

Kings Junior High School

2020 - 2021

Student Handbook

Eric Dunn, Principal
ext. 12001

Brent Allen, Assistant Principal
ext. 12002

Erin Hackman, 8th Grade Counselor
ext. 12008

Megan Apple, 7th Grade Counselor
ext. 12007

Deputy John Downs, School Resource Officer
ext. 11096

5620 Columbia Road
Kings Mills, Ohio 45034
School Phone: (513) 398-8050, ext. 3
School Fax: (513) 229-7974

Property of: _____

Phone Number: _____

In case of an emergency, please notify:

Name: _____ Phone: _____

Kings Junior High School

“Relate, Create, Innovate”

Our goal at Kings Junior High is to make sure all stakeholders feel valued, included, and supported. We strive to exceed far beyond our academic excellence, to make sure all students staff, and parents have a fulfilled experience while we are together. Our focus will revolve around our #KingsStrong plan as we are dedicated to providing great educational experiences that are forward thinking. Our middle level approach will always emphasize a necessity for the social emotional well- being of our students in a safe and secure environment. Our commitment to each and every person in our circle of influence is to build positive relationships as we celebrate everyone’s contributions to our junior high family.

During the 2011-12 school year, the Ohio Department of Education designated Kings Junior High School as an Ohio School to Watch and a National Forum School to Watch, following an extensive application process and site-visit. This designation highlights four distinct areas of strength: Academic Excellence, Developmental Responsiveness, Social Equity and Organizational Structures and Processes. A 2nd re-designation occurred in the 2018-19 school year re-emphasizing our commitment to excellence.

Each grade level at KJH contains three teams of students, with approximately 110 students on each team, assigned to a group of teachers for their core classes; Language Arts, Math, Science and Social Studies. Each team’s core teachers are in close proximity to one another and the building is organized so grade levels are together. Teams meet often to discuss student concerns, to plan team activities, to coordinate curriculum, and to conference with students, parents, or the administration. Teams 7-Red, 7-White and 7-Blue make up our seventh grade, while teams 8-Red, 8-White, and 8-Blue make up our eighth grade. The Encore Team of all electives provide an array of other educational experiences that are truly exceptional. Each of these teachers is connected to a core team for ImPact classes in the middle of our day.

It is our hope that KJH provides everyone with an enjoyable experience. Please feel free to reach out any time with questions you may have. We truly believe that all students deserve the best education possible and always encourage input from everyone involved in the education of KJH students.

Kings Junior High Administration

Eric Dunn - Principal

Brent Allen - Assistant Principal KJH

Knights Fight Song



Cheer, Cheer for Kings Junior High,
You bring the banners and we'll let them fly,
Send those fighting Knights on in,
Do nothing else but Win, Win, Win !!
We never stumble, we never fall,
We know the steps to great football, Royal Knights of KJH
Onward to victory !!

KJH Behavior Classifications 2019 -20

Level 1: Behaviors managed within the classroom

Level 2: Behaviors managed within the team (with possible recommendation to administration)

Level 3: Behaviors managed by administration

Examples of Level 1 Behaviors	Examples of Level 2 Behaviors	Examples of Level 3 Behaviors
Tardy to class Academic dishonesty	Academic dishonesty Harassment	Arson * Bomb threat* Bullying
Classroom disruption Horseplay	Alleged Bullying Aggressive horseplay	Chronic level 1 and 2 behaviors
Non Compliance Disrespect Put downs	Chronic Behaviors Level 1	Indecent exposure Intimidation
Dress Code Violation Lying	creating an unsafe environment	Verbal or written threats Fighting
Failure to follow rules Insubordination	Insubordination Skipping class	Lying in an investigation Theft
Inappropriate language Sleeping in class	Filming / posting images of peers	Misuse of technology Truancy
PDA Lack of proper hall pass	Participating or inciting school disruption	Sexual misconduct* Verbal assault
Use of cell phone w/o permission	Property damage w/o intent	Possession or use of a weapon*
Possession of disruptive contraband	verbal aggression Skipping DT	Possession of illegal substance *
Inappropriate eating / drinking in class	Spreading rumors detrimental to peers	Possession of alcohol
Bus Issues – related to above behaviors	Bus Issues – related to above behaviors	Property damage with intent
		Possession of tobacco / e-cigarettes
		Bus Issues – related to above behaviors

*Some behaviors in the level three offenses could require the school resource officer to intervene resulting in other consequences.

KJH Behavior Interventions 2019-20

Ex. of Level 1 Behavior interventions	Ex. of Level 2 Behavior interventions	Ex. of Level 3 Behavior interventions
Classroom privilege restrictions	Parent Contact	Parent Contact / Conference
Classroom time-out	Hallway Restriction	AlternativeSchool
Student teacher conference	Teacher student conference	Involve District Level Admin.
Re-teaching expectations	Re-teaching expectations	Friday School Staff Mentoring
Assigned seat change	After school detentions	Out of School Suspension
Assigned lunchroom restriction	Staff mentoring / check in - check out	Recommendation for Expulsion
Assigned Catch –up – Café	Team privilege restrictions	Involve SRO In School Suspension
Restorative practice assignment	Lunch restrictions	School Based Therapist
Communication to parent if necessary	Behavior plan	Implement Behavior Intervention Plan
	Conference with counselor	Expulsion or Referral for FBA
	Restorative practice related to behavior	Removal from the Bus
		Extended school day (s)
Bus Issues subject to above interventions	Bus Issues subject to above interventions	Involve District Administration
		Involve SRO
		Bus Issues subject to above interventions

KJH Behavior Expectation Matrix

P. A. C. T.

	<u>P</u> ride	<u>A</u> ttitude	<u>C</u> ommitment	<u>T</u> ogether
Classroom & Learning Commons	Be prepared and use time wisely Do my best Treat equipment with respect	Use a quiet voice and kind words Sit properly Use technology for school related tasks	Follow all classroom procedures Have a plan and use time wisely	Ask for help
Hallways & Common Areas	Respect artwork & locker decorations Keep it clean Go directly to the destination	Talk softly and use kind words Carry an appropriate hall pass	Keep my hands and feet to myself Walk at all times	Maintain personal space
Restroom	Keep Restroom Clean Respect School property Report Vandalism	Allow others privacy Wait my turn	Wash hands Be careful of hazards (ex. Wet floor)	Take care of restrooms
Cafeteria	Keep are clean Recycle Use passes to leave	Talk softly and use kind words Enter & exit orderly and with permission	Listen during announcements	Clean up spills & garbage Keep your hands, feet, and objects to yourself
Assemblies	Meet expectation of the presenter(s)	Be attentive & respectful Enter & exit orderly	Be an active listener	Keep my hands and feet to myself
Bus	Use kind language	Talk softly and use kind words Treat classmates with respect Follow adult direction	Keep my hands and feet to myself No eating or drinking Follow bus rules Stay Seated	Report any issues that may create an uncomfortable or unsafe travel experience
Use of Technology	Maintain your character Keep technology equipment organized	Use kind language Treat others kindly	No cell phones in cafeteria, restrooms, or hallways. Awareness-once it is out there, it is out there forever	Promote school events Show King's spirit

BELL SCHEDULES

Kings Junior High Daily Schedule		Kings Junior High 2 Hour Delay Schedule	
Bell 1	7:50 – 8:41 (:51)	Bell 1	9:50 – 10:29 (:39)
Bell 2	8:45 – 9:36 (:51)	Bell 2	10:33 – 11:10 (:37)
Bell 3	9:40 – 10:31 (:51)	Bell 3	11:14 – 11:51 (:37)
		Bell 4	
8 th Grade ImPact	10:35 – 11:08 (:33)	8 th Grade Class	11:55 – 12:32 (:37)
8 th Grade Lunch	11:08 – 11:38 (:30)	8 th Grade Lunch	12:32 – 1:02 (:30)
7 th Grade Lunch	10:31 – 11:01 (:30)	7 th Grade Lunch	11:51 – 12:21 (:30)
7 th Grade ImPact	11:05 – 11:38 (:33)	7 th Grade Class	12:25 – 1:02 (:37)
Bell 4	11:42 – 12:33 (:51)	Bell 5	1:06 – 1:43 (:37)
Bell 5	12:37 – 1:28 (:51)	Bell 6	1:47 – 2:26 (:39)
Bell 6	1:32 – 2:25 (:53)		
Release	2:26		

STUDENT CODE of regulations

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to: expulsion, in-school discipline, out-of-school suspension, emergency suspension, or removal from curricular or extracurricular activities pursuant to 3313.66 Ohio Revised Code. The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school property on or off school premises
2. Damage or destruction of private property on school premises or in areas controlled by the school
3. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises
4. Assault on a school employee, student or other person on school premises, while in the custody or control of the school, or in the course of a school-related activity
5. Possession or use of dangerous weapons or look-alikes (including but not limited to stun guns, sprays, etc.)
6. Fighting
7. Chronic misbehavior, which disrupts or interferes with any school activity
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers (Insubordination)
9. Any disruption or interference with school activities
10. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher
11. Leaving school during school hours without permission of the proper school authority
12. Distribution of pamphlets, leaflets, buttons, insignia, etc., without permission of the proper school authorities
13. Demonstrations by individuals or groups causing disruption to the school program

14. Disrespect to a teacher or other authority
15. Threats made to administration, teachers, students, or any other school personnel
16. Skipping detention
17. Refusing to take detention or other properly administered discipline/refusing lesser punishment
18. Falsifying of information given to school authorities in the legitimate pursuit of their jobs
19. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance)
20. Buying, selling, transferring or using any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance
21. Possessing, using or being under the influence of any alcoholic beverage or intoxicant of any kind, or smelling of drugs or alcohol on school premises or at a school-sponsored function
22. No student shall smoke, use or possess any substance containing tobacco, including but not limited to, cigarettes, cigars, a pipe, a clove cigarette, and chewing tobacco, or use tobacco (or paraphernalia used in lighting these substances) in any form. As provided in 3313.751 Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location.
23. Turning in false fire, tornado, bomb, disaster alarm or calling the emergency number, 911
24. Placing of signs and slogans on school property without the permission of school authorities
25. Extortion of a pupil or school personnel
26. Forgery of school-related documents
27. Cursing
28. Truancy
29. Cheating or plagiarizing
30. Hazing
31. Gambling (including possession of related items such as but not limited to: playing cards, dice, etc.)
32. Tardiness
33. Improper or suggestive dress (no chains)
34. Engaging in sexual acts or displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex on school premises or at a school related function
35. Publication of obscene, pornographic or libelous material
36. Use of indecent or obscene language in any form
37. Indecent exposure
38. Arson and unauthorized use of fire
39. Harassment or bullying in any form, including, but not limited to racial, sexual, verbal or physical
40. Any act that could potentially cause harm to oneself or others.
41. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education
42. Failure to abide by rules and regulations set forth by the administration and/or court
43. Disobedience of driving regulations while on school premises
44. Presence on school property with a communicable disease
45. Willfully aiding another person to violate school regulations
46. Convey, attempt to convey, or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the Board of Education
47. Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs)
48. Carrying concealed weapons

49. Any criminal violation of the Ohio Revised Code.
50. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises or at a school-related activity regardless of location shall be reason for expulsion, suspension, removal or permanent exclusion from school
51. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code on school premises or while in the control or custody of the school district regardless of whether on or off school premises, or at a school-related activity regardless of location
52. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off school premises or at a school-related activity regardless of location
53. Stealing; possession of property belonging to others
54. Possessing or use of any type of communication device(s)/system(s), including, but not limited to, "beepers", cellular phones, etc.
55. Violation of the acceptable use policy
56. The use of any contraband or recreational devices that might be counterproductive to the educational process.

Kings Junior High Map



- > **PRIDE** ~ All students will take **pride** in Kings Junior High, their team, and themselves.
- > **ATTITUDE** ~ All students will display a positive **attitude** at all times that demonstrates what it means to be #KINGSSTRONG!
- > **COMMITMENT** ~ All students will make a **commitment** to Kings Junior High, their team, themselves and our combined success.
- > **TOGETHER** ~ All students will work **together** to positively contribute to the well-being of the culture and spirit of Kings Junior High School and its community.

ACADEMIC HONESTY POLICY

A core value of being a Knight of Excellence is honesty which all students are expected to adhere to. Students must make the commitment to always tell the truth and encourage others to be truthful. Students who choose to cheat, misuse a pass, forge a note, collude against fellow students, or mislead authority when searching for the truth are subject to consequence.

ACADEMIC PROBLEMS

1. Utilize this Student Plan Book to write down assignments and track due dates.
2. Check Progress Book on a regular basis.
3. Talk to your teacher(s).
4. Have your parent contact the teacher.
5. Parents may schedule a meeting with their child's team by contacting the team leader.

AFTER SCHOOL HOURS

All students should be out of the building by 2:35 p.m. **EXCEPTIONS:** Students may remain in the building after this time if participating in a supervised activity with a teacher directly in charge. The students must be with the teacher or coach in the specific area of the activity and not be loitering in the hallway. Any student found in the hallway, either at the junior high or senior high is in violation of this policy and may face consequence.

APPOINTMENTS

We prefer that parents/guardians call for an appointment rather than just coming into the office. By calling, you will be assured that

someone will be available to see you. Also, we can do some preliminary investigations into the problem/concern to save everyone time.

ARRIVAL AND DEPARTURE PROCEDURES

Students should arrive at school no earlier than 7:00am as the doors to the main entrance (A-2) will be accessible at that time. Our start time will be 7:50 am. Students arriving after the 7:50 tardy bell must report to the office for a tardy pass. If a student is tardy and does not check in at the office, they will be counted absent. We encourage punctuality. The school cannot be responsible for the supervision of children before the designated 7:00 am time. The school is directly responsible for student supervision only while they are on school property during school hours, practices and games, and during extracurricular activities. After practice, games, performances, or a detention, students are to leave immediately. It is the parents' responsibility to arrange transportation. It is not the teacher or coach's responsibility to supervise at those times. Once students leave practice or school property, they become the parents' responsibility. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school.

ATHLETICS

Athletes are expected to serve as examples for others. For this reason, we expect our athletes to always behave in a way that positively represents themselves, their families, and the school. Misbehavior committed while representing the school will not be tolerated. The team's coach, athletic director, and/or principal/assistant principal will determine consequences for such behavior.

We at Kings Junior High School feel that athletics can be an important part in the growth of our youth. Many skills, such as teamwork, work ethic, and sportsmanship provide self-worth and self-discipline. The following sports are offered at Kings Junior High for both 7th and 8th grade students:

Football	Cheerleading (fall / winter)	Cross Country	Boys and Girls Tennis	Boys and Girls Lacrosse
Dance	Wrestling	Track	Girls Softball	Boys and Girls Soccer
Girls Volleyball	Boys and Girls Golf	Swimming/Diving	Boys and Girls Basketball	

ATHLETICS – ATTENDANCE POLICY

1. Athletes (grades 7 – 12) must check in to school by 8:30 a.m., or they are not eligible to participate in a practice or interscholastic contest that day.
2. Excusable reasons for entering school after 8:30 a.m. and remaining eligible:
 - a. Personal illness
 - b. Medical/dental appointments
 - c. Death of a relative
 - d. Observance of religious holidays
 - e. Emergency or set of circumstances which the athletic director or principal judges as good and sufficient cause for entering school after 8:30 a.m. Unless impossible, those circumstances should be communicated with the principal in advance of the lateness.
3. To be eligible due to reasons listed in section 2, letters a, c, d, or e, a written excuse from the athlete's parent/guardian is necessary. To be eligible due to a medical/dental appointment (2b), a written excuse from the attending doctor or dentist is due at the time the athlete checks into school.
4. To be eligible, without a note after 8:30 a.m., due to reasons listed in section 2, a through e, the parent/guardian must make contact by phone with the athletic director or principal by 2:30 p.m. that day.
5. Students who miss ten or more days due to illness must follow the procedures listed in the Board-adopted attendance policy.
6. The athletic director or principal will evaluate, on an individual basis, further discipline due to excessive tardiness.
7. Athletes who miss a practice session the day prior to a contest will not start in that contest and will not participate the equivalent of one fourth of the playing time in that contest.
8. Excusable reasons for missing a practice prior to a contest and fully participating in that contest will be evaluated by the athletic director and principal.
9. Students participating in individual sports shall be permitted two violations. Upon receiving the second, the athlete will not be permitted to participate in one full contest.
10. Any student scheduled for In-School Isolation or Friday School is not permitted to practice or participate in a contest on that same day.
11. Athletes that quit a team after the first game, are dismissed from the team, or become ineligible for any reason are not permitted to practice with the team for the remainder of that athletic season. They are eligible to try out for the team during the following season.

12. Athletes who conduct themselves so as to bring discredit to the school, team, or themselves at any time will not be permitted to participate.

ATHLETICS – ELIGIBILITY POLICY FOR PLAYERS AND CHEERLEADERS (OHIO HIGH SCHOOL ATHLETIC ASSOCIATION REQUIREMENTS)

All high school student athletes (grades 9-12) must meet the OHSAA academic requirement which states that an athlete must be currently enrolled in a member school and must have passed a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period. A student athlete enrolled in the first grading period after advancement from 8th grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled.

ATHLETICS – ELIGIBILITY POLICY FOR PLAYERS AND CHEERLEADERS (KINGS JUNIOR HIGH SCHOOL ELIGIBILITY REQUIREMENTS)

Student athletes enrolled in grades 7-8 must be currently enrolled in a member school and must achieve passing grades in a minimum of five of all subjects in which the student is enrolled in the immediately preceding grading period. A student athlete attending Kings Junior High School must achieve a passing grade (1.0 or higher) in a minimum of five of all subjects in which enrolled the immediately preceding grading period to be eligible for athletic participation. All 7th grade athletes are automatically eligible for participation during the 1st quarter of the school year.

When an athlete is in-season, weekly academic eligibility is also monitored by the Kings Athletic Department. Any student-athlete who is failing one (1) class is notified and has one week to raise that grade to passing. If the student does not raise the grade, he/she becomes ineligible for competition until that grade is a passing grade.

ATHLETICS – TRAINING RULES

The following training rules must be adhered to:

1. Absolutely no smoking, drinking, or use of drugs by athletes participating in any sport will be permitted in and out of season. Also, any theft from locker room area will not be permitted by any team member. Violation of these rules will result in immediate removal from the sport being participated in at that time. Suspension will be indefinite until the player appears before the principal, assistant principal, athletic director, and coach of the sport. They will hear the case and make a decision.
2. All team members must travel to and from out of town contest by means of transportation provided by the school. Athletes may ride home with their parents only if they have written permission signed in advance by the athletic director, principal or assistant principal. Special consideration will be given only in case of an injury or illness.
3. It is felt that our athletes should be well groomed at all times, both on and off the field of competition. Neat appearance should be consistent with all athletes.
4. Improper attitude or response to coaches' standards of team discipline will result in suspension from or removal from the sport being participated in.

ATTENDANCE – Student attendance code of conduct

Documentation for Absences, Tardies and Early Dismissals

Truancy Laws in Ohio have been amended with the passage of the HB 410 and all schools are required to keep track of the number of hours each student is in school. Starting in the 2017-2018 school year, schools will also report time out of school as an "occurrence" instead of an absence.

Generally, twelve (12) occurrences from school, which include full days, partial days, tardies and early dismissals, may be documented by a parent/guardian phone call/fax, note or email. This includes all excused and/or unexcused occurrences, tardies and early releases. All instances indicated shall count as (1) occurrence, whether the absence is a full/partial day, tardy or early release from school.

Medical notes shall NOT count against the (12) occurrences that a parent may excuse.

Absences, full and partial days, tardies and early dismissals in excess of (12) occurrences may not be excused by a parent/guardian and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an occurrence is otherwise excused by the Principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused occurrences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an occurrence (full day absence, partial day absence, tardy or early dismissal) is excused.

Tardiness

Being punctual to school is the minimum expectation that we have for all of our students. Any student arriving in class in their assigned seat after the start time of the student's school must report directly to the attendance office to obtain a tardy slip. The tardy slip must be presented to the teacher to be admitted to class. The attendance office will track tardies and report to the administration. Each tardy to school, unless medically excused, will count towards a student's 12 occurrences allowed in a school year.

Chronic tardies, eight (8) or more in a semester may result in after school detention, Thursday school, referral to counselor, in-school suspension or loss of driving privileges.

Early Dismissal

Students must bring in their early dismissal note to the attendance office in the morning before school starts. All early dismissals, unless medically excused, will be counted toward the student's (12) occurrences in the school year. In all cases, a parent/guardian will be contacted to provide permission and a valid reason for the early dismissal. When a student arrives on the campus property he/she is under the jurisdiction of the school district until the end of the day. No student may leave the premises during the school day without proper authority from the attendance office. Also, no student will be permitted to return to school unless an "off-grounds" pass has been issued with a return time marked on it.

Absences

Students who miss school are required to have their parent/guardian contact the attendance office within 2 hours of the student's school start time. Please refer to your child's designated school for school start times.

If the school does not receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes parent/guardian or physician must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

District Responsibilities:

The school, in compliance with Ohio Truancy Laws and HB 410, has established the following intervention strategies to avoid unexcused occurrences, partial and full days, tardies and early dismissal.

- If a student acquires 38 hours of combined excused and unexcused occurrences in one month or 65 hours of combined excused or unexcused occurrences in one school year, a warning letter will be mailed to the parent/guardian.

If a student acquires 45 hours of unexcused occurrences a Truancy Education Meeting will be scheduled. This group meeting will be held in your child's school district. The purpose of this meeting is to advise parents/guardians of the new truancy laws, school policy, and student current attendance records.

- The following are the thresholds that are defined in the Ohio Revised Code and serve as the definition of a Habitual Truant:

Should a student meet any of these thresholds during the school year, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan.

The team shall consist of the student, parent/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following:

- Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent/guardian.
- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.

BOARD OF EDUCATION

Peggy Phillips, Daniel Egan, Stacie Belfrom, Deb Cowan, Rona Walter

BUS – ASSIGNMENT

Students are expected to go home on their assigned buses unless they have a special school function such as sports, a club, or a dance. No student may get a ride home with another person unless we have a note on file from the legal parent or guardian. Athletes staying for late practices should take books to the learning commons to study until practice begins. Students leaving the school going to a restaurant for food should have a letter from his/her parent stating that they have permission to go to the restaurant. We cannot be responsible for students leaving school grounds and while they cannot be under our supervision.

BUS – CHANGES

Students must always ride their own bus and get off at their own stop unless they submit a note written, signed and dated by their parent. The note must be specific about what the child should do. The principal gives a bus pass to the student as approval to allow cooperation by the bus driver or others involved. This should be taken care of in the morning or at lunch. Not during class.

BUS – CONCERNS

Bus concerns would be addressed to the Transportation Department – 398-8050, ext. 10024. You may also check out their web site at www.kingslocal.net > Departments > Transportation.

BUS – PRIVILEGES

All school rules apply to students riding school buses. Each bus has rules posted that may be unique to this privilege. Students must follow the directions of bus drivers and the posted rules. Drivers will refer any inappropriate behavior incidents to the junior high school administration for disciplinary action. The parent/guardian will receive a copy of the “School Bus Incident Report.” See “BUS – PROGRESSIVE DISCIPLINE”. Once students exit the buses in the morning, they must enter and remain in the building until dismissed to class.

Students must always ride their own bus and get off at their own stop unless they submit a note written and signed by their parent/guardian. Approval by the junior high administration is necessary. Students should submit these notes before 10:00 a.m.

BUS – PROCEDURES

FOLLOW THESE RULES SO YOU DON'T LOSE YOUR BUS PRIVILEGES

Bus Rules

1. Students will arrive at the bus stop 5 MINUTES before the bus is scheduled to arrive.
2. Students must stay in Safety Spot assigned by driver.
3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
4. Students must go directly to assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus.
9. Students must not use tobacco / E-cigarettes on the bus.
10. Students must not have alcohol or drugs in their possession on the bus.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students must carry on the bus only objects that can be held in their laps.
13. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Students must not put head or arms out the bus windows.
15. Adhere to technology policy. No filming, taking of pictures, posting, or playing music without the use of headphones.
16. No disruptive conduct. (Loud noises, changing seats, being rude to other students and driver.)
17. Students are not to carry any pop cans, bottles, knives, etc. on bus.
18. Students will be financially and legally responsible for any vandalism they create.
19. If there is a discipline problem, the student may be taken home that afternoon. Disciplinary action will be taken the next day by a

building administrator.

20. All Student Code of Conduct Rules apply to bus riders and at the bus stop both before and after school.

BUS – PROGRESSIVE DISCIPLINE

Administrator reserves the right to modify consequences as necessary.

1st Referral Warning and Level One offense

2nd Referral Conference and Level Two offense + Parent Contact

3rd Referral Parent Contact + Level Three offense + possible Bus Suspension for 2-3 days

4th Referral Parent Contact + Level Three offense + possible Bus Suspension for 3-5 days

5th Referral Parent Contact + Level Three offense + possible Bus Suspension for 7-10 days

6th Referral Parent Contact + Level Three offense + possible Bus Suspension Indefinitely

CALL COMMAND

The Call Command System will be utilized to notify students, parents and staff of school delays and/or closures. This system will also be used to communicate important announcements and updates to parents. See “CHANGES IN ADDRESS/PHONE”

CALLING THE OFFICE

The principal, assistant principal, counselors, and athletic director are often not in their office when parents call. You may leave a message on their voice mail, and they will return your call as soon as possible. To expedite matters, please leave your name, child's name, phone number, and the nature of your concern.

Catch-up-Cafe

Teachers may assign students Catch –up- Café if students are not finishing homework. This intervention provides time for students to get caught up. It can be assigned during ImPact or lunch and is up to the discretion of the teacher.

CELL PHONES

Students are not permitted to have cell phones with them during class time unless authorized by a teacher or school personnel. In those cases, the cell phone will be permitted in that class only and then should be returned to the student's locker at the end of that period. Students may have cell phones in the gym or café prior to the beginning of school. Cell phones should be turned off and left in their lockers during the day. The contents of the device may be searched by school administrators with the intent of determining whether or not the device was used to violate other aspects of the Student Code of Conduct, in which case a student may face additional consequences. Parents may arrange to pick up the phone by contacting administration. Any students with multiple referrals related to c

CELL PHONES – PROGRESSIVE DISCIPLINE

Violation of the cell phone policy will result in the following progressive disciplinary steps:

1st offense – Confiscation of the phone/ Warning - Phone may be retrieved from the office at the end of the day

2nd offense – Confiscation of the phone/ level I offense- Parent contact and phone may be picked up in the office at day's end

3rd offense – Confiscation of the phone, level II offense and after school detention. Phone picked up by the parent

Note: Any misuse of a cell phone related to use at school could result in a more punitive consequence which could include banning the device from the school premises.

ell phones may lose the privilege of being able to have it at school.

CHANGES IN ADDRESS/PHONE

It is the parents' responsibility to inform the school of any changes of home, work, and/or cell phone numbers. Also, if the emergency contact person has changed, please contact us. If your child is sick or hurt and we need to have updated and accurate numbers to reach contacts.

All changes of address must be processed through the Central Registration Office, which is located in the KEC. The Central Registrar may be contacted at centralregistration@kingslocal.net or by calling 513-398-8050, extension #10002.

CHILD ABUSE

The Kings Local Board of Education shall comply with the requirements of the child abuse and neglect provisions of the Ohio Revised Code. It is mandatory for all school employees to report suspected child abuse and neglect to proper authorities (ORC 2151.421).

The school cooperates with helping agencies such as children's services and juvenile court. The school is required by law to report any suspicions or reports of child abuse.

CLASSROOM MATERIALS

Students should come to class prepared with the proper classroom materials for that subject. This includes advisory where students will need all materials. No book bags, purses which include "Vera Bradley" type bags, coats, jackets and/or hats in any classroom due to safety concerns. Personal items should be kept in the student's locker and obtained between classes or with teacher permission during class.

CLOSING OR DELAY OF SCHOOL ANNOUNCEMENTS

Details about the closing or delay of school will be communicated through the Call Command System. If you do not receive a phone call to notify you of a school closing or delay, please contact the school office. We will make sure your phone number is in the system.

School closings or delays will also be announced on the following stations and frequencies: WCKY (1530), WKRC (55/FM-102), WLQA (FM-98.5), WLW (700), WSAI (1360/FM-94.1), WUBE (1230/FM-105.1), WCIN (1480), WKRC-TV (CHANNEL 12), WLW-TV (CHANNEL 5), WYYS (FM-95), WKRC (FM-102), WCPO-TV (CHANNEL 9).

Parents can also call the District Central phone number for school closing announcements. Information is updated on the district's website. Several news organizations provide updated school closing information on their websites, as well.

COMPUTER USE

Students may only use school computers after a signed Computer Usage Form is on file with the office. Misuse of computer privileges may result in Level Points being assigned and/or computer access being suspended. Students are not allowed to check their home e-mail accounts from a school computer. See "Electronic Devices"

CONFERENCES

Conferences should be set up through team leaders. Scheduled conferences dates will be announced and information sent home.

We are furnishing you with the following information so that you will feel free to visit the school at any time during the school year. You have a standing invitation to meet with the teachers, guidance counselors, and administration. Please make an appointment.

Through Progress Book, parents are able to check on their child's progress daily. Report Cards are sent home at the end of a grading period.

All teachers on our staff are available for conferences one preparation period during the day and during their team meetings. We think it is very important that you call at least two days in advance for a conference. Proper conference scheduling will be made for the benefit of all concerned. Due to the fact that your child has so many different teachers and that our teachers see approximately 150 students per day, we have found it much better to schedule conferences in this manner. Conferences can be set up with individual teachers if requested. Interim reports and report cards should clearly indicate to you if you need a conference and with what teacher(s). If you would like to set up a meeting with the entire teaching team, please contact the Team Leader. E-mail works well.

Please call teachers before or after school or during their team or preparation period. Check the staff schedule. We will not call a teacher out of class for phone calls.

CONTRABAND – ITEMS NOT ALLOWED IN SCHOOL

Possession of any contraband that could be used to disrupt the educational process could result in disciplinary action.

CONTROVERSIAL TOPICS

It is impossible to avoid all controversial topics when we are dealing with the inquisitive minds of the junior high student. If there is a topic to which you do not want your child exposed or there is an assignment or book that you find offensive, please contact the building principal. We will try to make other arrangements for that student.

Core and Encore classes

Please refer to the Course Selection Guide on our school's website.

CUSTODY CHANGES

Parents have an obligation to inform the school anytime the custody of a child changes. The school officials will need to see and copy court orders pertaining to a child's custody. Without official court documents stating otherwise, both birth parents have equal rights to educational decisions regarding their child, which include access to records and to their child. Either parent may sign their child out of school early unless we have an official court document stating otherwise.

DANCE RULES

1. Students enter the dance and stay until their ride comes to pick them up, or a parent gives permission over the phone for us to release them. Students may not leave without permission from the principal.
2. Students must remain in designated areas set by chaperones.

3. Students may not bring friends from other schools. Only KJH students are permitted.
4. The dress code will be enforced for school dances.
5. Students should only use the phone in responsible ways. Picture taking and posts are discouraged.
6. Misbehavior at a dance could lead to exclusion from other extra-curricular activities.
7. Students who have chronic discipline problems may be excluded from all dances.

DISCIPLINARY CONSEQUENCES AT KINGS JUNIOR HIGH SCHOOL

LUNCH DETENTION – Lunch Detention is a disciplinary measure assigned by either a staff member or administrator. When assigned, the student shall report to the administrator in the cafeteria during their assigned lunch period and receive further instructions.

Extended School Day (ESD) – Extended School Day is a discipline measure assigned at an administrator's discretion. Extended School Days are held for one hour, from 2:30 – 3:30 PM. Students are expected to be on time and bring sufficient materials for studying or reading. Misbehavior or refusal to the extended school day could result in additional consequences.

FRIDAY SCHOOL (FNS) – Friday Night School is a discipline measure assigned at an administrator's discretion. It could be held from 2:30- 3:30 or 2:30 - 5:00 depending on the severity of the behavior(s) resulting in the consequence. It will be held in an assigned room on each designated Friday during the school year. Since Friday Night School is also considered an alternative to detention in most cases, any misbehavior during Friday School or failure to show for an assigned Friday Night School may result in In-School Detention(s), an additional Friday School(s) or out-of-school suspension.

In-School Isolation (ISI) – In-School Isolation was instituted to provide an alternative to suspension for discipline concerns of a less severe nature. In-school Isolation is a disciplinary measure assigned at an administrator's discretion. It will be held from 7:25 am – 2:26 pm each school day and will be supervised by staff. Students are expected to bring their books and will be able to complete classroom assignments for credit. Since in-school isolation is considered an alternative to detention, any misbehavior, including, but not limited to refusing to attend in-school isolation, not having enough work, being uncooperative, causing a disturbance, talking, sleeping, listening to music, eating, drinking, or looking at magazines or books that are not subscribed to by our school or public library may result in one or more of the following: the student being assigned to lunch detention, Friday School, sent home, out-of-school suspension or expulsion. The junior high school code of conduct and dress code will be in effect for all students who attend In-School Isolation.

Suspension (OSS) – Suspension is a disciplinary measure assigned at an administrator's discretion. A student may be suspended for school for up to 1- days. A suspended student is not allowed on school grounds or permitted to attend or participate in any school activities. Appeals to a suspension should be done first through contacting the building principal and making an appointment.

Expulsion – Expulsion is a disciplinary measure assigned at the superintendent's discretion. Only the superintendent or designee may expel a student from school. The length of an expulsion may be for any length of time, up to and including eighty (80) consecutive school days. A student who may have committed a serious offense or continued and chronic repeated offenses may be recommended for expulsion. An expulsion hearing will then be set up at the Kings Board of Education office in accordance with student due process procedures. Any student's expulsion that has been held in abeyance may have their expulsion reinstated if they are involved in any Category IV offenses or other chronic offenses during the time of the abeyance.

DISCRIMINATION POLICY

See "Hazing and Bullying"

DRESS CODE

Part of the total education of the student body is learning to dress appropriately and behave responsibly in a variety of situations. Attendance at school and school-related functions are specific situations which require the student to use good judgment. Kings students are expected to dress in a manner that is appropriate to the school environment and does not cause a disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting.

These guidelines will assist parents, students, faculty, and administrators in determining appropriate standards for dress. While at school or school-sponsored activities:

1. Parents and students maintain responsibility for the dress and personal appearance.
2. When any dress or grooming interferes with the cleanliness, health, welfare, or safety of students or when any dress or grooming disrupts the educational process by being distracting, indecent, or inappropriate to the educational process, it shall be prohibited.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require strict standards regarding dress and appearance for participants in their program or activity.
4. The building principal, with the assistance of the faculty, shall have the responsibility of uniformly administering the dress code. The decision of the building principal shall be final.

5. As new trends in fashion or dress are accepted or become out-of-date, the school district will review the changing standards of the community served.

General Guidelines:

1. Shorts and skirts must be an appropriate length. This will be left to the discretion of administration.
2. No shirts or blouses that expose the midriff or cleavage. or are off of the shoulder.
3. No muscle shirts, or halters. Boys must wear shirts with sleeves. Girls may not have clothing hanging off the shoulder or spaghetti straps. Sport bras must be covered by a shirt or garment.
4. Hats, coats, hoodies, and sunglasses are not to be carried to, worn in class or in the hallways during school.
5. No dress or body art that promotes hate, profanity, vulgar, or negative messages. Anything advertising or related to alcohol, tobacco, and drugs, or anything sexually explicit, is not permitted.
6. No transparent garments, open mesh garments, or garments with large open sides may be worn without an under liner. (Example: a tee shirt could serve as a good under liner for football-type mesh shirts.)
7. Shoes must be worn and must not present a safety hazard.
8. Lower garments are to be worn at waist level. If a belt is worn, it must be of proper length. Undergarments are not to be exposed.
9. No "dog collars," spiked bracelets, or chains that could be dangerous to others or yourself or destructive to school property.
10. No gang or cult-related items of any kind.
11. Headphones, earbuds and other similar items do present as a safety hazard with regards to a student being able to hear and follow instructions. Students are expected to remove them and put them away upon request. If repeated violations occur, the item may be confiscated.

DRESS CODE VIOLATION

Violation of the dress code can result in removal from class (until the violation can be resolved) and/or disciplinary action. If a staff member deems an item of apparel as inappropriate and a distraction to the educational environment, this may be considered as a violation of the dress code.

If the student cannot resolve the dress code violation, they will be sent to the office until the violation can be resolved. The student will be sent back to class only after the dress code violation is resolved. The student may need to change to more appropriate clothing, borrow from a friend, call home and wait until a suitable outfit is brought to school, or they may be asked to change into proper clothing provided by office. Wearing school-issued garments until the end of the day may reduce demerits.

DRILLS

State Law requires that the following emergency drills are practiced regularly. Procedures are posted in each classroom.

- Fire/Evacuation
- Lock Down/Safety Drill
- Tornado

DROP-OFF ZONE

Students not riding the bus should be dropped off in front of the junior high school in the "Drop off Zone." Extreme care must be taken as students will be crossing over the route used by buses in the morning.

Students will enter the building no earlier than 7:00am and report directly to the junior high gym. Students are not permitted to go to their lockers or classrooms prior to the bell ringing at 7:42.

ELECTRONIC BLACKBOARD NEWS (EBBN)

An electronic newsletter published regularly by the district to keep families and residents up-to-date on district events and news. You may subscribe by emailing that request to dgould@kingslocal.net or by contacting the school office.

ELECTRONIC DEVICES

- Includes, but not limited to cellular phones, pagers, iPods,, Kindles, pagers, radios, cameras, etc.
 - * Cell phones – see "Cell Phones"
- Students are encouraged not to bring items of value to school. Electronic items are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. No electronic devices are allowed at lunch unless specifically permitted by one of the lunchroom supervisors.
- During the school day, students are to place these personal electronic devices in their locker. They are not permitted to have out or

use personal electronic devices with the exception of the drop off time in the gym. Violations could result in disciplinary action, and the devices may be confiscated and kept in the office until picked up by a parent. Headphones or “ear buds” should be kept in their locker and not be worn or visible during the school day.

- Personal electronic devices may be searched by administration if the student code of conduct is believed to have been broken or if it raises a safety concern

ELECTRONIC DEVICES – PERSONAL USE OF STUDENT-OWNED

Kings Local Schools provides students access to our wireless network and the option of utilizing personal electronic devices as a means to enhance their education. The purpose of this policy is to assure that students recognize the limitations that the school imposes on their use of personal devices. In addition to this policy, the use of a school computer or laptop also requires student to abide by the Kings Local School District’s acceptable use policy

EMERGENCY MEDICAL TREATMENT

Parents are responsible for informing the school of emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat the child and the hospital they wish to care for the child in an emergency. A completed Emergency Medical Form must be on file with the school office by the end of the first week of school. Failure to do so will result in the following consequences: 1day late = 1 BIP, 2 days late = 2 BIPs, 3 days late = 3 BIPs, 4 days late = 4 BIPs, 5 days late = 5 BIPs & being placed into In-School Isolation until the form is turned in.

ENRICHMENT TRIPS

Students are eligible for enrichment trips off campus if they meet the following criteria:

1. Multiple occurrences related to discipline could affect eligibility.
2. Failing grades in the quarter could affect eligibility for the trip.
3. Note: The Washington DC trip – (grade 7 expectations) Students who have chronic behavior issues will be discussed by administration as to whether they meet eligibility requirements to go on the trip.

EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in an after-school activity such as athletics, Art Club, Power of the Pen, Math Counts, Yearbook, YES Club, Winter Guard etc. Students participating in these activities must meet the Kings Junior High School Athletic Eligibility Requirements.

FEES

Fees are determined by the courses taken by the student. One option for payment is to write a check which will serve as your receipt. Checks should be made payable to Kings Junior High School. Put the student’s first and last name in the lower left hand corner of the check. A separate check is required for each student. A second option would be to pay online using PAY –FOR – IT which can be found at the bottom of our district’s main page. All school fees are due by the last day of school in September. No student will receive a high school diploma until fees are paid.

FIGHTING

1. Fighting on or near school property or on the bus – is subject to a level three consequence. A satisfactory parent conference, could help to reduce the initial consequence.

Second Offense and / or third offenses are subject to a more progressive consequence.

2. Being in an area where a fight is happening, while not trying to leave makes you subject to consequence.
3. There is to be no physical horseplay or contact allowed between students. Even though students often claim to be “playing around,” it often leads to injury or conflicts. Excessive physical contact may result in consequence.

GIFTED

The State of Ohio recognizes and defines four areas of giftedness: Superior Cognitive Ability, Specific Academic Ability, Creative Thinking Ability, and Visual and Performing Arts Ability. Information on Gifted Services may be obtained at www.kingslocal.k12.oh.us > Department > Gifted.

GRADING SCALE

90 – 100	=	A	4 Points
80 – 89	=	B	3 Points
70 – 79	=	C	2 Points

60 – 69	=	D	1 Point
Below 60	=	F	0 Points

In averaging final grades:

3.6 – 4	=	A
2.6 – 3.59	=	B
1.6 – 2.59	=	C
1.0 – 1.59	=	D
Below 1.0	=	F

Honor roll will be a student with a 3.5 or higher grade point average. Those with a 3.0 to 3.49 are on the merit roll.

A student failing the last quarter may be retained.

GUIDANCE

Counselors are available for students to discuss academic, personal, and/or social issues, etc. Students are to schedule an appointment to see their counselor. Students are not to meet with their counselor during an academic class or drop-in unannounced unless it is an extreme emergency. Parents may call the counselors at (513) 398-8050,

8th Grade – Mrs Hackman, extension #12008 (ehackman@kingslocal.net)

7th Grade – Mrs. Apple, extension #12007 (mapple@kingslocal.net)

HALL PASSES

All students must use the hall pass located in the back of their Student Handbook. Students in the hallway without a hall pass and/or misusing their or someone else's hall pass will receive a Category I Consequence. Students coming to the office, counselor or nurse must have a pass from their teacher or next bell's teacher before they visit the office/nurse.

HALLWAY PROCEDURES

Violation of any of the following may result in a Level I or II Consequence depending upon the severity of the actions and the number of times the student has been corrected for this behavior.

1. No shouting or loud disruptions.
2. No running.
3. Control aggression. (Physical and verbal) No horseplay permitted.
4. No use of lockers during class time or other undesignated times without permission.
5. No one is allowed in the hallways during class time without a proper pass. Student hall passes are found on the last page of the plan book. The hall pass is to be signed before the student leaves the class, and the purpose for leaving the room should also be filled out.

Other proper hall passes include a nurse pass, lunch room pass, or handwritten pass by the office.

6. Students will use their planner to sign in and out each time they leave their classroom. If your son or daughter has a medical reason for leaving class, please send in a doctor's note. If you feel there are extenuating circumstances that should allow your child more than usual restroom privileges, please set up an appointment with the principal. Students are allowed to use the restrooms between periods and any time during lunch. This rule is in place because many of our students use the time between classes for socializing then want to get out of class to use the restroom. Students are expected to use the restroom between classes, before school, or during lunch.

HAZING AND BULLYING – HARRASSMENT, INTIMIDATION AND DATING VIOLENCE (District Policy)

The prohibition against hazing, **dating violence**, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior **and/or dating violence** by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying **and/or dating violence** means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students /school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or

computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying **and/or dating violence** can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, web site postings or comments, instant messages, text messages, phone calls, and/or voicemails;
 - C. using camera phones or other photographic devices to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using web sites, social networking sites, blogs or personal online journals, e-mails, instant messages, text messages, phone calls, and/or voicemails to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

If these acts take place on school property, or if off-campus activity results in a disruption to the educational process, a student may face disciplinary consequences.

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

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying **and/or dating violence** as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying **and/or dating violence** promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying **and/or dating violence**. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with

the due process rights of the student(s) alleged to have committed acts of hazing, bullying **and/or dating violence**.

Reference Link on District's Website to see the complete copy of the District's Anti-Bullying Policy and/or to make referrals - www.kingslocal.net > Info for Parents > Hazing and Bullying Policy

HEALTH SERVICES

Health services are provided by a licensed school nurse. Services include the provision of care for acute illness and injury, case management for students with chronic illnesses, health screenings and referrals, medication administration, and health promotion. Students are required to have a pass from their teacher to visit the health clinic. Students needing to go home during school hours due to illness or injury are to see the nurse first and parents will then be contacted. Parents are responsible for keeping the school informed of any changes in emergency contact numbers so that they may be reached quickly in the event of an emergency or illness. In the event that parents cannot be reached, contacts listed on the emergency medical form will be called.

Students may receive medications that they need to take during school hours in the clinic with written permission from the physician or licensed provider and the parent. A *Medication Request Form* can be downloaded at the Kings Local website under forms and is also available in the office. **By Kings School Board Policy, written permission must be received from the physician or licensed provider and the parent/guardian before any medications, prescription or nonprescription (over-the-counter), may be administered.** Self-Carry medications are allowed when appropriate, as in the case of students with asthma requiring prompt treatment with inhalers. The authority to self-carry must be noted on the Medication Request Form. All other medications will be kept in the health clinic. Parents are responsible for bringing and picking up their child's medication to and from school. Students are not allowed to have medication on their person at any time except for self-carry medication authorized by the school.

New students, by law, must show proof of an up-to-date immunization record within two weeks of admission. All incoming 7th graders are required to have a Tdap or Adacel booster vaccine. Any 7th grade student without this vaccine will be excluded from attending school.

The health clinic is located in the high school across from the media center serving both the junior high and high school campuses. The nurse may be reached at extension 11022 for any concerns or questions.

Homework Policy

We believe that education is a lifelong process that extends beyond the school. It is important that students, parents, and teachers recognize that learning occurs in school, home and the community. Homework is one means of acquiring the necessary skills of independent study and learning outside the classroom. Assignments are intended to extend and reinforce learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Kings' students will participate in homework that is meaningful, purposeful, and appropriate. The following guidelines are intended to encourage a partnership between the family and the school community and are specific to students in grades seven and eight.

Homework Responsibilities for Students:

- Always do your best
- Record directions for homework in a student planner
- Understand assignment clearly before leaving class
- Bring home proper materials to complete assignments
- Hand in completed assignments on time
- Budget time properly for long term assignments
- Complete any work missed due to absence
- Talk to parents and teachers if you are having difficulty with homework
- Homework will not be assigned over vacation with the exception of previously assigned long term projects.
- Homework will count for no more than 20% of the quarter grade in individual subjects

Homework Responsibilities for Parents:

- Be familiar with the philosophy and guidelines of the homework policy.
- Check your child's student planner and Progress Book regularly
- Provide a time and place to do homework assignments with limited interruptions
- Actively supervise homework completion, assisting if needed, but not doing the work.
- Oversee completion of long-term assignments to assist in understanding time management.
- Contact the teacher with questions or concerns, especially if your child exceeds the allotted time frame or has difficulty.

- Homework will not be assigned during school vacation except for the completion of previously assigned long term projects.
- Understand that homework will count for no more than 20% of the quarter grade in individual subjects.

Homework Responsibilities for Teachers:

- Assign homework on a regular basis in keeping with the homework policy
- Assignments may be on a daily basis or of a long-term type, such as a report/project
- Students are to clearly understand all homework assignments and grading procedures.
- Require that each student have a student planner.
- Teach the skills necessary for the students to complete the homework and become successful independent learners.
- Homework may take the form of class, group, or individual assignments.
- Group projects should not be assigned as homework, unless students can work on their individual parts independently.
- Teachers should coordinate assignments, tests, and projects with other teachers, as appropriate, to avoid overburdening students.
- Assignments should be discussed, checked and when appropriate, corrected and returned to students in a timely manner.
- Specific policies/practices of teachers should be clearly communicated to students and parents.
- Teachers have the responsibility to communicate with parents of students who are falling behind in completing homework assignments.
- Homework will not be assigned during school vacation except for the completion of previously assigned long term projects.
- Understand that homework will count for no more than 20% of the quarter grade in individual subjects.
- Homework will reflect the accommodations and modifications of curriculum that is stated in a student's IEP, 504.
- Homework Responsibilities for Administrators:

Homework Responsibilities for Administrators

- Include this homework policy in all teacher, parent and student handbooks.
- Require teachers to communicate homework policy to students and parents.
- Make certain that teachers are implementing the homework policy consistently and uniformly.
- Assist teachers, when necessary, in implementing this homework policy.
- Observe use of homework during classroom visits.
- Review homework samples and assignments periodically.
- Give suggestions to teachers, when necessary, on how assignments could be improved.

Time Frame of Homework Assignments

As a guideline, homework should be assigned during the school week on a regular basis. While it is understood that the time it takes to complete homework assignments may vary with each child, total homework assignments should have an estimated completion time of no more than 1 hour and 30 minutes per night, including reading. Advanced Math and Language Arts classes, as well as electives, may require additional time. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child's teacher for assistance. Teachers will be aware of grade specific or school-wide evening commitments for students and adjust homework accordingly.

ImPACT

Goal: To build ImPACTful relationships through academic, social-emotional, and real world conversations and activities.

How many days? 4 days (Mon., Tues., Thur., Fri.) 8th imPACT before lunch/ 7th imPACT after lunch)

Team Activities During ImPACT Each team designs and plans for their ImPACT bells with a focus on the intended goal. The following are examples of the activities that take place during ImPACT:

- One-on-One Student Conferencing & Goal Setting
- Math & Reading Intervention through programs and SSR / Academic Review
- Team Building Activities & Celebrations

- Organization & Executive Functioning Skills
- Character Education / Current Events & Discussion

Additional Programs during ImPACT:

- Catch Up Cafe This intervention occurs either during lunch or ImPACT time. Students are assigned this by their teachers when they miss homework. It is run by two classroom teachers that track assignments and data through Google Forms. Students are expected to complete the work that was missed during this time.
- Study Skills This intervention is designed for students who continuously struggle with executive functioning skills (ongoing missing work, organization, time management, etc.) Study Skills will run for a quarter at a time. Students are recommended by their team of teachers.
- **KNIGHT CODE OF HONESTY**
 - 1. I will not cheat.
 - 2. I will keep my eyes on my own paper and always do my own work.
 - 3. I will not copy or lend out homework.
 - 4. I will be honest at all times and in all situations.
 - 5. I will always try to be on my best behavior.
 - 6. I will respect other people's property.
 - 7. I will not take what doesn't belong to me.
 - 8. I will not take advantage of others (substitutes, students, and teachers).
 - 9. I agree to follow the rules in the student handbook and accept the punishment and/or consequences.
 - 10. I will report any violations of this code.
- **LOCKERS**
 - Each student will be assigned a locker. These lockers are the property of the school and not the student. We reserve the right to examine the lockers at any time. We will at times randomly check lockers for neatness, cleanliness, and to insure that no illegal materials are present. Board Policy permits the use of canines to conduct searches for contraband on school property.
 - Students are not to share lockers, change lockers with another student, or give his/her combination to anyone. Students may not place another lock on these hall lockers. Locks put on these hallway lockers will be cut off. Lockers must have pictures of fully clothed persons. Students with items sticking out after their locker is shut will result in loss of the use of the locker for a teacher-designated length of time. Students may not write on lockers inside or out. Students writing on lockers will be punished for vandalism.
- **LOCKERS – DECORATING**
 - It is normal for junior high student to want to celebrate their friends' accomplishments, birthdays, etc. One way they like to do this is by decorating lockers. The lockers at school are school property, and therefore, any decorations on lockers must first be approved by the principal or assistant principal. Here are some basic guidelines to consider before asking for permission.
 - Only decorate the individual's locker. Decorations are not to be put on walls, floors, and neighbor's lockers. No double-sided tape.
 - Balloons are not permitted.
 - Anything written on the decorations that the administration finds inappropriate will be cause for the decorations to be removed.
- **LOST AND FOUND ARTICLES**
 - Please check with front office for location of lost and found items
- **LUNCH - CAFETERIA**
 - *Food Service Director: 398-8050, ext. 10027*
 - *Head Cook- Kings Junior High 398-8050 ext. 12051*
 - Food Service offers a Breakfast Program as well as a Lunch Program to students.
 - A variety of meal choices are available daily which include hot meal choices, sandwich box lunches and chef salad meals. If meal assistance is needed a Free and Reduced Meal Application is available on the Kings Website or can be picked up at the School Office. Students who were approved at the end of last year automatically temporarily qualify again for this year (for 30 days) at which time applications need to be completed. Anyone not previously approved for the program can apply at any time during the school year. Students that are determined to be eligible for the program are provided one meal at breakfast and one meal at lunch, free or at the reduced cost (based on program eligibility) If the students requests a second meal it has to be paid

at full price per the regulations of the National School Lunch Program.

- Lunch is served in two lunch bells: one for 7th Grade Students and one for 8th Grade Students. If students choose to pack their lunch, they are welcome to purchase additional items from the cafeteria. **ALL** students will be required to enter their ID number with every purchase including students that are on the free or reduced meal program. Meals can be purchased with cash, check, or by a prepayment made on our Lunch Pre-Pay System located at www.payforit.net.

- **Before bringing food in from the outside, a parent must get permission from the Principal/Assistant Principal.**

- **LUNCH – LUNCHROOM PROCEDURES FOR STUDENTS**

- 1. Students are given a thirty-minute lunch period. All cafeteria rules exist for the purpose of safety, maintaining order, and common courtesy.
- 2. Students are permitted to talk to their neighbors in a quiet tone while eating their lunch. Once seated, students may not get up or move about without reasonable cause and/or the permission.
- 3. Students may not wait at the end of the line and ask for money.
- 4. Students are not permitted to yell or talk loudly, throw food, become disruptive, or bother other students while eating. The duty teachers and/or administrator will discipline any student whose actions are not acceptable.
- 5. Students who pack their lunch may utilize silverware and napkins in the cafeteria. **NO STUDENT IS PERMITTED TO PURCHASE FOOD FOR ANOTHER.** Due to allergy concerns, students are not permitted to share food with another student.
- 6. When students finish their lunch, they place trash and utensils in the proper containers, and return to their seat until they are dismissed.
- 7. Menus are posted on the school website, but are subject to change due to supplies, deliveries, and other varying factors.
- 8. Students must raise hands in order to leave their seats.

- **LUNCH – LUNCHROOM RULES**

- Students are expected to show respect to themselves, others and property in the cafeteria. See “BEHAVIOR – EXPECTATIONS”. Violation of any of the following may result in a warning (Category I) and/or clean-up duty depending upon the severity of the actions and the number of times the student has been corrected for this behavior. Students misbehaving in the cafeteria may be assigned permanent seating assignments.

- 1. Students are to talk quietly.
- 2. Stay in seats.
- 3. No throwing of food (or other objects) or being
- 4. Keep tables neat. Return trays to their proper places. No food is to be left on the table.
- 5. No running. No physical or verbal aggression.
- 6. Be on time.
- 7. No improper disposal of garbage and eating utensils.
- 8. Do not engage in loud or attention seeking group behavior.
- 9. Students are not to get into line before their turn. There is no cutting into the line
- 10. Students who have habitual issues in the cafeteria could be given permanent seating away from others in the cafeteria.
- 11. Students are not to tamper with other students’ food.

- **LUNCH – RULES FOR STUDENTS serving lunch detention and on Team Restriction**

- 1. Report to your assigned seat at the beginning of lunch period.
- 2. You will be permitted to enter the lunch lines when the lines shorten and **the staff member gives you permission.**
- 3. You are to **face the wall at all times.** You are not permitted to talk to any students.
- 4. You may only leave your seat **with permission from a staff member.**
- 5. You are not permitted to ask students to buy your lunch when they are in line. Again, **you must wait to get your lunch until a staff member gives you permission.**
- 6. Students on Restriction who break these rules are subject to **eating lunch in the office, cafeteria clean-up duty, Friday School, ISI and/or suspension.**
- 7. Students on Restriction are **not permitted to purchase snack items** from the vending machines nor have other students purchase it for them.
- 8. Students on Restriction are **not permitted to go outside** for free time after lunch.

- **MAKE-UP WORK**

- Teachers will send home make-up work to those students who are going to be absent three or more days. Parents should call the school and request the team to provide homework if they anticipate their child will be out for a sustained period of time. You may leave a message with the school secretary, and she will hand it over to the team leader. We must have a reasonable amount of time to gather assignments. Students who have an excused absence will be given an opportunity to make up all work missed. It is the student’s responsibility to acquire the work upon his / her return. Make-up work and tests will be worked out between the teacher and the student.

- MAKE-UP WORK – STUDENT (EXTENDED ABSENCE)
- In order for teachers to adequately plan assignments, whenever a student knows in advance that they will be absent from school for an extended period of time, they will do the following:
 - 1. Present a written request to be absent to the principal at least five (5) days in advance of the absence. The request shall stipulate the reason for the requested absence and be signed by parent/guardian. The student will have the note signed by the principal or counselor and then show it to each teacher. The attendance secretary should also receive a copy of the note with the dates the student will not be in school for attendance purposes. It is the student's responsibility to acquire the work prior to the extended absence. Homework assignments are due upon the day of return to school unless there are medical reasons why a student cannot complete the assigned work.
 - 2. Tests are to be made up after a reasonable amount of time.
 - 3. Remember that if a student has been absent for over eight accumulated days, any further absences are unexcused unless we receive a note from a doctor or dentist. Vacations with families are unexcused if the student has missed eight or more days.
- MAKE-UP WORK – RETURN TO SCHOOL
- A student shall be given the opportunity to do make-up work. If an assignment is given when the student is in school and the student is absent on the due date, the assignment is due when the student returns to school. It is the responsibility of the student to contact his/her teachers and request make-up work. Students are responsible for seeing that all work is made up, completed, and submitted in a timely fashion. Make-up work will be given at the teachers' convenience within two days after the student returns to school.
- Students will have the same amount of days of their excused absences to make up the work. The principal can extend the number of days allowed for make-up work for a lengthy student absence with extenuating circumstances. A single missed test is required to be made up on the same day of the student's return.

MEDIA CENTER STUDENT POLICY

The fully functional media center is open throughout the school day. Arrangements must be made with Media Specialist/Aide and/or teacher.

Checking out materials

1. Students must show their Kings ID cards to check out materials.
2. Student may have up to four materials checked out at a time.
3. Materials may be used for two weeks. At the end of this time, the materials should either be returned or renewed.
4. Students are charged for lost or damaged materials.

Proper media center behavior:

1. All school rules apply. Students are not permitted to chew gum or objects, eat food of any kind, or drink while in the media center.
2. Students must read or do school-related work.
3. Talking is disruptive.
4. Removal of materials without proper checkout or removal of security tags or placement of these tags in inappropriate areas will result in disciplinary action.

Medications

MEDICATION – KINGS LOCAL POLICY

Medication administration at school may be necessary in order for a student to attend school on a regular basis or benefit from the educational program. If possible, all medication should be given by the parent/guardian at home. If this is not possible, it is done in compliance with the following.

1. The school nurse or an appropriate person appointed by the Board supervises the secure storage and dispensation of medications. A locked cabinet is provided for the storage of the medication. Accurate records of medications given must be kept.
2. Written permission must be received from the **physician or licensed provider** and the **parent/guardian** before any medications, **prescription or nonprescription**, may be administered by school personnel.
3. This written request must include instructions as to the name of the medication, dosage, time of dosage, duration of the medication and possible side effects. This written request will be valid for the present school year or until discontinued.
4. The parent/guardian must agree to submit a revised statement, signed by the physician or other licensed provider who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed provider

changes.

5. The medication must be received in the original pharmacy-labeled or manufacturer's container with the student's name clearly noted.
6. Medications should be brought to school by the parent/guardian or a designated responsible adult.
7. Students may self-carry and/or use prescribed inhalers for asthma, or any prescribed emergency medications such as, but not limited to, Glucagon, Epipen, or Diastat as long as written approval for self-carry is received from the parent/guardian and prescribing physician or licensed provider. This written approval would allow the student to self-carry emergency meds at school or at any school sponsored activity, event or program.
8. Alternative method: The parent may choose to schedule medication before and after school or to bring the medication to school and administer it personally during the student's lunch or recess. This may be more convenient when a child needs medicine on a short-term basis, such as antibiotics, cold medicine, etc.

ORGANIZATIONAL ISSUES

Each Team will develop and communicate their policies and procedures.

OUT OF TOWN POLICY

See "Attendance Policy"

PARENT CONFERENCES

See "Conferences"

PARENT – Teacher Organization (PTO)

Parent representatives from each team meet with school administration to discuss issues at Kings Junior High School. All parents/guardians are invited and encouraged to become involved.

PARKING DURING SCHOOL

Automobiles should not park in front of the building except in designated visitor spots. When dropping off a student for school, they should be dropped in the parking lot "Drop Off Zone" in front of the junior high school. Buses are waiting for student drop off/pickup, and it is ILLEGAL to pass buses. Students who walk through the bus line are posing a danger to themselves and other students.

PARENT notes

PARENT NOTES ARE REQUIRED FOR BUT NOT LIMITED TO: (NOTES MUST BE SIGNED BY AN ADMINISTRATOR)

- YOUR STUDENT IS RIDING THE BUS HOME WITH ANOTHER STUDENT OR NEEDS TO RIDE AN ALTERNATE BUS
- YOUR CHILD IS LEAVING CAMPUS WHILE WAITING FOR AN AFTER SCHOOL EVENT TO START (EXAMPLE – WALKING TO MCDONALD'S BEFORE PRACTICE)

PHOTO/WORK RELEASE

Each student must have a Release Form on file indicating their parent's preference on the Kings Local School District publishing their child's work and/or photograph on the Kings Local District web page and/or school and/or local papers and/or district print publications. This would also include the student's work and/or image to be on videotape for school productions and/or local news media. The Release Form is found at the beginning of the Student Handbook and must be returned by September 21st.

PHYSICAL EDUCATION

The required dress is gym shorts, t-shirt, socks, tennis shoes and must be different from what is worn to school. Sweat suits are acceptable.

1. Failure to dress one time (unexcused). Warning
2. Failure to dress two times for gym in a quarter (unexcused) and a parent contact will be made.
3. Failure to dress three times for gym in a quarter (unexcused) will result in further consequence which may be reduced with a satisfactory parent conference.
4. Four times of failure to dress (unexcused) will result in a Friday School. A conference with the student, parent, teacher and Principal/Assistant Principal will be scheduled to develop a Behavior Contract.
5. During P.E. class, store property in one of the small lockers. Students may use gym lockers only during his/her gym period. He/she may (and is encouraged to) put his own lock on these gym lockers
6. Students not dressed correctly will receive a zero and will walk during class.
7. We will accept a parent note for not taking gym for one day. After that we need a doctor's note in order for the student to be excused. If longer is required, please contact the PE Teacher to explain the situation.

8. Students are not allowed in locker room during class without permission.
9. Students not able to take gym for medical reasons will be required to do a report assigned by the teacher dealing with some area of physical education or health. This paper will be graded.
10. Students who have a religious or medical reason for not wearing shorts should bring in a letter from your religious leader or a note from your doctor. You will then be allowed to wear sweat pants instead.
11. All locks are to be removed at the end of the bell. Clothes and the lock should be removed and placed in his/her hall locker. All locks will be cut off if left on a locker.

PLAGIARISM POLICY

All students should be aware of the Kings District Plagiarism Policy. Policy is in place at CIS, KJH and KHS.

Plagiarism is:

1. Copying passages from someone else's writing without using quotation marks and giving the author credit.
2. Paraphrasing or summarizing someone else's writing without acknowledgement or giving credit for another class without permission of both teachers.
3. Handing in work for one class, which was handed in for credit for another class without permission of both teachers.
4. Presenting someone else's work as your own work.
5. Copying or buying work from on-line or other professional sources.

Unintentional plagiarism is still plagiarism.

For proper citation form, see Trimmer's Guide to MLA Documentation, the handbook adopted by the Kings Local School District. Copies are available from the media center or teachers.

Plagiarism - Consequences at KJH

First offense – A grade of "0" will be recorded for the work and parents/guardians will be notified.

Second offense – A grade of "0" will be recorded for the work. The student and his parents/guardians will meet for a conference with an administrator, the student's counselor, and the teacher.

Third Offense – will be left to the discretion of administration.

POLICY MANUAL

School district School Board Policy Manual is located in the Learning Commons. Any person wishing to review this manual can make an appointment with our Media Specialist.

Progress Book

This is a valuable communication tool which allows students and parents to stay current on student progress. This is provided to all of our families and students with internet access. Please contact the school office with any questions.

RESOLVING A PROBLEM AND/OR CONCERN

The most effective way for parents/guardians to address problems and concerns about their children and/or instructional or extracurricular activities is by following the chain of command. The chain of command will normally be as follows:

- | | |
|----------|--|
| 1st Step | Teacher, coach or activity sponsor |
| 2nd Step | Building principal, assistant principal or athletic director |
| 3rd Step | Superintendent's Office |
| 4th Step | Board of Education |

The classroom teacher, coach or activity sponsor should be the first to answer questions.

REPORT CARDS

Interim reports are approximate grades, as teachers do not necessarily calculate exact averages. If you are concerned about your son or daughter's grades and wish weekly information, please contact your team leader and / or guidance counselor. Please consider going over assignment books with your child daily; this may provide the encouragement students need to keep up with assignments.

REPORT CARDS

Grade reports will be available electronically at the end of each grading period. If you need a paper copy, please speak to one of our administrative assistants in the front office.

RETENTION

Promotion or retention of a student shall be based solely on the premise that each student shall be placed in the best environment for learning.

1. The building principal shall be accountable for the promotion or retention of each student.
2. Age, maturity, grades, and achievement level shall be the basic factors governing promotion or retention.
3. When retention is being considered, the teaching team shall confer with the principal and other staff members involved with the child by the end of the first semester.
4. The parents shall be invited to a conference with the teacher(s) and the guidance counselor for a discussion of the possible retention no later than February 1. Parents shall be given an explanation of their child's current academic standing and goals shall be set for the third quarter.
5. The parents shall be invited to a conference with the teacher(s) and the guidance counselor early in the spring quarter to review the student's progress.
6. The parents of students to be retained shall be invited to a conference with the teacher(s) and the guidance counselor within the last three weeks of school. The purpose is to communicate the retention decision and to consider needs and goals for the following year.
7. A yearly average of F (failing) in two major academic classes or in one major and two minor academic classes will result in retention, grades 1 - 8.
8. Achievement test scores, attendance, and approved summer school attendance may be considered in making the final determination. Social or age factors are not cause for exceptions.

SAFE SCHOOL HELPLINE

When a student or parent witnesses or knows of any illegal activity or potentially dangerous situations, you are encouraged to call the Safe School Helpline anonymously at 1-800-418-6423 ext. 359

SCHOOL HOURS

SCHOOL: Monday through Friday – 7:50 a.m. – 2:26 p.m.

OFFICE: 7:00 a.m. – 3:15 p.m.

Students may enter the building at 7:00 a.m. and report to assigned area. They will be dismissed at 7:42 a.m. to lockers.

First Bell begins at 7:50 a.m.

SCHEDULE

Scheduling questions and concerns should be addressed to your school counselor. If a schedule change is needed, it must be approved by administration within three days of receiving it.

SCHOOL RESOURCE OFFICER

Deputy John Downs, from the Warren County Sheriff's Department, serves our district as a School Resource Officer. Deputy Downs' office is located at the high school but is available to each building. You may contact him at his extension #11096 or by email at: jdowns@kingslocal.net

Student Searches

Pursuant to section 3313.2 of the revised code, in order to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or a student's automobile under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to cooperate or permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Definitions – for purposes of policy and these administrative procedures, the following definitions are applicable.

“Contraband” is all substances and materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, inhaled glue or aerosol paint, guns, knives, weapons and incendiary devices.

“Reasonable suspicion” is the standard for a search on school property or at school related events which is based on the school official's specific reasonable inference which he or she is entitled to draw from the facts and information at hand, in light of the school official's experience. Specific reasonable inferences may be drawn from information including, but not limited to, a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband, a bulge in a pocket, or similar appearance justifying a reasonable suspicion. Reasonable suspicion should not be based on a mere hunch.

- 1. School Property** – student lockers, desk and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school and required to cooperate with school officials to allow entry or access to them.
- 2. Locker searches** – student lockers and school owned storage facilities are subject to search at any time without regard to whether there is reasonable suspicion that the contents include evidence of violation of a criminal statute or school rule.
- 3. Automobile searches** – automobiles on school property are subject to search by a school official if a school official has reasonable suspicion to believe that contraband is in or on the automobile. School parking areas are school property and regarded as school premises. Students are permitted to park on school premises as a matter of privilege, not of right. This extends to vehicles parked on public property near the school if the vehicle is left in that location for the intent of attending school.
- 4. Personal searches** – a student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials, contraband, or has used the item to participate in another violation of the student code of conduct with regard to harassment/bullying, academic dishonesty, or other prohibited activities. If a pat-down of a student's person is conducted, it will be conducted in private by a school official of the same sex with an adult and witness of the same sex present, when feasible. If extreme emergency conditions require a more intrusive search of a student's person such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the superintendent or his designee, unless the health or safety of the student will be endangered by the delay which might be caused by following this protocol. Under no circumstances shall a student be subject to a body-cavity search by a school employee. In emergency conditions requiring a more intrusive search of the student's person, administrators, if possible, will attempt to notify the parents; provided, however, that the presence of one or more of the pupil's parents is not a prerequisite for proceeding with the search.
- 5. Application of policy** – school officials are empowered to conduct reasonable searches of students and school property when there is reasonable suspicion to believe that students may be in possession of drugs, weapons, alcohol and other materials ("contraband") in violation of school policy or state law. Students reasonably suspected of having possession of contraband may be searched in order to secure the school environment so learning can take place to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials, and shall be subject to search. The administration may also utilize canines and metal detectors (magnetometers).
- 6. Use of canines** – the administration is authorized to utilize canines whose reliability and accuracy for detecting contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall constitute reasonable suspicion for a further search by school officials.
- 7. Use of metal detectors (magnetometers)** – weapons of any nature on school property or at school functions are prohibited by school policy and state law. The presence of weapons is inherently dangerous to all persons in the school setting. When the administration has reasonable suspicion to believe that weapons may be present or when there has been a pattern of weapons found at school or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors.

SCHOOL TELEPHONE

Students may use the office telephone, with the permission of office staff, to call parents. If the student is not feeling well, they must see the School Nurse before calling home.

STATE TESTING

Several state tests will be administered based on state mandates. Students in 7th Grade will take tests in Reading and Math. Students in 8th grade will take Reading, Math, and Science. Parents will be notified, during the 2019-20 school year, of the dates and any changes in this the testing schedule which is determined by the State Department of Education. Parents will receive results of this testing with a narrative report from the testing company in the fall.

STUDENT CODE OF CONDUCT

District administrators, principals, teachers, substitute teachers, teachers' aides, student teachers, office personnel, bus drivers, custodians, cooks or any authorized school personnel have a right to make and establish reasonable rules/regulations/procedures/requests (hereafter referred to as rules) which are to be followed in order to guarantee each student the excellent climate they deserve. This handbook is part of those rules. Violation on the part of a student of any one or more of the rules may result in disciplinary action; including (but not restricted to): student conference, parent conference, denial of privilege(s), restrictions placed, payment for damages, detention(s) (study/work), in-school discipline, confiscation, suspension, emergency removal, involvement of the proper legal authorities and/or expulsion, removal from extracurricular activities. Counseling may be required (on its own or in

conjunction with any of the above). Penalties will increase in severity for repeated violations of school rules and regulations.

The specific penalty will be assigned by the administrator based on the information available, the nature of the incident/act, the discipline history of the student(s) and the severity and frequency of rule violations.

STUDENT PLAN BOOKS

Students will receive a plan book at the beginning of the year. We are hoping to help build important organizational skills and hope to have good cooperation. Parents should be able to tell student progress by looking at these plan books. Student hall passes are also found in the plan book and should not be removed. Students will not be issued a hall pass from class unless they have their planner. These hall passes are not to be shared with other students. No student should be in the halls without a hall pass except when changing classes. (See "Hall Passes") Failure to show a hall pass or planner could result in a referral to the assistant principal's office for not following instructions. The cost of replacement planners is \$5.00.

STUDENT RECORDS

Student records are confidential and protected by the "privacy act." Only school staff and the child's natural parents or legal guardians have access to the records. Directory information on the child is not protected by the "privacy act." Directory information includes name, address, phone number, age, weight, etc. Parents may request that the school not release this data. The only groups with whom we have shared this information is the athletic and band boosters and P.T.O.

STUDENT RECORDS – PARENT ACCESS

Parents requesting access to their child's records must be granted access within 45 days of the request. Parents have the right to receive copies of their child's record. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records. In addition, they have the right to an opportunity for a hearing to challenge the contents of those records. Divorce or change in custody does not change the rights of a natural parent to his/her child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Step-parents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them.

STUDENT RIGHTS AND DUE PROCESS

Recent court decisions across the country have held that the right to an education is a fundamental right. Certain procedures must be followed before a student can be denied this right. The state of Ohio has laws collectively known as "Student Due Process Law" which set out the circumstances and procedures under which a student may be denied school attendance. Full details of the rules, regulations and due process procedure of the Kings Local School District are available to parents, guardians, or students in the office of each school in the district and at the superintendent's office.

STUDENT VALUABLES

Students are encouraged not to 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 cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

SUBSTANCE ABUSE POLICY - DRUGS AND ALCOHOL

Underlying reasons for policy:

Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our county and because the use and availability of these substances on school campuses interferes with the educational process, this policy is adopted and implemented. The policy is designed to help remove the influence of drugs, alcohol and other chemicals from the school environment. While the family has the primary responsibility for the treatment of chemical abuse as a health problem, the Board recognizes that the schools have a responsibility to advise parent/guardians of instances when chemical use by a student is witnessed or discovered. The Board shares the family concerns as they deal with this problem because of the adverse effect that chemical abuse has on the individual, the family, the school environment, and the educational process. For this reason, and because the Board is responsible for providing a climate conducive to learning, the Board has authorized the superintendent, principals, and appropriate staff members to develop and implement rules and regulations to carry out this policy and to provide appropriate prevention and intervention programs for our students. It is also the intent of the Board to provide students, staff members, both classified and certified, and community members with an educational program which is preventative in nature, designed to help students and staff who are having problems related to drugs or alcohol.

Therefore, the district will maintain a K-12 drug and alcohol prevention curriculum, develop and maintain a system of identification and referral, keep the community aware of the problems in the district and the approaches being used by the district for combating substance abuse and establish working relationships with community groups to help address the issues of chemical abuse.

Basic Policy:

No student shall possess, use, transmit, or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or possess, use, transmit or sell drug paraphernalia or counterfeit drugs, or possess, use, transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or otherwise altering the student's mood or behavior.

This policy shall apply to all students before, during and after hours at a school, in any school building, and on any school premises, including designated transportation stops; on any school-owned vehicle or in any other school-sponsored or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel. This policy applies to all students on school property, in attendance at school, or at a school sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students and employees.

This policy shall not apply to the authorized use and possession of medication pursuant to the district's medication policy or the legal possession of any of the above listed substances in connection with an approved school project.

The parents will be notified if a pupil is involved in the sale, transfer, distribution, or possession of drugs of abuse, including counterfeit controlled substances; and, if any alcohol permit (false ID) violation is suspected, or the pupil is under the influence of drugs or abuse.

Prohibited Activity

It shall be against school policy for any student:

1. To sell, supply, disburse, give or attempt to sell, supply, and traffic, disburse or give any of the substances listed in this policy, or any substance which the student represents or believes to be a substance listed in this policy.
2. To possess, procure, purchase, or attempt to purchase, or to be under the influence of (legal intoxication not required), or to use or consume, or attempt to use or consume, any substance listed in this policy or represented by or to the student to be any of the substances listed in this policy, including possession of drug paraphernalia or counterfeit drugs.

Penalties for Violation

Any student engaging in the prohibited activities listed above (possession, etc.) with respect to the following prohibited substances shall be subject to the penalties set out below:

1. **Alcohol or any alcoholic beverage:** Penalty: 1st offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy. Any subsequent offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) 80 days or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.
2. **Possession or use of any controlled substance or dangerous drug** as defined by the Ohio Revised Code, or as defined by Section 812, Schedules I-V, or Title 21, United States Code, Section 801, et. seq., including, but not limited to, marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant. Penalty: 1st offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy. Any subsequent offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) 80 days or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.
3. **Any glue or aerosol paint** as defined by the Ohio Revised Code, or any other chemical substance, including but not limited to, lighter fluid and reproduction fluid, for inhalation. Penalty: 1st offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy. Any subsequent offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) 80 days or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.
4. **Any prescription, non-prescription, or counterfeit drug, medicine, vitamin, or other chemical** including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other types of vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the district's authorized medication policy. Penalty: 1st offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy. Any subsequent offense: suspension for ten days with a recommendation for expulsion for a period not to

exceed the greater of (a) 80 days or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.

5. **Prohibited activity:** (a) selling, supplying, giving or trafficking, etc of any substance subject to this policy. Penalty: 1st offense: suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion.

Educational Diversion Program

Students expelled for a first offense in accordance with the above policy, except students expelled for selling, supplying, or trafficking in prohibited substances, upon completion of their ten-day suspension, shall be eligible to return to school upon recommendation of the principal based upon the following factors:

- a. The results of an evaluation of the student by a trained and appropriately certified/licensed chemical dependency professional. The student may be re-admitted to school prior to this evaluation occurs provided that the school is presented with verification in writing from the agency that an evaluation is scheduled and is pending. These results and any subsequent recommendations will be put into writing and forwarded to the appropriate school administrator.
- b. Drug screening from a qualified licensed agency (administrative approval required), which must follow the required chain of custody and must be completed within 24 hours of the initial disciplinary action.
- c. A written statement to the principal from the student and parents outlining definite plan for follow-up. The plan must include a commitment to follow the recommendations of the chemical dependency professional completing the evaluation.
- d. The student and parent's commitment to participate in a prescribed program by the chemical dependency professional and school.
- e. A conference and discussion between the delegated school district administrator, the parents, and the student to outline the conditions which must be adhered to if the student is to again become a member of the student body will be conducted after the items outlined in above items a, b, c, and d have been received by the principal. This conference will determine whether the student and parent(s) have satisfied the above factors and whether the attendance of the student, upon readmission, would be disruptive to the school program and might interfere with the orderly conduct of the school. Having made these determinations, the principal will take appropriate action to waive or not waive the balance of said expulsion in their absolute discretion.
- f. If the school administrator determines that the student or parent(s) failed to complete the prescribed program, the student's expulsion shall be immediately reinstated. If necessary to insure that the student serve the full original term of the expulsion, the superintendent may extend the expulsion into the next school year. The student and parent(s) shall have the right to appeal a determination under this section to the superintendent, or his designee, and the Board of Education.
- g. A second or subsequent offense occurring at any time during the student's enrollment in the district shall result in a recommendation for expulsion by the principal to the superintendent.

TEACHER AUTHORITY

Every student is under the jurisdiction of all teachers, substitute teachers, aides, secretaries, custodians, bus drivers, and all school employees (on school property at all times) regardless of whether that teacher has the student in class. Students should view all adults employed by the school as an authority figure. Failure to do so could result in consequence.

TEXTBOOK RESPONSIBILITIES

Students are responsible for their own textbooks and workbooks. If they lose these, they must pay for replacements. Please encourage your child to not give others the combination to his/her locker. This assures a student that their items are secure in his/her locker.

TRANSFERS

Students can be transferred from one class to another at the teacher's request. This may be done for academic or disciplinary reasons. If a parent would like the school personnel to consider any student movement, please make requests to the guidance counselor. We will discuss new placement at the next teachers' meeting. Movement will not take place without a consensus. Other moves will be made if the staff and administration feel it to be to the benefit to all students involved.

Two Hour Delay Schedule

If a two-hour delay schedule is announced, school will start at 9:50 AM. Dismissal will be at 2:26 PM.

UNAUTHORIZED MATERIALS- POSSESSION (level 4 offense)

1. Possession of smoke bomb, stink bombs, fireworks, throw pops, etc.
2. Possession or use of articles which are hazards to the safety of others or interference with school procedure is against the law
3. Carrying any type of knife or weapon of any kind – ten-day suspension, recommendation for expulsion, charges filed. STATE LAW REQUIRES A ONE-YEAR EXPULSION.

UNAUTHORIZED MATERIALS - DANGEROUS WEAPONS POLICY

The Board is committed to providing the students of the district with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons in the schools. Sections 3313.66 and 3313.61 of the Ohio Revised Code require that the superintendent of a city, exempted village, or local school district expel a student for a period of one year for possessing/bringing a firearm and/or knife onto school property, in a school vehicle or to any school-sponsored event. In addition, a student may be expelled for reasons beyond the possession of a firearm or knife. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes, but is not limited to, any explosive, incendiary, or poisonous gas; bomb, grenade or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above.

Students are prohibited from possessing/bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle, or to any school activity, the superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

Students are also prohibited from possessing/bringing knives on school property, in a school vehicle or to any school activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student possesses/brings a knife on school property, in a school vehicle, or to any school-sponsored activity, the superintendent may, if authorized by the Board, expel the student from school with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

VANDALISM

The destruction, defacing or vandalism of school property could be considered a level 3 or level 4 offense (see pyramid)

VISITORS/GUESTS

Parents and other adults are always welcome to visit our school. As per the district-wide policy, all visitors MUST report directly to the office. You will need a driver's license to check in electronically with Lobby Guard. The purpose is two-fold: 1) maintain security for the students and the building contents, and 2) eliminate unnecessary interruptions in the classroom educational process. All visitors will be required to wear the "Visitors" ID badge printed by Lobby guard.

We do not allow students from other schools to "visit" our building for the day or for lunch. We do not allow any students from other schools into our school dances.

WARREN COUNTY JUVENILE COURT

Any violation of the Student Code of Conduct, which is also a violation of the laws of the State of Ohio such as attendance, may also, be referred to the Warren County Juvenile Court for appropriate action.

WEB SITE

www.kingslocal.net > Schools > Kings Junior High

WITHDRAWAL FROM SCHOOL

Parents should notify the office in the event a student must withdraw from Kings Junior High School. Prior to leaving, the student will have an official withdrawal record sheet completed by his/her teachers and other school personnel. Upon arrival at the new school, you will need to sign a request for school records.

Y.E.S. – (Youth Educational Support) This program is designed to help students who need structure. Those who agree to participate in this program are required to meet the expectations of the program, which includes regular attendance. Please discuss the requirements and expectations with YES teachers before considering this as an option.