
14. A student shall not use profanity or obscene language, either verbal or written, in communication with any school personnel, visitor, or student. This includes the use of obscene gestures, signs, pictures, or publications.
15. Students shall not use other people's work without giving proper credit. Students shall not copy or attempt to copy daily work, hand-in work, or work on tests and quizzes.
16. Students may bring soft drinks, in cans or plastic bottles, to school, but these drinks must remain in their lockers during the school day. Drinks may be taken to the cafeteria during lunch periods.
17. Students shall abide by the electronic device policy
18. Excessive display of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited. Examples of this would include: kissing and hugging.
19. All students are to park in the school parking lot in the front of the school or in the athletic building parking lot. No students are to park in the front row in the main parking lot. Cars parked incorrectly may be towed and/or student's parking privileges revoked. Unsafe driving practices will not be tolerated. Maximum speed limit is 10 M.P.H. Because of the number of pedestrians in the parking lot before and after school, drivers and students are expected to use extreme caution. Reported violations will result in parking privileges being revoked or will result in the car being towed at the student's expense.
20. Loitering is prohibited on or around school property. Students are to be moving toward school in the morning and away from school at dismissal time.
21. Students shall not contribute to a disruption by encouraging other students to fight, by stopping to observe, or otherwise impeding the ability of staff to intervene.
22. Students shall not lie about, fabricate, distort or misrepresent in

- verbal or written form, information given to school employees.
23. Students shall not encourage, instigate, or conspire with others to violate any school rules.

#### ***INSUBORDINATION***

The failure of a student to comply with any school rule at any school sponsored activity or who fails to obey a school employee (including substitute teachers) exercising his/her assigned duties shall be considered insubordinate. **Faculty and staff will be respected at all times. A substitute teacher is to be treated with the same respect as a regular teacher.** Insubordination and/or disrespect will subject the student to disciplinary consequences.

#### ***PHYSICAL RESTRAINT***

Section 3319.41 of the Ohio Revised Code specifies that: A person employed or engaged as a staff member, teacher, principal or administrator in a school, whether public or private, may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense, or for the protection of persons or property.

#### ***REFUSAL TO IDENTIFY***

All persons must, upon request, identify themselves to proper school authorities in the school building or on grounds or at a school sponsored function.

#### ***BOOK BAGS***

Although book bags can be used by many students to manage a busy schedule without traveling back to a locker, they also present several problems in the classroom. They take up additional space on a desktop or can be a safety concern in a narrow aisle. Additionally, students often carry extra, inappropriate items such as snacks and drinks. In order to avoid such disruptions, all bags used to carry books must be kept in the lockers during the school day.

#### ***PURSES***

Students who bring purses to school are to secure them in their locker. They are not to be taken into class during the day. Purses may be taken to lunch or restrooms as needed and then returned to lockers.

#### ***DISCIPLINARY ACTION***

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.



### ***REMOVAL FROM CLASS***

Students are expected to cooperate with reasonable instructions and directions of staff members. Failure to do so will be considered an act of insubordination and may result in suspension or expulsion. If the student's presence poses a continuing danger to persons or property, or an on-going threat of disrupting the academic process, the teacher may remove the student from curricular or extra-curricular activities under his/her supervision. If a teacher makes an emergency removal from class, the student may be sent to the office and reasons for the removal will be submitted to the high school administration.

### ***DETENTION***

Detention, when assigned by the Assistant Principal or teacher, typically will be held after school for no more than 30 minutes. Failure to report for detention on time will result in the student receiving additional consequences. Consideration will be given to emergency situations.

### ***WEDNESDAY DISCIPLINE SCHOOL (WDS)***

Wednesday (Discipline) school is used as an alternative to out-of-school suspension. This program is held at the school on Wednesday from 3:05-4:30PM. Failure to report on an assigned date will result in additional disciplinary consequences. Transportation home from Wednesday School is a parent/legal guardian responsibility.

### ***SATURDAY DISCIPLINE SCHOOL (SDS)***

Saturday (Discipline) school is used as an alternative to out-of-school suspension. This program is held at the school on Saturday from 8:00-11:00 AM. Failure to report on an assigned date will result in additional disciplinary consequences. Transportation home from Saturday School is a parent/legal guardian responsibility.

### ***ALTERNATIVE LEARNING CENTER (ALC)***

Student discipline should be designed, as much as possible, to create a positive change in the student's behavior. The ALC room provides social separation and an intensified academic need for a positive approach. Additionally, ALC can be used as an alternative to out-of-school suspension.

### ***OUT OF SCHOOL SUSPENSIONS (OSS)***

A student may be suspended from one to ten days by an administrator because of a serious offense or repeated misbehavior. The home is to be notified of a student's suspension by telephone immediately, if possible, and by mail within 24 to 48 hours. OSS results in the loss of the privilege to participate in school, extracurricular and co-curricular activities during the time of the suspension. While on suspension the student's daily work cannot be made up for credit. Any suspension days are counted as unexcused absences. Make-up of major tests and projects will be determined by the administration.

In Summary:

1. The principal/assistant principal may suspend. Each suspension will not exceed ten days.
2. Due process shall consist of :
  - a.) The administrator will give written notice of the intention to suspend the student. The notice will have the reason for the action. Parents will be contacted by phone whenever possible.
  - b.) The student will have an opportunity to appear at an informal hearing before the principal/assistant principal to explain the situation. The hearing will take place immediately in most cases. Due process is guaranteed to the student.
  - c.) The student and/or his parents may appeal a suspension to the hearing officer of the Kenton City Schools. Appeals may be made for failure to comply with due process.

**EXPULSIONS**

A. The Superintendent may expel a student for a maximum of 80 days. This may extend into another semester or school year.

B. The Superintendent may expel a student for a period of one (1) year for bringing or possessing a firearm or knife to a school building or on to any other property owned, controlled or operated by the Board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the board. This may extend into another semester or school year.

**SURVEILLANCE CAMERAS & STUDENT PRIVACY**

The use of surveillance cameras is intended to increase our students' safety and welfare. Video surveillance cameras are placed throughout the common areas of the buildings, school grounds, and on buses. Actions recorded on these cameras may be used as evidence in a disciplinary action. Any attempt to damage or interfere (includes unpermitted viewing of live/recorded images) with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

When a recording becomes evidence of a student violating the Student Code of Conduct, in a disciplinary action, this recording is and will remain confidential, and may be viewed by designated school officials, or law enforcement agencies as deemed necessary. If the recording shows any students other than the student involved, the other students privacy must be protected. Therefore, the recording will be treated as any other student record, and the school has the obligation to protect the other students identities. However, in the event of criminal prosecution, the recording may become evidence at a criminal hearing, and will probably become a public record. Under such circumstances, the recording is under the control of the courts (not the school).

### ***SEARCH AND SEIZURE***

Lockers are the property of the Kenton City School District. The lockers are loaned to students for the school year. Each student is responsible for the care and maintenance of their locker. ONLY ONE PERSON TO A LOCKER is permitted. Students should keep their locker locked and should not give their combination to others.

Ohio law gives school authorities the power to conduct locker searches. Lockers can be searched (a) whenever there is cause to believe that the locker contains evidence of a crime or a violation of school rules, or (b) randomly without cause. (Ohio Revised Code 3313.20(b)) Drug-sniffing dogs may be brought into the school to check lockers and help maintain a drug-free environment.

Searches of a person or their personal effects, including vehicles, may be conducted by an administrator when reasonably necessary. It is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a school rule. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to search such automobile at anytime.

Any dangerous, illegal, or disruptive items that are found in an investigation will be confiscated and will normally be turned over to the parents and/or police.

### ***MISCONDUCT OFF SCHOOL PREMISE***

Students may be subject to disciplinary action for misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on school property owned or controlled by the Board. Additionally, disciplinary action may be taken against a student for misconduct directed at school officials or employees, or their property, regardless of where the conduct occurs.

### ***FRIGHTENING, THREATENING, DEGRADING, DISRESPECTFUL ACTS***

No student while going to, present at, or returning from school or any school function, whether or not on school premises, shall alone or in concert with others, engage in any act or course of action, the purpose of which is to frighten, threaten, or disgrace another person.

### ***ASSEMBLY BEHAVIOR***

Students are asked to respect assembly speakers and performers and be attentive during the assembly. These people are our invited guests and should be treated with respect. Disruptive behavior will result in the removal of the student and loss of attendance privileges at future assemblies.

### ***DRESS CODE***

To facilitate a proper, safe school atmosphere and learning environment which is void of disruption of any nature, all students shall dress and groom in a manner that displays neatness, cleanliness, decency,

modesty, and respect for others. In the best interest of the educational program, extreme or unusual styles are not acceptable. Student clothing, or the lack of clothing, should not distract from the educational process. Very often, clothes that may be acceptable for wear away from school are not appropriate for wear at school. If the student's clothing is considered distracting, the teacher shall remove the student from the class and send the student to the office. The student will be offered a clean T-shirt, sweatshirt, sweatpants OR if a parent can be contacted, the student will be sent home to change. If a student cannot or refuses to change, he/she will spend the rest of the day in ALC. All school time missed will be considered as unexcused.

The following items are considered inappropriate for school wear:

1. Any shirt or top that does not fully cover a student's midriff and underarm area including see-through blouses, sleeveless shirts, bare midriffs, shoulders, and back. (All shirts must have sleeves).
2. Excessively torn clothing which reveals undergarments are inappropriate .
3. HATS, COATS, AND OTHER OUTDOOR CLOTHING must be in lockers during school day.
4. Clothing that depicts sexually oriented illustrations, slogans and/or profanity.
5. Clothing that advertises tobacco products, illegal drugs or alcoholic beverages.
6. Clothing that is a source of disrespect toward others.
7. Excessively tight or loose clothes without appropriate covering. Pajamas and pajama pants are unacceptable for school wear.
8. Shorts, skirts, skorts, and dresses or slits must be at least fingertip length.
9. Pants, shorts, etc. worn in a manner that undergarments are not fully covered.
10. Hair styles that are extreme and/or distracting.
11. Chains worn with wallets or as jewelry that could be used as a weapon.
12. No hats, scarves, bandanas (no headgear including hoodies) to be worn in the buildings.
13. In questionable situations the administration will determine the appropriateness of student dress.

### ***COMPUTER TECHNOLOGY GUIDELINES***

Computer use at Kenton High School is encouraged and made available to students for educational purposes. The use of school equipment and access to the Internet (or e-mail) is a privilege, not a right. The school retains the ownership of all hardware and software. Users have no expectation to privacy regarding the use of any school district equipment at any time. Use of the Internet will be controlled based upon content. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Students need to understand that "delete" does not equate to "destroyed". At the beginning of the year, each parent and student is required to sign a Use

and Safety Policy. These rules are to be adhered to for Kenton High School students for computer use.

***PENALTIES: PENALTY FOR MINOR INFRACTIONS MAY BE APPLIED AS DETERMINED BY THE TEACHER AND/OR NETWORK ADMINISTRATOR.***

Notification to parents may be made at any penalty level. Building administrators will enforce the Student Discipline Code when applicable. Penalties for Discipline Code infractions may include suspension and expulsion if warranted.

***ELECTRONIC DEVICE POLICY***

At Kenton High School we believe in creating an environment that cultivates the talents of every student and one that prepares our graduates for an ever-changing world. Research shows that students usage of PEDs (Personal Electronic Device) promotes critical thinking, problem-solving, collaboration, and other essential life skills in a highly competitive and global society.

- **Instructional Time:** Before entering a classroom, PEDs must be silenced and put away. Students may only use their PEDs when the teacher has given them expressed consent. Students are prohibited from using a PED to capture and/or transmit information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from receiving such information.
- **Non-Instructional Time:** PEDs may be used for personal or academic purposes, but may not be disruptive to others. Devices must be silent unless connected to earbuds/headphones, but still must not be able to be heard by others. Using PEDs to communicate with students involved in instructional time is prohibited. Students are strictly prohibited from using PEDs to capture and/or transmit audio, video, or pictures without prior administrative approval.
- **General:** Violations will be met with strict consequences including but not limited to: search/monitoring of device, confiscation, removal of privilege to have device or access network up to one year, parent conferences and copying parents with inappropriate confiscated materials, paying restitution for damages, suspension from school, law enforcement involvement, and expulsion from the Kenton City Schools. KCS is not responsible for preventing theft, loss, damage, or vandalism to PEDs brought on to its property.

### **HAZING**

No student may plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that creates a risk of causing mental, emotional or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing activities are prohibited any time in school buildings and facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. Students who engage in hazing will be subject to disciplinary action and may be reported to police.

### **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 relationships between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. Students may be given school consequences if bullying, harassment, or intimidation takes place outside of school and materially or substantially disrupts the educational environment and discipline of the school. The board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation.

Any student who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building Principal or Assistant Principal, or to the Superintendent. The student may also report concerns to a teacher or counselor 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.

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to 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. Examples of prohibited behaviors are listed below.

**1. Bullying** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Bullying will be evaluated in an ABC manner. This is defined as whether or not bullying is **Aggressive** in nature, whether there is an **imbalance** of power and whether or not this is **Continuous** (ongoing with no end).

- A. Examples include, but are not limited to: hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact, taunting, malicious teasing, name calling, threatening, spreading rumors, manipulating social relationships, engaging in social exclusion, and intimidation.
2. **Cyber bullying** is the use of information and communication technologies such as e-mail, cell phone, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. The district may intervene when cyber bullying is within the scope of its authority.
- A. Examples include, but are not limited to: posting slurs or rumors on a web site or weblog; sending e-mail or instant messages that are mean, threatening or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; and posting misleading or fake photographs of students on web sites.
3. **Harassment** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, nation origin, marital status or disability, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location.
4. **Intimidation** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.
5. **Menacing** includes but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.
6. **Violence within a dating relationship**-This is any act of violence or harassment taking place in a dating relationship. If you are a victim or believe a friend is a victim, talk to your school guidance counselor or administrator.

For further information on bullying please see Board Policy 5517.01

### ***IMMUNIZATIONS***

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from state immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization

requirement. Please call the high school office with any questions about immunizations or exemptions.

#### ***SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS***

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

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

#### ***EQUAL EDUCATION OPPORTUNITY***

This district provides an equal educational opportunity for all students. Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Kenton City Schools Central Office. Complaints will be investigated in accordance with the Kenton City School Board's procedures. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance officer(s) can provide additional information concerning equal access to educational opportunity.

#### ***NONDISCRIMINATION / STUDENT RIGHTS***

The Kenton City School District does not discriminate on the basis of sex, color, religion, national origin, handicap, or age in its education, activities, admissions, or employment policies as required by Title IX of Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973 and Executive Order 11244 and all its amendments. Any violations of this policy or sexual harassment should be referred to the Affirmative Action Officer of the Kenton City School District or to the Superintendent for the Kenton City School District at (419) 673-0775.



### ***STUDENTS WITH DISABILITIES***

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the district's programs and facilities.

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Please contact the Kenton City School Psychologist at (419) 673-0775

to inquire about evaluation procedures, programs, and services.

### ***HOMELESS STUDENTS***

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Kenton City School District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

### ***STATE TESTING SECURITY POLICY***

It is the School District's intent to comply with the State Department of Education's guidelines for test security. No person shall reveal, cause to be revealed, release, cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral. Accessing an electronic device during testing can be grounds for invalidation of test scores. If it is discovered that test questions, passages or prompts have been posted on any social medium, the violating student may be subject to suspension or expulsion from school and the results of his/her tests nullified. No student shall be in possession of any electronic devices, except for those devices specifically used for testing (such as laptops, calculators, or iPads) while in the assessment room. Students who finish the test early may not access any non-assessment electronic device. Laptops/iPads must be closed/power off after testing is completed. The examiner will instruct students about acceptable silent work they may engage in once a test is complete and all materials have been returned.

### ***INTERROGATION OF STUDENTS***

Kenton High School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the school believes these agencies should conduct their investigations off school property if possible, investigations

can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, a building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

#### ***STUDENT RECORDS POLICY***

In compliance with federal regulations, the Kenton City School District has established the following guidelines concerning student records:

A. Kenton City Schools Superintendent is the records control officer for the district and is responsible for the processing and maintenance of all student records. The office is located at 222 West Carrol Street or he/she can be reached by calling 419-673-0775.

B. 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, adult student (eighteen (18) years of age or older), and those designated by federal law or district regulations.

C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with district officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the district's compliance with the Federal Education Rights and Privacy Act.

D. The district has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the records control officer in writing within 10 days from the date of this notification that she/he will not permit distribution of any or all of such information:

Name, address, and telephone number; date and place of birth; school issued email accounts; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the district considers would not be harmful or an invasion of privacy, if disclosed.

E. A copy of the policy and the accompanying guidelines are available at the board office. There will also be a person available to answer any questions concerning the policy or guidelines.

## ***PROTECTION AND PRIVACY OF STUDENT RECORDS***

The school district maintains many student records including both directory information and confidential information.

Directory information includes: 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.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all "directory information" upon written notification to the board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the board's annual *Family Education Rights and Privacy Act* (FERPA) notice.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Kenton City Schools Central Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The superintendent will notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW 20202-4605

Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and  
[PPRA@ED.Gov.](mailto:PPRA@ED.Gov)

**SCHOOL COLORS**

Red & White

**SCHOOL MASCOT**

Wildcat

**SCHOOL MOTTO**

Only The Educated Are Free

**FIGHT SONG**

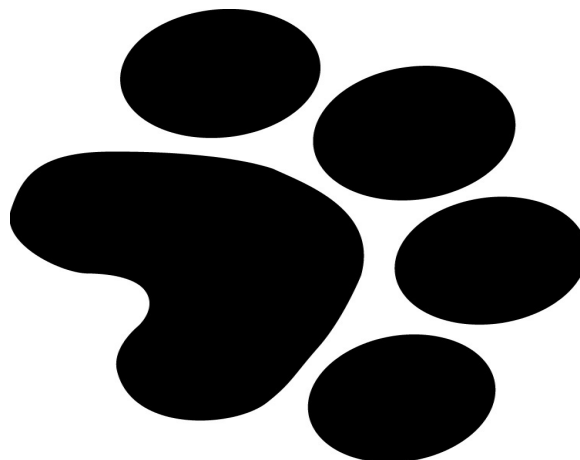
"RED AND WHITE"

We love to sing of Kenton High,  
Our praises ring up to the sky,  
For we shall not forget in flight,  
Our dear old colors, Red and White,  
So Hail, Hail, Hail to our colors so grand,  
The ones for which we truly stand,  
So Hail, Hail, Hail, to our colors so bright,  
Our dear old colors, Red and White.

**THE ALMA MATER**

"HAIL TO THEE"

Hail to thee our Alma Mater,  
Praise the Wildcats might,  
Sing the songs of our school days,  
Give all for the Red and White,  
Oh tell of treasured memories,  
So dear to you and me,  
Oh Hail to thee, Oh Hail to thee,  
We pledge our loyalty.



**KENTON CITY SCHOOLS**  
**HIGH SCHOOL CALENDAR**  
**2018-2019**

Monday	Aug. 13	Teacher Professional Development
Tuesday	Aug. 14	<b>ALL</b> Staff Work Day
Wednesday	Aug. 15	First Day of School
Mon-Fri	Sep. 3-7	<b>NO SCHOOL-</b> Labor Day /Fair Week
Monday	Sep. 10	Classes Resume
Monday	Oct. 8	<b>NO SCHOOL-</b> <b>ALL</b> Staff Professional Development
Friday	Oct. 19	End of the First 9 Weeks (45 days)
Wed-Fri	Nov. 21-23	<b>NO SCHOOL-</b> Thanksgiving Break
Monday	Nov. 26	<b>NO SCHOOL-</b> <b>ALL</b> Staff Professional Development
Tuesday	Nov. 27	Classes Resume
Thur-Wed	Dec. 20-Jan. 2	<b>NO SCHOOL-</b> Winter Break
Thursday	Jan. 3	Classes Resume
Friday	Jan. 11	End of the Second 9 Weeks (47 days)
Monday	Jan. 14	<b>NO SCHOOL-</b> Records Day
Monday	Jan. 21	<b>NO SCHOOL-</b> Martin Luther King Day
Tuesday	Jan. 22	Classes Resume
Friday	Feb. 15	<b>NO SCHOOL-</b> Teacher Professional Development
Monday	Feb. 18	<b>NO SCHOOL-</b> President's Day
Thursday	March 21	End of Third Nine Weeks (48 days)
Friday	Mar. 22	<b>NO SCHOOL-</b> <b>ALL</b> Staff Professional Development
Fri-Mon	Apr. 19-Apr. 22	<b>NO SCHOOL-</b> Spring Break
Tuesday	April 23	Classes Resume
Thursday	May 23	Last Day of School for Students
Friday	May 24	End of the 4 <sup>th</sup> Grading Period (43 days)
Saturday	May 25	Teacher Workday
		Graduation

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*Every attempt has been made to insure the thoroughness and complete accuracy in publishing this handbook. In any case, newly approved policies and procedures adopted by the Kenton City Schools Board of Education will take precedence.*

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