



Enter to Learn... Learn to Achieve!

STUDENT/PARENT/FAMILY HANDBOOK

2025-2026 SCHOOL YEAR

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MISSION

Kids Care Elementary (KCE) aims to provide high quality academic and personal development opportunities through project-based learning, with the intent to become a model of educational excellence. The Kids Care Elementary team aligns with Kids Care Academy, the parents and community in partnership to empower the students to develop skills in becoming independent and self-sufficient individuals, who will succeed and contribute responsibly to their community. KCE strives to create and maintain opportunities to actively engage its families and partners within the community.

VISION

EVERY CHILD WHO JOINS THE KIDS CARE ELEMENTARY (KCE) FAMILY WILL BECOME A PART OF A COMMUNITY OF LEARNERS, WORKING TOGETHER WITH THE HIGHEST EXPECTATIONS OF EDUCATIONAL ACHIEVEMENT. OUR SCHOOL IS A PLACE WHERE ALL STUDENTS ARE ENCOURAGED TO STRIVE FOR EXCELLENCE FROM A HOLISTIC APPROACH; ACADEMICALLY, SOCIALLY AND EMOTIONALLY. BY APPLYING PROJECT-BASED LEARNING, OUR STAFF AND STUDENTS CREATE AN ATMOSPHERE OF STUDENT-LED LEARNING, BASED ON THE IMPORTANCE OF CONNECTION-MAKING, COLLABORATION AND CHOICE. HANDS-ON LEARNING EXPERIENCES ARE FACILITATED BY OUR INSTRUCTORS IN AN EFFORT TO PREPARE OUR STUDENTS TO MEET THE CHALLENGES OF THE FUTURE, ADAPT TO CHANGE, AND EXERCISE CRITICAL JUDGMENT; ULTIMATELY BECOMING CITIZENS CAPABLE OF UTILIZING TOMORROW'S RESOURCES.

SCHOOL STRUCTURE

Kids Care Elementary is led by an executive team and governed by a school board. The school board meets monthly, generally on the fourth Tuesday of each month. The calendar of meetings can be obtained from the school's website at daytonsmartelementary.org. The executive team consists of the superintendent, principal and district-level team members. The building team consists of all school facilities personnel.

Instructional Teams and Organizational Design

The instructional teams consist of classroom teachers, specialists, and intervention personnel. Teams collaborate to serve particular areas of the learning community in order to better meet the holistic needs of the learning community.

Core Instructional Program

All students participate in essential core instruction in the areas of language arts, math, science, and social studies in the general education classroom. High academic standards in all subject matter will ensure the progress of all students. The curriculum focus is standards driven, based on national standards and state achievement outcomes.

Because of the vast number of Ohio Learning Standards, Kids Care Elementary has created specific standards known as *power standards* that students are expected to master at each grade level. Based on the power standards, each student at each grade level has specific skills and products known as *qualifiers* that must be completed prior to being promoted to the next grade level. The qualifiers serve the purpose of providing specific targets on the academic standards of each grade level and serve as evidence that students can perform at grade level or above.

Core Instructional Teaching Teams

Teachers on a given team share common planning time daily to meet the needs for the team more effectively. These teams are called Horizontal Teams. Other teams, known as Vertical Teams, are formed across grade levels to focus on specific content to prepare effectively for school success. Teaming vertically ensures the practice of instructional alignment.

Family Centered Programs

Throughout the school year, "Family Nights" are designed to give parents an opportunity to become further involved in the educational program. Topics are chosen for each family night to help prepare for academic and social progress. The programs scheduled in the past school year were: Parent Orientation (Community Festival), Open House, Thanksgiving, Christmas, Black History, Year in Review Assemblies, and student led conferences. Over 75% of the school family population typically participates in family night events.

Technology Applications

Technology applications are integrated within the academic program. Students will have access to a computer lab when accompanied by the classroom teacher and have access to technology applications in the classroom that accelerate learning.

SCHOOL GOALS

Goal 1:	80% or more of the students will be at or above reading and math level
Goal 2:	80% or more of the students will be proficient on state achievement testing
Goal 3:	80% or more of the students will reach mastery in college preparatory courses in Imaginary University
Goal 4:	80% or more of the students will exhibit positive character traits and good health habits

Measurement of Goals

How do we know if 80% or more of the students will be at or above Reading and Math Level? Various measurements are used to monitor the progress of each student quarterly during the academic review process.

Intervention plans are implemented for students who are not proficient.

How do we know if 80% or more of the students will be proficient on state achievement testing? Each year students in grades 3-6 take state tests. Students are scored and categorized in the following ways:

- Advanced
- Accelerated
- Proficient
- Basic
- Limited

80% of the students at KCE must be proficient or above each year.

Grading periods

- KCE operates on a 38-week school year. There are four quarters per year, each one 9 weeks long. The final 4 weeks of the school year are focused on college preparatory and career awareness and readiness programming through Imaginacy University. (*See the Imaginary University section of the handbook for more information.*)
- Students will receive progress reports every four weeks of the quarter.

Make-up Exams or Quizzes

- Must be given within 1 week of the student's return to school.
- May only be administered by the teacher of the class or designee.

Extra Credit

- Extra credit can only be made available to the whole class and not to individuals.
- No extra credit assignments can be given or accepted during the last two weeks of any quarter. However, extra credit points can be available on assessments at any time.

Late Work

There are only two options for accepting late work from students: Either no credit for late work or no more than 90% credit if the work is turned in no later than the class period after which the work was due.

GENERAL POLICY OF PARENT INVOLVEMENT

The School expects parents of students to be actively involved in the student's education. In order for our faculty and staff to effectively educate our children, we must welcome their parents as partners. Parents are strongly encouraged to participate in a variety of activities and forums that will support our students academically and add to the vitality of our school. Parents will be expected to participate and sign an agreement with the school.

A status review is a formally scheduled conversation between faculty and parents in order to discuss the student's development and progress. Parents will be required to confer with faculty about their child's/children's social and academic achievement on a regular basis as scheduled by the School on the school calendar. Parents should attend status reviews in order to receive written report cards. Also, the School encourages parents to initiate conferences regarding their questions and concerns with the principal or his/her designee.

RIGHTS OF INDIVIDUALS WITH DISABILITIES

It is the policy of the School that no otherwise qualified person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the School.

According to this policy, an "individual with a disability" is a person who has or had, or is or was regarded as having a disabling condition; "disabling condition" is a physical or mental impairment that limits one or more of a person's major life activities substantially and includes specific learning disabilities.

CHILD FIND

The School supports and complies with all applicable federal and state laws, procedures and policies regarding the School's child find responsibilities. The School will conduct all child find activities for students who are actually enrolled in the School so that they are appropriately located, identified, and referred for evaluation.

LEAD POLICY

Lead poisoning is one of the most common environmental child health problems in the United States and is caused by too much lead in the body. Lead is especially harmful to children younger than 6, but anyone who eats, drinks, or breathes a substance with too much lead can get lead poisoning. The school supports and complies with all applicable federal and state laws, procedures and policies -regarding Lead Poison Training. The school will conduct a training each school year in November for all ages. A letter to the parent/guardian and a

pamphlet regarding lead poisoning prevention will be sent home via the students following the training.

STUDENT ADMISSION

Admission and Lottery Standards

If there are more students applying to KCE than the number of available spaces, a lottery will be conducted in the following manner:

- Each applicant will be assigned a number;
- The numbers will then be drawn at random by a disinterested third party;
- The first number drawn will be the first new applicant placed on a permanent waiting list and so on until all numbers are drawn;
- Applicants on a permanent waiting list prior to any lottery will retain their position on the waiting list for one year;
- The school may separate the lottery and the waiting lists for each grade or age groupmg;
- Students attending the previous year and students who reside in the district in which the school is located will have first preference for a position;
- Secondary preference may be given to siblings of existing students and students who are the children of full-time School Staff, provided the total number of students receiving this preference is less than five percent (5%) of the School's total enrollment.

Previously Home-Schooled Student Testing Policy

Previously home-schooled students enrolling at the School will be given a diagnostic test in order to determine the appropriate grade level placement. Although the age of the student is considered, the School is committed to setting high standards for students and is not a proponent of social promotion.

New Student Testing Policy

Students enrolling at the School will be given a diagnostic test in order to determine the appropriate grade level placement. Although the age of the student and the previous school's placement is considered, the School is committed to setting high standards for students and is not a proponent of social promotion.

Middle School Readiness Policy

Students in grade 6 will be evaluated academically and holistically for middle school readiness at the end of the second quarter. Any student that is below in any area will be given an intervention plan. At the conclusion of the given time period for the intervention plan, students must demonstrate progress for middle school readiness. If enough progress is not made students will likely be retained to grade 6.

Grade Level Placement Policy

Students critically below level in the areas of reading, language arts, or math in any grade level may be placed back in a prior grade at any time during the school year. An intervention plan will be made prior to making the decision to place a student back a grade. However, if the student does not make adequate progress and the current grade level is too challenging, the student may be placed one grade level back.

Students who demonstrate an accelerated level in all subjects in a given grade level and have taken the school diagnostic test that also demonstrates advanced skills, and are functioning at an advanced level holistically, may be placed one grade level ahead with approval of the school superintendent.

Academic and Behavior Probation Policy

New students entering grades K-6 at KCE must have a satisfactory report from the previous school. Students who do not have a satisfactory report will be on a 4 week probationary period with a behavioral contract. At the principal and superintendent's discretion, an extension may be offered if reasonable improvement is apparent, along with parent cooperation.

Summer Intervention

The School is committed to providing the best possible education for its students. This includes providing added opportunities to learn and grow beyond the school year.

In accordance with State of Ohio requirements, all third-grade students receiving a score below the proficient level on the English-Language Arts Ohio State Test will be given the opportunity to attend a special summer reading course. In addition, KCE has extended this opportunity to students in all grade levels. This course may include tutoring or additional programs to assist students with the Reading and Math Achievement outcomes. (Third grade students in this program will be given a second opportunity to take the ELA state test in the summer.)

The decision to promote or retain a student at that grade level depends upon several factors but may include his/her score on the ELA Ohio State Test

Reenrollment

At the end of each school year, the family is required to submit a packet for each student currently enrolled at KCE in order to reserve their spot for the next school year. Several opportunities are given to complete the packet: (1) The re-enrollment packet is sent home twice (weeks 1 and 3 of May) via the student. (2) The re-enrollment packet is included in the Year-In-Review Student Portfolio on the scheduled date of the Year-In-Review Program. These forms **MUST** be submitted for re-enrollment for the next school year by May 30th or the student will lose his/her place and will have to re-apply to the school through the lottery process.

GENERAL ATTENDANCE INFORMATION

School is in session from 8:15 a.m. until 3:15 p.m. Students may arrive early and have breakfast between 7:45 a.m. and 8:15 a.m. Students will be dismissed to class at 8:15 a.m. No student should be in any other area of the building without permission prior to 8:15 a.m. Students not involved in extra-curricular activities or not supervised by a school staff member must leave the school building by 3:30 p.m.

If students are absent from school, parents must call the main office by 9:00 a.m. to inform the school of their children's absence. Without this notification, Ohio law requires that the school contact parents by phone or letter to inform them of student absences.

The following conditions may excuse a student from school:

- Personal illness or injury (a medical verification note may be required by the school principal)
- Family illness - an emergency situation requiring the student to be absent from school
- Quarantine of the home by local health officials
- Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence)
- Observance of a religious holiday consistent with a student's established creed or belief

Ohio law requires that after all absences students returning to school bring a written note from their parent or guardian stating:

- the dates of absences;
- the reason for the absences;
- the parent or guardian signature; and
- the parent or guardian phone number.

The parent or medical verification note should be taken to the Main office the day the student returns to school. Absences documented with medical verification notes for each date absent will be excused and will not count toward the Five Class Period Rule.

All Students Must Obtain an Admit Slip the Day of Return

Absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the student's return to school. A doctor's note or other official documentation is required for an absence period of more than 2 consecutive days. Notes from the doctor must be on doctor's office letterhead.

Medical or other appointments should be made after school hours or on weekends if at all possible. If a student is to be out sick, the parent/guardian should inform the student's main office by 10:00 a.m.

Excused/Unexcused Absences

- Students are expected to bring a parent note upon their return. Students who fail to bring a written excuse upon their return may be subject to the following consequences: detention, Saturday school, suspension from school, grade retention, or placement in a lower grade due to excessive absences.
- Any of the above consequences may be waived upon the submission of a written excuse for the absence(s) in question.
- Students may be permitted to complete/submit work missed due to an excused absence for full credit.
- Students leaving school because of illness or other excused reason must still submit a written parental excuse upon their return to school. After 2 consecutive or repeated absences, a doctor's note may be required to excuse future absences. Parent or doctor absence notes will not be accepted by e-mail; however, they may be faxed to the main office. Failure to follow attendance guidelines may result in school discipline. It is the responsibility of the school to report all attendance concerns to

Juvenile Court. A court officer will follow procedures to ensure the regular attendance of all students.

For excused absences and absences due to suspension, make up work must be allowed and generally, students are given as many days to turn in work as they were absent. For example, if students are absent for two days, they would have to turn in make-up work by the second day they return.

For unexcused absences, make-up work does not have to be given.

Absence Guidelines

Tardy

- Up to twenty minutes late to school
- Half-Day Absence
- Twenty-one minutes or more late and arriving before the end of 4th full period. *This will also count as a tardy to school.*

Full-Day Absence

Attendance for fewer than four hours of a school day equates to a full-day absence.

Extracurricular Participation

In order for a student to participate in any extracurricular activity, the student must be in school at least four hours, not including lunch period.

Doctor Appointments/Court Appearances

Under normal circumstances, no more than one-half day will be excused for medical appointments or court appearances. Medical appointments should be scheduled outside of school hours when possible.

Leaving the Building

Students should never leave the building without permission or without signing out in the main office.

Making up Work

Students have the same number of days to make up work as they have been absent from school (i.e., if students are absent three school days, they have three school days after their return to make up work).

Tardies

- After school begins, students are required to report to the main office immediately upon arrival to obtain an *tardy slip*.
- Each student will be permitted one tardy per quarter.
- On the second, third and fourth unexcused tardy in a quarter, a detention will be issued.
- On the fifth, sixth and seventh unexcused tardy in a quarter, a Wednesday or Saturday School will be issued and a parent conference may be requested.
- On the eighth and subsequent unexcused tardies in a quarter, in-school suspension may be assigned and a parent conference may be requested.

Illness While at School

If the student should become ill or is injured during school, s/he must ask his/her teacher for a pass to the nurse. Prior to leaving the main office or nurse's office for home, students and parents must sign out in the main office. A parent note may be requested from students upon return. If, at the nurse's request, students are sent home from school for medical reasons, the absence for that school day will be counted as excused and will not count against the Five Class Period Rule.

Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss classes. Should the student be too ill to report to the nurse, word should be sent to that effect to the school office. Parents are requested to report all communicable diseases to the school nurse.

Early Dismissal

Students must never leave the school building without permission or without signing out in the main office with parent approval. Failure to follow this procedure may result in school discipline.

Legitimate reasons for early dismissal from school will be accepted provided a note signed by a parent is presented at school. A student must also submit a parent's note to the main office upon returning to school the next day.

The reason for early dismissal must be explicit in order to be considered excused.

Excused Absences

Absences due to the following reasons will be excused:

- Personal physical illness which prevents attendance at school
- Personal mental illness such that the student will not benefit from instruction
- Quarantine of the home
- Death in the family
- Observance of religious holidays.
- Court subpoena.
- Necessary work at home due to absence of parents/guardians.
- Instruction at home from a person qualified to teach the branches of education in which instruction is required.
- An emergency or set of circumstances in which the judgment of the School constitutes a good and sufficient cause for absence.

Upon return to School, the student must provide a written statement from a parent or physician of the cause for absence, or the absence will be considered

unexcused. The principal or his/her designee reserves the right to verify such statements and to investigate the cause of each single absence.

Withdrawal

A student who fails to participate in one hundred five (105) consecutive hours of learning opportunities will be automatically withdrawn, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a voluntary withdrawal form with the principal or his/her designee.

Truancy

Students are considered habitually truant if they are absent without a legitimate excuse for thirty (30) or more consecutive school hours, for forty-two (42) or more school hours in one (1) month, or seventy-two (72) or more school hours in one (1) school year.

A student is considered excessively truant if the student is absent with or without a legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or absent sixty-five (65) or more school hours in one (1) school year.

Missing and Absent Children

A student, at the time of his/her initial entry to school, shall present to the person in charge of admission any records given to him/her by the elementary schools/he most recently attended and a certification of birth* issued pursuant to Section 3705.05 of the Ohio Revised Code or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation.

The primary responsibility for a student's attendance at school rests with his/her parent(s) or guardian(s). Parent(s)/guardian(s) must notify the School on the day a student is absent unless previous notification has been given in accordance with school procedures for excused absences.

The procedure for absences is as follows:

1. Parents must call to inform the school that their child or children will be absent from school. This phone call should take place within the first hour that school is in session.

2. If parents fail to call the school, school personnel will call the parents to inform them of the student's absence.
3. In those cases where telephone communication could not be made, school personnel will initiate a written communication to the home of the legal guardian the day of the student's absence.

*May substitute any of the following documents for a birth certificate: 1) a passport or attested transcript showing the date and place of birth of the child; 2) an attested transcript of a birth certificate; 3) an attested transcript of a baptism certificate or other religious record showing the date and place of birth of the child; 4) an attested transcript of a hospital record showing date and place of birth; or 5) a birth affidavit.

Excessive Absence Policy

All students must arrive at school on time and be present for the entire school day every day.

Fingerprinting Students

KCE recognizes the advantage to both parents and law enforcement agencies of identifying children who have become lost or have been abducted. Accordingly, the school will cooperate with legal law enforcement agencies in the voluntary fingerprinting of students enrolled at the school.

DRESS AND GROOMING

School Uniform Policy

A safe and disciplined learning environment is essential to maximize student achievement and to ensure that students reach their full potential. Kids Care Elementary believes that a school uniform dress code is a positive and cost-effective way to create a more unified, positive and safe school climate focused more strongly on the learning process. Research has demonstrated that school uniforms increase school safety by minimizing disruptive behavior, decreasing violence, helping prevent gang activity, instilling and improving discipline and helping maintain the focus on learning. It is expected that a school uniform dress code will promote respect for teachers, build school spirit, decrease unhealthy competition involving fashion trends and dress, ease the

strain on parental clothing budgets and allow for easy identification of intruders on campus.

This code is in effect anytime students are in the school building and at most school functions

Uniform Dress Code

1. Uniform Shirts

All KCE uniform shirts, grades K-6, should be purchased through the school, as each uniform shirt must bear the KCE Insignia.

Elementary K-6

- Students must wear a collared uniform shirt, available in short and long sleeves.
- Uniform shirts are to be tucked in neatly at all times.

2. Bottom Wear (i.e. pants, skirts)

Elementary K-6

- Pants/Slacks shall be made of a twill-like material.
- The designated color permitted for bottom wear is khaki. Bottom wear with more than one color will not be permitted.
- Both boys and girls may wear shorts or pants that are appropriate according to the season. Girls may also wear skirts or jumpers assuming they meet the one-inch rule (i.e. must be no higher than one-inch above the knee).
 - September - October: students are permitted to wear shorts as long as they meet dress code requirements.
 - November- February: students should adhere to wearing pants per their dress code.
 - March - May: students are permitted to wear shorts as long as they meet dress code requirements.
- All pants/slacks must be worn at waist-level. In grades 3-6, a belt should be worn with bottom wear that has belt loops. In grades K-2, belts will be excused if pants have an elastic waistband.
- Jeans and baggy pants are not permitted. Pants and shorts with side pockets, known as "cargo" pants and shorts, are also prohibited.
- All students, male and female in grades K-6 will be subject to the ½ inch rule. The waistband of all bottom wear should be no more than one-half inch larger than the individuals' actual waist size. Students wearing pants/slacks falling below the waistline will be cited for violating the dress code. Parents will be

called and requested to bring correct bottoms for the student to change. Continued violations of this rule will result in discipline and loss of enrollment if ignored.

3. Sweaters and Undershirts

Elementary K-6

- Sweaters and visible undershirts are permissible; however, they must be White or Navy ONLY, no other colors are permissible.
- Sweaters may not bear any emblems, insignias, logos or slogans, other than that of the school.
- Sweatshirts are not allowed to be worn in classrooms unless it is one bearing the school name.

4. Jackets

Elementary K-6

- Jackets must be appropriately sized and may not be baggy or oversized.
- Jackets may not be worn in class unless the student's teacher approves such use.

5. Shoes

Elementary K-6

- Shoes may not have open toes or open heels.
- Shoes must be tied or properly fastened at all times.
- Students are not allowed to wear any form of shoe that rolls or has a rolling mechanism.

6. Head/Hair Accessories

Elementary K-6

Headwear that is not weather-related may not be worn in the school building at any time. This includes, but is not limited to bandanas, rags, non-religious head coverings, scarves, sunglasses hats and combs.

7. Jewelry

Elementary K-6

Any piece of jewelry or accessory that may be used as a weapon will not be permitted. Please adhere to the following guidelines:

- Females are permitted to wear the following items: one pair of earrings, 2 bracelets max., 1 necklace that hangs no lower than mid-chest and 1 ring on each hand.
- Males are permitted to wear the following items only: 1 bracelet and a chain that hangs no lower than mid-chest.

Additional Rules Regarding the Dress Code

Uniform Shirts

All KCE Uniform shirts K-6 can only be purchased through the school. Each uniform shirt bears the KCE Insignia. The dress code for elementary grades K-6 includes blue and white uniform shirts and blue bottoms. Belts must be worn with pants unless elastic is present to hold the pants snugly to the body. Shoe regulations are flexible but fashion boots or untied shoes are not acceptable. Pants must cover knee-high shoes or boots. Uniform shirts are to be tucked in neatly at all times.

Dress Code Violation/Discipline

Compliance with this policy is mandatory. KCE strives to achieve full compliance with this policy through the use of positive reinforcement and incentive measures. Students transferring in from other school districts will have a maximum two week grace period before compliance becomes mandatory. A student in violation of the school uniform dress code may be subject to various disciplinary measures. For initial or minor violations, simply notifying

the student and parent of the violation and immediately correcting the problem should be sufficient. For repeated or offensive violations or those that demonstrate a conscious decision not to adhere to the school uniform dress code requirements, the student may be subject to more severe discipline, up to and including an after-school detention, Saturday school, or out-of school suspension. Chronic issues may result in expulsion. School administration shall employ a "progressive discipline" approach, with notification to the parents in order to encourage full compliance with no more discipline than is reasonably necessary.

Specific discipline measures follow:

**** Consequences for Breaking Dress Code Policies ****

1st violation: Parents are called and a dress code violation letter is sent home. This letter must be signed by a parent/guardian and returned the next day.

2nd violation: Parents are called, student will be required to change his/her clothing before they can return to class, and students in grades 3-6 will be assigned an after-school detention to be served the next school day.

3rd violation:Student will be suspended and a parent will be required to meet with the principal before student can return to school. **This applies to all students K-6.**

Special Events

The school principal may designate particular school days or events during which full uniforms do not have to be worn. A "Dress Down" day is designated for students to wear jeans. Regular everyday clothing is permitted ONLY on picture days and on select field trip days.

When these and/or other special events occur, shirts and blouses may not bear any emblems, insignias, logos, or slogans, other than that of the student's individual school and pants/slacks or denim wear will comply with the previously stated dress code/policy.

Special Uniforms

The school principal may allow students to wear athletic uniforms or jerseys that are related to school activities.

Interpretation of Policy

The school principal or designee shall have the authority to make all reasonable decisions and interpretations regarding the implementation of this school uniform dress code. If a student, parent, or guardian has questions about whether a particular item of clothing satisfies the school uniform dress code, the student, parent, or guardian is encouraged to ask the school principal or designee.

Staff and Community Involvement

The School Board believes that a school uniform dress code policy is most effective when it is developed and accepted by the majority of staff and parents. The school principal shall seek input from school staff and parents in connection with the school uniform dress code policy. The school principal may make recommendations to the School Board from time to time if he/she feels that changes or adjustments *to* the policy are desirable.

Additional Rules by School Principal

The school principal shall have the authority to make rules and regulations that are not inconsistent with the dress policy.

INTERNET USE POLICY

The school is both "high tech." We use the computer as a tool to manage each student's lesson plans, track assessments, communicate, collaborate, and provide additional curriculum materials. Accordingly, all computers and the Internet are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines below will result in the disciplinary action as outlined in the Student Code of Conduct.

Internet/Electronic Media cannot be used knowingly for transmitting, retrieving, or storing any communication that is:

- Obscene, sexually explicit, or pornographic

- Defamatory or threatening
- Discriminatory or harassing
- Derogatory to any individual or group
- In violation of any purpose that is illegal or contrary to MSE policy

Code of Conduct for Computer Use

The goal of computer access at school is to build technology skills, information gathering skills, and communication skills. Students have the privilege of using computer workstations and the Internet **for school assignments only**.

Student Responsibilities: In order for the school to provide sound educational opportunities via its computer network, each student must use individual computers and the network in general responsibly.

Responsible students use computers, printers, other hardware, and printers carefully. Students will leave the computers working in the same condition as they found them by making no setting changes that alter computer appearance or function; avoiding damage to the mouse, keyboard, printers, and furniture; and keeping the computer, monitor, keyboard, mouse, and furniture clean.

Responsible students use the Internet appropriately. Students are responsible for all web pages accessed. Students must earn Internet authorization by studying the Acceptable Use Policy and passing a quiz on the contents with a score of 100%.

Students are not allowed to access, use, or possess pornographic, gang-related, violent, or illegal material; inappropriate or offensive text via e-mail, chats, blogs, or other means; or files deemed dangerous to the integrity of the KCE school network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter computer functions). In addition, students may not access, use, or possess unauthorized or illegally obtained hardware, software, or data.

Students must comply with the following safety rules for Internet use: they should not give out any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission. Students should tell their teacher, principal, or parent/guardian immediately if they feel uncomfortable about any information received online. Students should never agree to meet or to send any picture to someone with whom they have communicated online.

Responsible students respect the privacy and rights of others. Students must keep their computer account and password private; if students have a group project, they will arrange with their teacher to create a shared folder for that particular assignment. Students may not access student records of other students. Students may not alter any network address or identifiers. Students may not copy software from computers, or destroy or damage another person's files or messages. Students must not attempt unauthorized entry to any area of the network or interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate or supervise it. Students must create their own work and properly cite research sources. Copying someone else's work is plagiarism and will result in a failing grade and disciplinary action. Students may not use school computers, the school network, or the Internet to make inappropriate or negative comments about other students, teachers, administrators, or the school.

Responsible students maintain the integrity of the school network. Students have the responsibility to report all violations of privacy. Students are accountable for all e-mail sent or received under their user accounts. Students may not use the network or labs for wasteful or frivolous purposes including but not limited to playing games, using chat programs, listening to music, watching videos unrelated to a school assignment, participating in "chain letters," writing blogs, participating in online chats, or engaging in any for-profit commercial activities including advertising or sales. It is the student's responsibility to follow all computer lab rules and obey supervisors of the labs.

Students should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school's Internet account may be treated like school lockers. All administrators and teachers have access to

stored files and e-mail. Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements.

Failure to comply with the Code of Conduct for Computer Use may result in loss of computer privileges as well as other penalties. Students observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or the principal.

SEXUAL AND OTHER FORMS OF HARASSMENT

Students have the right to learn in an environment untainted by sexual or other forms of illegal harassment or discrimination. Offensive conduct with the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment, or which disrupts the educational process or impedes the legitimate pedagogical concerns of the school, is strictly prohibited.

Sexual Harassment: Sexual harassment is a form of sexual discrimination that occurs when one person subjects another person to unwanted sexual attention, coerces him or her into sexual activity, or punishes his or her refusal. Sexual harassment may be manifested verbally (which includes, but is not limited to, propositions, innuendoes, or subtle pressure for sexual activity) or physically (which includes, but is not limited to, touching, patting, pinching, brushing against another's body, physical assault, rape, or subtle pressure for sexual activity). The accusation of sexual harassment is a serious one, and all cases will be given immediate individual attention with the strictest confidentiality imposed. A student should inform the principal immediately if they encounter this problem.

Anti-Harassment, Intimidation and Bullying Policy

The school prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events. A safe and civil environment in the school is necessary for students to learn and achieve high academic standards. Harassment, intimidation; and bullying, like other disruptive or violent behaviors, interfere with both a student's ability to learn and the school's ability to educate its students in a safe

environment. Because students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

Bullying and Verbal Harassment: There shall be no bullying or verbal harassment. Bullying or verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background; sexual preference; physical or mental disability; appearance; and any form of obscene language, swearing, slander, name-calling, or slur.

STUDENT CODE OF CONDUCT/DISCIPLINE PROCEDURES

Student Code of Conduct

Students must follow all school procedures and engage in safe, orderly and cooperative conduct at all times. It is necessary to have procedures in place in the event that a student may display conduct that disrupts the learning environment.

Code of Conduct

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. All of us-students, teachers, administrators, support staff and community members-must show pride by doing our share to make the school a better place in which to learn and work. One of the main goals is to develop self-discipline in all students.

The following rules apply while on school premises, school buses, or any other school property during school activities at or away from school, or off school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

Any student conduct that would constitute criminal conduct under the Ohio Revised Code is also a violation of the Code of Conduct. The rules also apply to any form of student misconduct directed at a school official or employee or the property of a school official or employee, at any place or any time.

A violation of any rule may result in discipline including, but not limited to:

- After-school or morning detention
 - Saturday detention
 - In-School Suspension (ISS)
 - Out-of-School Suspension (OSS)
 - Court referral
 - Expulsion
 - Compensatory payment of damages
 - Loss of bus privileges
 - Loss of credit for assigned work or tests
 - Assigned work related to the offense
 - Loss of other privileges
1. **School Disruption:** Students shall not cause disruption or obstruction to the normal operation of this school or any other school or school district.
 2. **Harassment/Bullying:** Students shall not harass other students, school employees, persons that are guests of the school, or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic or religious nature that are deemed offensive.
 3. **Intimidation/Threats:** Students shall not, through verbal, written, technological or any other means make statements which could cause physical or emotional harm to another person or to an institution. Bomb threats will result in expulsion from school.
 4. **Use of Obscene Language/Materials/Actions/Gestures:** Students shall not use obscene, vulgar or profane language, make inappropriate gestures/actions, or possess vulgar materials.

5. **Attendance:** No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
6. **Forgery:** Students shall not misrepresent a signature on any document.
7. **Damage of Property:** Students shall not cause or attempt to cause damage to school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without the other person's authorization. Students must pay for any damages they cause to school equipment, materials, or facilities and may be subject to additional disciplinary action.
8. **Assault:** Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee, or other persons. Specific violations include but are not limited to:
 - a. Fighting/Violence
 - b. Serious bodily injury
 - c. Threats of fighting, violence, or serious bodily injury (see #3 - Threats)
 - d. Sexual assault
9. **Failure to Obey Instructions/Insubordination/Disrespect:** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, principals, or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information and may not supply false information when such information is requested.
10. **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit, or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Board policy requires that building administrators recommend the

expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from or are represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. Specific violations include but are not limited to:

- a. Use, possession, sale, or distribution of a firearm.
- b. Use, possession, sale, or distribution of any explosive, incendiary, or poison gas.
- c. Use, possession, sale, or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poison gas (including knives and any other object with a blade and a handle).
- d. Use, possession, sale, or distribution of objects that are indistinguishable from or represented as firearms, explosives, incendiary devices, and knives.

11. **Narcotics, Alcoholic Beverages and Drugs:** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or at a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. Specific violations include but are not limited to:

- a. Use, possession, sale or distribution of intoxicating alcoholic beverages
- b. Use, possession, sale or distribution of drugs other than tobacco or alcohol

12. **Tobacco:** Tobacco, in any form, shall not be carried or used by any student on school property or at school events, home or away. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Delaware Juvenile Court.
13. **Theft:** Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.
14. **Academic Dishonesty:** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
15. **Dress Code:** Refer to Dress Code in the Code of Conduct section.
16. **Inappropriate Display of Affection:** Students shall refrain from public displays of affection. Students are not to hold hands, hug, kiss, or demonstrate other similar acts of affection, though in unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
17. **Unauthorized or Unsupervised Areas:** Students may not be in areas for which they have not been authorized or areas that are unsupervised.
18. **Technology Misuse/Abuse:** Computers/technology is provided for student use and for teacher-assigned work in courses or programs (Refer to the Code of Conduct section for the Technology Usage Policy.)
19. **Violation of Bus Rules:** Students must follow all bus rules as outlined in the Code of Conduct section for Bus Rules
20. **General Misconduct:** Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. They must respect the rights and feeling of others.

21. **Gross Misconduct:** Repeated violations of Code of Conduct.
22. **Other Violations:** Other conduct violations not covered in the above rules.

Out-of-School Suspension (OSS)

The principal or the principal's designee may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct.

1. Parents 'Will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
2. Students 'Will be permitted to make up class work, quizzes, tests, papers, or major projects missed while serving out of school suspension for full credit.
3. Parents 'Will be notified of the student's rights to appeal.
4. Suspensions may cross quarter lines and may be carried from one school year to the next.
5. All out-of-school suspensions will apply to Five Class Period Rule.
6. Students may not attend any school functions, home or away, while serving OSS.
7. Students are not permitted on school grounds while serving OSS.

Court Referral

Referral to Hamilton County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students are going to be referred and notice when they are referred.

Expulsion

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be

recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to eighty school days and may extend into the following quarter or school year. Schoolwork missed as a result of expulsion may not be made up.

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district. The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated a delinquent child for committing, when he was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult, on property owned or controlled by a school board or at an activity held under the auspices of a school board:

Illegal conveyance or possession of a deadly weapon or dangerous ordnance on school premises

Carrying a concealed weapon, municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance

Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, or felonious sexual penetration, if the victim is an employee of the school board

Complicity in any violation described in items 1, 2, or 3 above, that was alleged to have been committed in the manner described in items 1, 2, or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held under the auspices of a school board, including extracurricular activities, the joint vocational schools, and post-secondary options locations

TECHNOLOGY USAGE POLICY

Technology Usage Agreement

ALL students will be permitted to use district-provided technology according to the provisions listed in the Technology Usage Policy section of this handbook. Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs, and any other piece of equipment or software which is part of the school's computer system. Students using a school's computers are expected to abide by the following rules:

1. Students may only access the district network or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
2. The Computer Usage Policy must be read and approved, in writing, by each student and the student's parent, guardian, or custodian. MSE reserves the right to filter any Internet sites.
3. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements with teacher supervision.
4. Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers.
5. Students may not use the Internet to engage in "hacking" or other unlawful activities.

6. Students may not create keyboard macros in Microsoft Word or any other program. However, macros written by the student that are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
7. Students should only use computer programs approved by the classroom teacher.
8. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection, or any vulgar or obscene content.
9. Only one student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
10. Students are not to send messages over the network using outside email accounts or systems nor participate in online "chat rooms."
11. Students are not to enter the network's operating system.
12. Students are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of student-created work to CDs, jump/flash drives, or other outside media. The use of CDs, jump/flash drives, and so on is not permitted without permission from a teacher.
13. Students may not bring food or drink into the computer lab.
14. All copyright laws are to be enforced.
15. Students may not unplug or change any computer device or network connections.
16. Students may not change any display screen settings.
17. Students may not change any program's toolbars or settings.
18. Students may not add or delete any program icons on the desktop or Start Menu.

19. Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.
 20. Students are not to remove, modify, damage, or destroy any computer or networking equipment.
 21. Students are not to modify or remove any identifying labels on computer equipment.
 22. Students may not modify or remove any printer settings.
 23. Students must advise school staff when they observe any violation of the school's policy for the use of the school's computers.
 24. Students may advise their teacher when a computer malfunctions in any way (example: a program is not opening or closing correctly). The teacher will notify the technical support staff so that the PC can be repaired.
 25. The possession of, or the taking, disseminating, transferring, or sharing of by way of example: nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or other means (commonly called texting, emailing, sexting, etc.) may constitute a crime under state or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
 26. Cyber bullying is the act of harassment that takes place via some method of technological media. If a student is being harassed and the effect is on the school, it does not matter where the offense originates, even if off grounds. In other words, if the effect of such acts makes a transition to school grounds it is under our best judgment to take appropriate action.
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Cellular Phone Policy

Students are permitted to use their cellular phones in designated areas during designated times only. Students using their cellular phones at times other than the designated times or in locations other than the designated locations may be subject to school discipline. At the building leadership's discretion, students' confiscated cellular phones may only be returned to their parent or guardian.

Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including but not limited to termination of access to the school's computers, detention, Saturday School, or suspension. Violations also may be referred to the appropriate legal authorities or other legal action may be pursued.

BUSRULES

The following bus regulations are recommended guidelines to correct behaviors that could create an unsafe environment.

Administrative responsibility prior to the first written conduct report: The

principal will assure that each student receives a copy of the Student

Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment of a new student.

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school related trips. In order to protect all students riding KCE school buses, safety precautions are a must! **Student help is needed because safety is everyone's responsibility!**

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal. To that end, the following conduct rules are called to everyone's attention:

1. Students must arrive at the bus stop 10 minutes before the bus is scheduled to arrive. The bus will not wait. (Ohio Law 3301.83.08)

2. Students must wait quietly in a location clear of traffic and away from the bus stop. (Ohio Law 3301.83.08)
3. Student behavior at bus stops must not threaten life, limb, or property of any individual. (Ohio Law 3301.83.08)
4. Students must go directly to an available or assigned seat. (Ohio Law **3301.83.08**)
5. Students must remain seated, keeping aisles and exits clear. (Ohio Law 3301.83.08)
6. Students must observe classroom conduct. All school rules apply on the bus. The driver must be obeyed promptly and respectfully. (Ohio Law 3301.83.08)
7. Students must be courteous and respectful to fellow students and to the bus driver. (District policy)
8. Students must not engage in loud talking or laughing, excessive horseplay, or fighting. (District policy)
9. Unnecessary confusion diverts the driver's attention and might result in a serious accident. (District policy)
10. Students must not use profane or abusive language. (Ohio Law 3301.83.08)
11. Students must refrain from chewing gum, eating, and drinking on the bus except as required for medical reasons. (Ohio Law 3301.83.08)
12. Students must not use tobacco, or related products, on the bus. (Ohio Law 3301.83.08)
13. Students must not have alcohol or drugs in their possession on the bus except for required prescription medication. (Ohio Law **3301.83.08**)
14. Students must not throw or pass objects on, from, or into the bus. (Ohio Law 3301.83.08)

15. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted. (Ohio Law 3301.83.08)
16. Students must treat bus equipment as one would treat valuable furniture in their homes. Vandalism will not be tolerated. The bus must be kept clean and sanitary. (District policy)
17. Students must not extend any part of their bodies out of the bus windows. (Ohio Law 3301.83.08)
18. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is all right to talk. (Ohio Law 3301.83.08)
19. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise. (Ohio Law 3301.83.08)

Driver's responsibility prior to the first written conduct report:

1. Drivers will confer with the student or change the student's seating assignment.
2. Drivers are strongly urged to call parents (doing so is a proven, effective way of managing student behavior).

Level I (Minor Infractions)

Level I behaviors are those that disrupt the driver's concentration, or behavior that may cause harm to the student or others. Some other Level I infractions are:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus/out of the seat
- Pushing/touching/disrupting others
- Repeated tardiness on boarding the bus

- Disrespect to other students or the driver
- Harassment of other students
- Not following the reasonable request of the driver
- Use of profanity
- Possession of a match or lighter
- Eating or drinking (food or gum) on the bus
- Tampering with emergency equipment or doors
- Littering/throwing objects from the bus
- Any other infraction of the building's student behavior code

Level II (Major Infractions)

Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver, or the public. Some examples are:

- Minimum of five repeated Level I offenses (Minor Infractions)
- The threat of violence to the driver or other school employees
- Profanity directed to the bus driver
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, fire cracker, cherry bomb, sparkler, etc.)
- Fighting/ assault
- Possession of a weapon
- Vandalism or arson
- Theft

Recommended Consequences for Level I and II Bus Rules Infractions:

	Level I	Level II
First Written Report	Principal Action	3 days off bus
Second Written bus Report	3 days off bus	5 days off
Third Written Report	5 days off bus	10 days off bus
Fourth Written Report	10 days off bus	Permanent loss of transport privileges

Follow-up Communication

Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent of the disciplinary action taken.

***PROCEDURES TO RESOLVE PARENT' I
DISAGREEMENTS TEACHER***

Whenever a complaint is made directly to the Board as a whole; a board member as an individual; the superintendent, principal or other administrator; it will be referred to the appropriate building administrator. A teacher who is the object of a complaint will be informed promptly.

A. Step No. 1 - Direct Conversation

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than five

calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

B. Step No.2 - Fact and Possible Resolution

If the complainant or the teacher is not satisfied with the outcome of step no. 1, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator, and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in step no. 1. This step is to be informal and verbal. No further action will be taken beyond step no. 2 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved, and the remedy sought.

C. Step No. 3 - Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the superintendent in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than 10 calendar days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. Copies of the disposition will be sent to the board.

D. Dispositions

Dispositions at Step 3 will be sent in writing to all parties within 10 calendar days of the meeting with reasons stated.

E. Repeat Concerns

If a complainant believes there has been a repeat of the previous concern, he or she may go directly to step no. 3 - "formal process."

VISITORS

By state law, all persons who are not regular school personnel must report to the main office and state their reason for being on school grounds or in the

building. Whether or not such persons can remain is entirely up to the principal. This law is for the protection of students and staff and will be enforced.

Bringing visitors to school is discouraged. However, if there is a valid reason that a visitor must come to school with one of our students, the situation will be considered by the principal or principal's designee. The student must complete a *Request for Student Visit* form three days prior to the visit and is responsible for the behavior of the visitor while at school. The visitor is to have a pass from the office.

POSTERS/ ANNOUNCEMENTS

The principal will approve only those posters/announcements publicizing school events. A community bulletin board may be used by community groups, businesses, and so on upon obtaining the approval of the principal. All announcements must have an advisor's signature and be approved ahead of time.

VALUABLE PERSONAL PROPERTY

Personal property including, but not limited to, laser pointers, recorders, CD, MP3 and tape players, pagers, expensive jewelry and electronic games, etc., are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. Violation of this rule may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

TEXTBOOKS

The Board of Education furnishes all necessary textbooks. For identification, each book is numbered. Each student is responsible for all textbooks loaned to him/her and is expected to return each book at the end of his/her participation in the course or pay for any book lost, destroyed, stolen, or mutilated. No report card, records, transcripts, or diplomas will be issued until all books are turned in or fees paid.

Students should immediately write their name and homeroom number in all textbooks issued to them in the space provided inside the front cover. Lost textbooks will be returned to the appropriate teacher.

RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in KCE Board of Education Policy and Regulations, include:

The right to inspect and review the student's education records.

The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.

The right to file a complaint with the U.S. Department of Education regarding the alleged violation of FERPA.

The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure otherwise is authorized by law or unless disclosure is made 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); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his 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.

The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, address, telephone number, grade, extracurricular participation, achievement awards or honors earned, photograph, and parents' names.

Parents have the right to submit a written request to the Communications Department, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs, booster organizations, the media, and military recruiters.

According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit making ventures.

RELEASE OF STUDENT PHOTOS, MEDIA INTERVIEWS

During the year, KCE often has the opportunity to photograph students in a variety of school-related activities. Student recognition programs, academic, and fine arts programs are a few examples of these activities.

As such, these photographs may be used in communication tools such as the district newsletter and calendar and in communications with the media such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. For this reason, the district has designated student photographs as "directory information." However, it is our primary goal to respect student privacy.

Parents have the right to submit a written request to the Principal directing the district not to release directory information, including the information as listed above.

HEALTH SCREENINGS

Hearing, vision, blood pressure, height, weight, and scoliosis screenings are conducted as a routine health screening for select grade levels or may be conducted when a concern arises.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are available to all students. Students should be alert for announcements of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct.

School Clubs and Organizations

The clubs at KCE appeal to a variety of interests. It is hoped that each student can find an outlet for expression in one or more of these organizations. Students can request information regarding specific clubs and organizations by visiting the main office.

LEVELS OF DISCIPLINARY PROCEDURES

Each student will start on Level 1 every day for any behavior listed in the rules for aggressive and defiant behaviors unless other measures need to be taken.

Level 1

1st Incident of Aggressive or Defiant Behavior in a Class

The teacher will:

- Make a private statement with a student about his/her behavior (away from the instructional arena) to serve as a verbal warning to the student

Level2

2nd Incident of Aggressive or Defiant Behavior in a Class

The teacher will:

- Relocate the student, within the classroom, to a designated area close in proximity to the teacher, and allow the student to continue his/her work for an allotted amount of time
 - Grades K-2 = 5 minutes
 - Grades 3-6 = 10 minutes

Level3

3rd Incident of Aggressive or Defiant Behavior in a Class

The teacher will:

- Move the student to a co-teacher's classroom
- Give the student a behavior contract to complete
- Schedule a student/teacher meeting to discuss the behavior contract

- Allow student to make up any missed work during the student's next free period

Level 4

4th Incident of Aggressive or Defiant Behavior in a Class

The teacher will:

- Contact the front office and ask that an administrator remove the student

The administrator will:

- Contact the student's parent/guardian
- Assign the student to a Saturday detention (grades 3-6 only)
- Suspend the student (depending on the severity of the offense)

Level 5

5th Incident of Aggressive or Defiant Behavior in a Class

The teacher will:

- Contact the front office to have the student removed from the classroom.

The administrator will:

- Contact the student's parent/guardian.
- Suspend the student (length of suspension depending on the severity of the offense).
- Conduct a mandatory re-entry conference with the parent/guardian, teacher, student and administrator
 - o The student will not be allowed to return to school until this conference is held.

- o The student's parent/guardian may be required to shadow his/her child in the child's classroom for a prescribed period of time.

Discipline: Students who do not demonstrate discipline and maturity will not be promoted. **Any student who accumulates more than 12 detentions or more than 20 days suspension in any one year will not be**

promoted to the next grade. Students may possibly remove detentions already served from their total through methods like taking a discipline class or a summer behavior course approved by the school. The maximum number of detentions allowed to be removed from the student's total record is 20. All detentions must still be served.

Note: Students who do not meet the entire academic and discipline requirements at least one week before school starts for the following year must repeat the entire grade.

ACADEMIC INTEGRITY

Academic Dishonesty

The students at Kids Care Elementary must learn that in order to grow academically, they will be judged on their own work. We expect students to honor other people's work by giving credit in the form of references or footnotes for any borrowed words, ideas, or opinions, and by including quotation marks when others' work is copied exactly. When working on a team project, credit must be given to each person who contributes. Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered **PLAGIARISM**. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of **CHEATING**. These types of academic dishonesty will result in loss of credit or failure according to the discretion of the teacher. Students will also receive an automatic detention (first offense), or a more severe penalty if their cheating continues.

Deliberate Plagiarism

- Copying of a phrase, sentence, or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Buying a term paper and handing it in as one's own.

Accidental Plagiarism

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

Cheating

- Obtaining a copy of tests or scoring devices.
- Copying another student's answers during a test.
- Providing another student questions or answers to, or copies of, test questions.
- Having or using notes or other non-permitted materials during tests.
- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's homework, paper, project or take-home test.
- Permitting another student to copy the student's homework, paper, project or take-home test.
- Representing as one's own work the product of someone else's creativity.

The following consequences are in place for students who engage in acts of academic dishonesty:

First Offense

- Automatic 0 on the assignment
- Detention
- Teacher/student conference

- Warning that additional offenses could result in removal from KCE and summer program consideration

Second Offense

- Automatic 0 on the assignment
- Detention
- Removed from consideration for Summer Programs
- Teacher/student/principal/parent conference

Third Offense

- Automatic 0 on the assignment
- Parent Meeting with advisor and/or teachers
- Suspension
- Homework must be handed in to the office for 4 weeks by 9:00 the day after it is assigned. Teachers will not accept homework that is not turned into the folder.

KCE Saturday School Detention Procedures

Time - 8:00 a.m. and 10:00 a.m.

Parents are welcome to accompany students during detention and assist teachers with monitoring.

Students must work independently for the amount of time in detention.

Students must arrive on time or an additional day of Saturday detention will be assigned.

Students missing an assigned Saturday school will be required to serve two Saturday schools. If the student misses the second assigned day, a two-day suspension will be assigned.

If the student in detention does not follow the rules, the time will be extended or the student will be suspended from school.

Expulsion and Suspension Policies

The school may suspend a student for up to ten (10) days or may expel a student. In the event that the school decides to suspend or expel a student, the student will be given a notice which states the intent to suspend or expel and the reason(s) for the suspension or expulsion. Immediate attempts will be made to contact a parent or guardian by phone. A copy of the notice of intent to expel will be mailed to the parent or guardian within one (1) school day after the time of a student's expulsion. A formal hearing will be scheduled within ten (10) business days from the date of the notice to expel.

In the event, in the opinion of the principal or his/ her designee, that a student's presence at the school creates a health risk, presents a danger to other persons or property, or seriously disrupts the functions of the school, the student may be removed from the premises without formal suspension or expulsion procedures with notice and procedures to follow the removal in accordance with R.C. §3313.66.

Suspension - Students can be suspended for violations of the Student Code of Conduct, failure to serve detentions, and receiving more than six detentions in any year. Suspensions are considered to be unexcused absences by the board of education. Furthermore, students who miss gym due to suspensions receive a zero for those days and must make up the missed classes.

Expulsion - All campuses of Kids Care Elementary can exercise the right to expel students for serious violations as appropriate. Due process will be followed to protect the rights of the students involved.

Due Process

All staff must give students due process by conducting thorough investigations of all offenses. If a violation of the Code of Conduct has occurred, a referral to the discipline coordinator must be placed in writing immediately.

WELLNESS POLICY

Introduction

Schools play a crucial role in establishing a healthy environment and active atmosphere in order to prevent childhood obesity. In order to promote this wellness each school must establish goals, set nutritional guidelines, have guidelines for reimbursable school meals, develop a plan to measure implementation, and have community involvement.

Goals and Policies

- **Nutrition Education - Goals**
 - Developing skills to adopt healthy eating behaviors in the classroom.
 - Showing easy and fun ways to be physically active.
 - Providing nutrition education in class, cafeteria, home, and community.
 - Integrating into other subjects and cultures.
 - Delivering consistent nutrition messages by staff with appropriate training.
 - Incorporating ideas into education curricula.

- **Nutrition Education - Policies**
 - Students in all grades will receive interactive nutrition education to emphasize the need for children to adopt a healthy lifestyle.
 - Students will receive consistent nutrition messages throughout the School.
 - Nutrition education will be integrated into the core curriculum to reinforce the importance and relevance of a healthy lifestyle.
 - The School will ensure health content specific education is done by qualified individuals or outside partners.

- **Physical Activity - Goals**
 - Developing the knowledge and skills for specific physical activities.
 - Ensuring regular participation in physical activity.

- o Understanding the short and long-term benefits of being physically active.
 - o Allowing the opportunity for physical activity during the school day.
 - o Providing after-school programs.
 - o Working with community to create a safe and supportive environment.
- **Physical Activity - Policies**
 - o Students will be given the opportunity for physical activity before school, at lunch, and after school.
 - o Students will be given the opportunity for intramural sports and games through athletic clubs and community partners.
 - o The School will work with the community to develop ways for students to become involved in more activities and to increase their overall physical activity.
- **Guidelines for all foods and beverages on school campuses - Goals**
 - o Ensuring that reimbursable school meals meet requirements and nutrition standards.
 - o Establishing standards for any food or beverage available to students throughout the day.
- **Guidelines for all foods and beverages on school campuses - Policies**
 - o The School will establish clear guidelines for all food and beverages provided on campus grounds.
 - o See list below for specific guidelines and details.
- **Other School-Based Activities - Goals**
 - o Providing a clean, safe, enjoyable meal.
 - o Allowing adequate time for eating schedules mid-day.
 - o Prohibiting use of food as reward or punishment.
 - o Forbidding the denial of recess as form of discipline.
 - o Accessing students to physical activity facilities out of school.

- o Developing strategies for parents, teachers, community members to be role models.
- **Other School-Based Activities - Policies**
 - o The School will provide a clean and safe area for all meals.
 - o The School will ensure minimum wait time for students during meal time.
 - o The School will ensure a working drinking fountain is available to students.
 - o The School will protect the identity of all students with regards to the free and reduced meal program.
 - o The School will ensure an adequate length of time for lunch.
 - o The School will schedule lunch as close to the middle of the day as possible.
 - o The School will not use the refusal of food as a punishment in school.

Nutrition Guidelines

Students' lifelong eating habits are greatly influenced by the types of food and beverages available to them in their daily environment. Schools must establish guidelines to address all consumable items sold and served on school campus.

- Guideline 1: Set guidelines for foods and beverages in a la carte sales in the food service program on school campuses.
 - o Policy: The School does not allow a la carte sales on our campus.
- Guideline 2: Set guidelines for foods and beverages sold in vending machines, snack bars, school stores, and concession stands on school campuses.
 - o Policy: The School does not allow vending machines on our campus.
- Guideline 3: Set guidelines for foods and beverages sold as part of school-sponsored fundraising activities.
 - o Policy: All School activities in which food and beverage are to be served must meet state standards for child nutrition to be no less strict than the school lunch program. In addition all meals used for School fundraisers must be prepared and served by a licensed provider in order to ensure proper handling and safety guidelines.
- Guideline 4: Set guidelines for refreshments served at parties, celebrations, and meetings during the school day.

- o Policy: All parties or rewards held for children during the day including field trips will meet the same standards as the school lunch program.
- Guideline 5: The school district makes decisions in the guidelines based on nutrition goals, not on profit making.
 - o Policy: The School will gain no profit and no other financial benefit from any food program on the campus which may harm the wellness of the children. *As* stated before, if a fundraiser is to include food or beverages it must comply with state lunch program standards. In addition, any funds remaining from state reimbursement after paying the catering company for school lunches will go into further nutrition education or healthy rewards for children.

Guidelines for Reimbursable School Meals

Guidelines for reimbursable school meals must not be less restrictive than regulations and guidance issued by the Secretary of Agriculture. Districts must ensure that reimbursable school meals meet the program requirements and nutrition standards set forth under the 7 CFR Part 210 and Part 220.

- o Policy: The School will comply with all guidelines and laws set forth for meal programs.

Plan for Measuring Implementation

A plan for measuring implementation of local wellness is required and includes designation of one or more persons within the local educational agency or at each school, as appropriate, charged with operational responsibility for ensuring that each school fulfills the district's local wellness policy.

- o Policy: All compliance is handled by the School's Director. The Director is responsible for making sure each area of the food program is in compliance and the wellness policy has been established and enforced within the School. In addition all requests for food or beverage to be served on the campus in any form for the children must be approved by the School's Director.

Community Involvement

Community involvement includes parents, students, and representatives of the school food authority, the Board of Trustees, School administrators, and the public in the development of the School Wellness Policy.

- o Policy: The School has addressed the Wellness Policy issue with the parents, Board of Trustees, and staff to determine the best methods for helping the children. The policies in place reflect what all concerned parties believe give the children the best chance for focus, energy, and performance during the day. In addition the policies give parents some assistance in planning for nutrition at home with the student. This policy will be renewed each year after receiving new input from all parties including the Board of Directors, staff, and parents.

Kids Care Elementary: IIUPORTA.NI' CONTACTS/ 1NFORMA170N

Main Office Fax

614-498-0220

Number

3400 Kohr Blvd, Columbus, Ohio 43224 (Physical Entrance: Door 9)

Website: www.kidscareelementary.org

My child's homeroom teacher is:

Mr./Ms./Mrs. _____

Room Number: _____ Phone Number: _____

Parent/Guardians PLEASE REMEMBER to contact the school if:

1. Your student will be tardy or absent for the day and state the reason
2. You have a change of address or phone number (proof of residency must be provided to the school). Also, info should be updated to website (see below)
3. There is a change in after school transportation plans for your child (i.e., walk-home, parent pick-up, ride bus, etc.), call the school's main office no later than 1:30 p.m.
4. You need to pick-up your child early for a doctor's appointment
5. You need to purchase *uniform shirts* or *spirit wear*

COMMUNICATION IS KEY! SIGN UP TODAY!!!

PLEASE BE SURE TO CALL THE SCHOOL TO RECEIVE EMAILS OR TEXT MESSAGES FROM THE SCHOOL REGARDING SCHOOL CLOSINGS AND OTHER SPECIAL NOTIFICATIONS IF YOU DO NOT CURRENTLY RECEIVE THEM FROM OUR ONE CALL SYSTEM.

YOU MAY ALSO COMMUNICATE WITH YOUR CHILD'S TEACHER VIA EMAIL

OR CLASSDOJO.

Kids Care Elementary ACKNOWLEDGMENT AND COMMITMENT

We hereby acknowledge that we have received and carefully read a copy of Kids Care Elementary Parent and Student Handbook.

We agree to willingly accept and faithfully abide by all the rules, regulations, policies, and procedures as stated in the handbook, and we will make a good faith effort to adhere to expectations contained therein.

Mother or Guardian Signature:

Mother or Guardian Name:

(Please Print)

Date: _____

Father or Guardian Signature:

Father or Guardian Name:

(Please Print)

Date: _____

Student Signature: _____

Student Name: _____

(Please Print)

Date: ____ _

Please sign and date this commitment page and return it to the school before September 30th.