

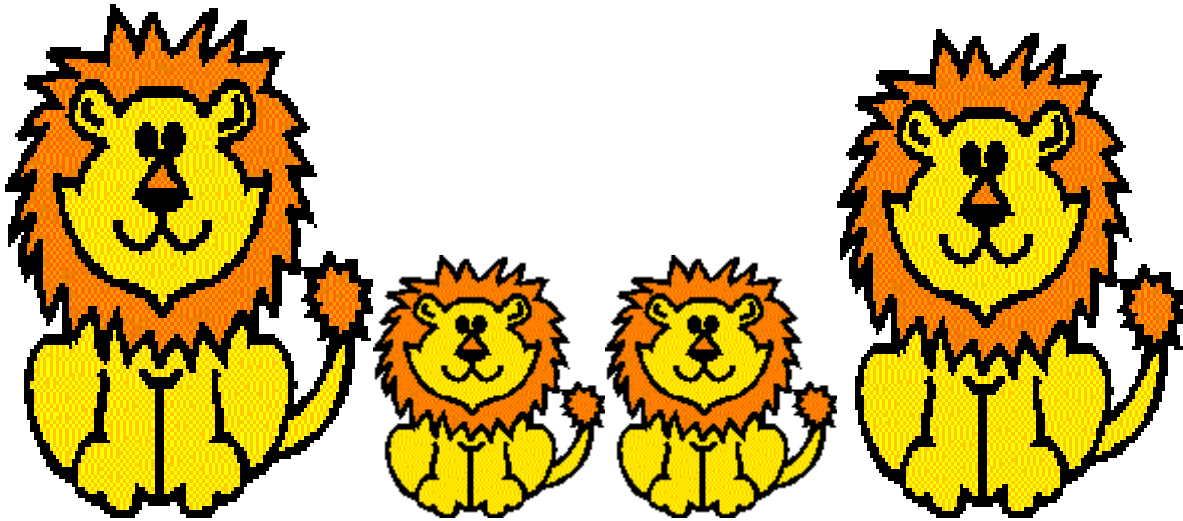
# LONGCOY

# ELEMENTARY

HOME OF THE LONGCOY LIONS

2023-2024

STUDENT/PARENT HANDBOOK



Welcome to the Pride!

PLEASE READ CAREFULLY!

# WELCOME

Dear Parents and Students,

On behalf of the staff at Longcoy Elementary School, I want to extend a warm welcome to each and every one of you. I look forward to seeing old friends and getting to know the new members of the Longcoy community. This handbook is sent to all of the Longcoy families to help answer some of the questions you may have about school operations and policies. I encourage you to keep this handbook; it is a great resource!

A student's family is a very important part of their education, and I hope you will become involved with Longcoy School sometime during the school year. This involvement may be as a volunteer or as an active member of the Longcoy School Association. I am very excited about the learning opportunities that each child will have this year. Let's work together to make this the most successful school year yet!

Be Happy,

Janice Swan  
Principal

## VISION STATEMENT

**All Longcoy students will learn...whatever it takes!!**

## MISSION STATEMENT

1. We believe each child is a unique individual and learner. Children learn best in a safe environment with caring people.
2. We believe the primary focus of school is to engage students in meaningful work based on the Ohio's learning standards.
3. We believe it is the responsibility of the school, home and community to meet individual student's academic, social, and emotional needs.
4. We believe that a family, school, and community partnership contributes to the development of life long learners and responsible citizens.
5. We believe a well-trained staff is important for students to achieve.

## DAILY TIME SCHEDULE

8:15 a.m.	Students eating breakfast enter the building		
8:30 a.m.	Students Enter Building/Classrooms		
8:40 a.m.	Tardy Bell Rings Students in Seats for Announcements Classes Begin		
11:00 - 12:35 p.m.	Lunch & Recesses		
	<u>Grades 1 &amp; 2:</u>	Recess:	11:00 -11:20
		Lunch:	11:20-11:45
	<u>Grades K/3:</u>	Recess:	11:25-11:45
		Lunch:	11:45-12:10
	<u>Grades 4 &amp; 5:</u>	Recess:	11:50-12:10
		Lunch:	12:10-12:35
3:12 p.m.	Car Riders/Walkers/KPR/Bike Riders Dismissed		
3:15 p.m.	Bus Riders Dismissed		

**Arrival - Dismissal - Recess - Lunch**  
**Longcoy Procedures**  
**2023-2024**

**ARRIVAL:**

- 8:20 Supervision begins on the blacktop.
- 8:20 Bus Riders will be let off the buses to walk down the sidewalk and join lines.
- All students line up by class on blacktop.
- 8:15 Breakfast Bell rings for breakfast eaters to come in the middle set of doors.  
Students enter gym.  
Pick up breakfast bag and sit down in gym to eat.  
When finished line up outside with their class.
- 8:30 Remaining students enter the building.  
K and 3 through far right doors (green hallway)  
1 and 2 through middle door (yellow hallway)  
4 and 5 through far left door (blue hallway)
- 8:40 Tardy Bell rings and announcements begin

**NOTES:**

1. Car riders will be dropped off in the Gardenview parking lot and walk down to the blacktop to join their class line.
2. For safety reasons parents are not allowed on the playground during arrival.

**DISMISSAL:**

- 3:12 Car Riders exit back doors to playground and walk toward back Gardenview parking lot.  
K and 3 Green Hallway doors  
1 and 2 Yellow Hallway doors  
4 and 5 Blue Hallway doors
- 3:12 Car Rider/Walker/KPR/Bike Rider Dismissal
- 3:15 Bus Riders exit the doors and walk down the sidewalk to board the buses or walk home.

**NOTE:**

1. Siblings **MUST** line up on the same spot while waiting for the parent to arrive.
2. For safety reasons parents are not allowed on the playground during dismissal.

### **RECESS:**

- Students should use the restroom BEFORE going out to recess.
- Students must use the playground equipment appropriately. (See RECESS GUIDELINES)

### **LUNCH:**

- Students must remain seated during lunch and raise their hand if they need something.
- Students are not permitted to share food at any time due to possible food allergies.

## **FEES AND SUPPLIES**

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

Each student is assessed an Elementary School Supply Fee, payable by September 30<sup>th</sup>. The Fees are established and approved each year by the Board of Education. Fee amounts for each grade level can be found in your student's opening day packet. **You may pay your child's school fees online at [www.MyPayments Plus.com](http://www.MyPayments Plus.com).** Or you may send a check or money order to school with your child. Please make the checks payable to **LONGCOY ELEMENTARY SCHOOL** and do not combine the Elementary School Supply Fee with other monies (i.e. lunch money, field trip money, etc.) Report cards will be held for unpaid fees. In addition to materials provided by the Elementary School Supply Fee, parents are urged to see their children are equipped with school supplies recommended by the appropriate grade level teachers.

## **FOOD SERVICES**

Student breakfast & lunch prices for the school year can be found in the opening day packet. Lunch prices include milk. All packers (including students qualifying for free or reduced lunches) must purchase a carton of milk if provided by school. Packers must also provide their own eating utensils. ***(Please note that we cannot accept any charges.)***

Student food accounts are automated. Parents may add funds to a student account by sending money (cash or check) with a student to school or by paying online at [www.mypaymentplus.com](http://www.mypaymentplus.com). As students purchase lunch or breakfast the cost of the meal will be deducted from the student's account. Parents will be able to access their child's account to see balances, add funds, and see meals purchased at [www.mypaymentplus.com](http://www.mypaymentplus.com). Please do not add lunch money to other monies sent to school (i.e. Elementary School Supply Fee, Field Trip money, etc.)

## **HELPFUL HINTS FOR A SUCCESSFUL SCHOOL YEAR**

1. Take time to talk with your child about his feelings, experiences, and achievements. Listen to your child. Teach him/her to listen to others.
2. Start your child's day off to school right by seeing that he/she has a good night's rest, a good breakfast, and is dressed according to the weather before leaving for school.
3. Avoid negative talk about other students and teachers in the presence of your child. Help your child adjust to different personalities and respect the rights of and differences in others.
4. Arrange a conference with your child's teacher immediately when you are concerned, withholding judgment until you are well aware of all the facts. A child's self-confidence can be destroyed when he/she senses anxious concern or disapproval in his parents.
5. Remember that parents can best help children grow by setting a good example and by providing them with love, understanding, and secure guidance. Children are not small adults. They do not think, feel or react as grown-up people do. At all levels we find children who are very mature one day and very immature the next. This is part of growing up. Remember, as we lead, so they will follow.
6. Believe in your child - never lose faith in him/her. Honor and respect him/her; s/he will do the same to you. Guide your child to develop into a self-sufficient person - you cannot do it for him/her.
7. Support your child's education by reviewing schoolwork and information that is sent home. Attend special evening programs sponsored by the school and L.S.A.
8. READ! READ! READ with and to your child.
9. Make sure your child attends school regularly and arrives for school on time. Students who miss 65 hours/approximately 10 days will receive an attendance letter.

## **ADMISSIONS**

Kindergarten students must be five on or before August 1<sup>st</sup> of the year of attendance.

When registering any new student, parents must present picture identification, two forms of proof of residency, birth certificate, immunization records, and custody papers, if applicable. If transferring from another school district, parents should arrange to have copies of academic records sent to us. This will insure the proper placement of your child in our academic programs.

## **TRANSFER OF STUDENTS**

Please notify the school office immediately if you change your residence and your child needs to transfer to another school district. Parents need to fill out a withdrawal form found on the Kent City Schools website and sign a release of records at the new school in order to obtain your child's school records. Parents who attempt to move out of the district but keep their child in Kent City Schools may suffer legal consequences.

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

## **CHANGE OF ADDRESS OR PHONE**

Please notify the school office immediately of any change of address or telephone number. The office needs to know current addresses and phone numbers in the event of any emergency. **HELP US KEEP YOUR CHILD(REN) SAFE BY UPDATING YOUR ADDRESS/PHONE NUMBER WHENEVER IT CHANGES.**

## **AFTER SCHOOL ACTIVITIES**

Several activity groups meet after school during the year and parents pick up their children at the end of the meeting. Fliers are sent home in advance for students to sign up for after school activities.

## **ARRIVAL/DISMISSAL OF STUDENTS**

Students are not permitted in the building prior to 8:30 a.m. (Safety Patrol 8:15 a.m.) Arriving earlier is a safety problem because there is no supervision prior to that time.

Students can not arrive at school prior to 8:20 as there is no supervision outside or on the blacktop.

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

Dismissal begins at 3:12 p.m. The parent pick up line must remain moving at dismissal time. If your child is not waiting for you when you pull up, we ask that you circle around.

**For the safety of our students, the office must be notified IN WRITING of ANY change in a child's regular transportation arrangements. PHONE CALLS WILL NOT BE ACCEPTED!** If a child normally rides a bus, but will be transported by car, a note must be sent to school on each day that this will occur. The note must include the name of the person who will be picking up the child. If an



emergency arises where transportation by car was not anticipated in advance, the parent must either report directly to the office and sign for the child to be released or email the school secretary prior to 1:00 pm. (The secretary's email address is [jwages@kentschools.net](mailto:jwages@kentschools.net). Please also copy your child's teacher on the email.) The child will be called from the classroom at that time. At no time should a parent report directly to the classroom and attempt to have the child released without following the above guidelines. Although these guidelines are rather rigid, they are implemented to insure the safety of your child and to insure that he/she is released only to authorized individuals.

## **ASBESTOS INFORMATION**

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

## **ATTENDANCE**

Regular attendance is vital to the success of each student. Communication between the home and the school is essential to ensure the safety of each student. Therefore, the following procedures shall be followed:

1. Parent(s) or guardian(s) shall notify the school by 8:45 a.m. on the day a student is absent or tardy, unless previous notification has been given in accordance with school procedure for absence. Please follow the "Info Line" directions listed below to inform the school of an absence.
  - a) **Dial the "Info Line" number 330-676-7603**
  - b) Follow the instructions given to you:
    - To leave an absence message, press 1
    - For Longcoy Elementary School press 6
    - Leave the following information after the beep
      - Date of the absence
      - Your name
      - Your child's full name and teacher or grade
      - Reason for the absence
      - Your phone number
      - Your child's lunch choice if he/she will be tardy and would like to order a school lunch (must be ordered before 8:55 a.m. or your student will receive a peanut butter and jelly lunch. The voicemail will time stamp the message).
2. Parents are urged not to remove students from school for trips or vacations unless necessary. Students need to receive instruction from their teachers and this can only be done by consistent school attendance.

3. We realize that there will be instances when your child may be tardy. Please try to avoid this whenever possible. **Tardiness interrupts your child's instructional time.**

Each classroom usually has a consistent schedule every day. As a parent you may think your child is only 15-30 minutes late a couple of days a week, but he/she is really missing 15-30 minutes of the same lesson (math/PE/reading) every week. Teach your child good habits now. Help them to get to school on time every day!

Students arriving late to school must be signed in at the office by a parent/guardian.

4. Students are expected to remain at school throughout the school day. In the rare event that your child must leave school early for an appointment, please send a note to school with your child in the morning to give to his/her classroom teacher, so that the teacher may prepare for the early dismissal. Students will be called to the office once a parent arrives to sign the student out. Students are not permitted to leave their classroom to wait for the adult to arrive. All students leaving early (except those leaving from the clinic) will be unexcused unless a note is received from a medical professional.

## KENT CITY SCHOOLS K-8 ATTENDANCE PROCEDURES

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. Our Board of Education policy allows school personnel to reserve the right to verify and investigate the cause of any absences.

The Board of Education has approved the following factors as reasonable excuses for absence from school:

1. Personal illness and/or professional appointments
2. Illness of the immediate family on a temporary basis (not under age 14)
3. Quarantine of the home for contagious disease
4. Death in the family
5. Necessary work at home on a temporary basis due to absence or incapacity of parent(s)/guardian(s)
6. Observance or celebration of a bona fide religious holiday
7. Such good cause as may be acceptable by the Superintendent

Children who arrive late to school (between 8:40 and 9:30 a.m.) or who are removed from school prior to dismissal time (between 2:30 and 3:15 p.m.) will be marked with an **unexcused tardy** unless the school is provided a written doctor's excuse or the tardy is excused as determined by the building principal. Patterns of tardiness are subject to attendance officer referral and/or appearance at an Attendance Mediation Conference.

Elementary children who arrive after 9:30 a.m. or who are dismissed before 2:30 p.m. will be marked with a **half-day absence**. If school office personnel are not informed by the parent as to the reason for an absence, whether half-day or full day, the absence is automatically recorded as unexcused. Children

who are absent while under a doctor's care need to have a written doctor's excuse on file in the school office.

Attendance Improvement Program. Absences beyond this 10-day limit not recognized as excused by Board policy are recorded as unexcused in our school records, unless a doctor's excuse has been provided. Children with any unexcused absences may be part of our Attendance Improvement Program.

Our Attendance Improvement Program involves one or more of the following:

- Communication with the parent and student concerning attendance.
- An information letter sent to parent(s) detailing the absences and/or a home visit by the district's attendance officer
- Requested attendance at a mediation conference at school led by the Principal and Guidance Counselor
- Mandatory parent/child attendance at a Saturday attendance education session supported by the Portage County Juvenile Court

Children should be kept at home if they have a fever or other obvious signs of illness. Our procedures allow 10 days a year for such absences without a doctor's excuse. If they are ill more often, you should consider consulting a physician.

Our goal is to work together so that your child attends school on a regular basis in order to receive the very best education possible.

## **FAMILY VACATION ABSENCES**

A parent must inform the school in writing, that the child will be absent from school due to a "family vacation" (i.e. extended Spring Break, extra day before Thanksgiving to travel, hunting, visiting relatives, etc.). Days missed for this reason are considered unexcused absences on the attendance record.

## **MAKE-UP WORK**

We are pleased when parents show interest for the work their children miss when ill and the teachers are happy to arrange make-up work if given sufficient time to do so.

The following guidelines work well for both students and teachers:

1. Make-up work will not be sent home until two (2) days of absence. Work from a one (1) day absence can be made up in school or at home the following day.
2. Make-up work should be requested in the morning to be picked up after school. This will allow the teacher enough time to gather and organize the work for your child.
3. Make-up work for vacations should be requested at least one week in advance. All work will go home the day before the child leaves for vacation. This is not the same as being in school and we recommend trips be scheduled to coincide with the district's vacation calendar.

4. The expectation is that if make-up work is requested that it will be completed in a timely manner.

## **BEHAVIOR AND EXPECTATIONS**

A positive school climate depends largely upon the degree of teamwork between students, parents and school personnel. We all want and expect our children to accept responsibility for their actions, and to use common courtesies when dealing with others.

Our school expectations are designed to make Longcoy Elementary School a safe and positive place to learn. Good behavior will be rewarded. Behavior needing improvement will be worked on with each child individually. Consequences for misbehavior will be given depending on age, offense and history.

Open communication with our parents is our objective. We ask that you talk with your child about the importance of and need for good behavior and a good attitude while at school. Either the teacher or principal will contact parents should a behavior problem require support from the home. Your follow-up will help the growing process. We will work cooperatively for your child's benefit.

## **SCHOOL RULES**

We have identified six rules that we believe all our students must follow. These rules are posted in our hallways and classrooms.

1. Do what you are asked to the first time.
2. Keep your hands and feet to yourself.
3. Be kind to each other in what you say and what you do.
4. Take good care of our school.
5. Walk quietly in the halls.
6. Give your best effort on your schoolwork.

## **GENERAL GUIDELINES**

The following guidelines outline more specifically our expectations for student behavior.

### **BEHAVIOR GRID:**

Longcoy students are expected to display the behaviors listed on the Behavior Grid.

**Remember:** Readily Super Kids are Responsible, Safe and Kind at arrival and dismissal, when in the hallway, bathroom, cafeteria and on the playground.

Please review the "Really Super Kids" grid with your child. It is located at very back of this handbook.

### **CELL PHONES:**

At the elementary level there is not a need for students to bring cellphones to school. If a student brings a cell phone to school it must be turned off and kept in their book bag inside their locker.

However, it is not recommended that students bring cellphones to school. Students are NOT permitted to use cell phones at any time during the school day and this includes when riding on a school bus to and from school.

The student who possesses a cellular phone shall assume responsibility for its care. At no time shall the school be responsible for preventing theft, loss, or damage to cell phones brought onto its property. If a student has a cellphone out during the school day, it will be confiscated and returned at the discretion of the building administrator.

## **SCHOOL PROPERTY**

1. Respect for school property is critical. No one should deface or vandalize the school building, equipment or playground.
2. Parents/guardians will be expected to pay for lost textbooks and equipment.
3. Students will leave the restrooms orderly. No loitering in restrooms.
4. Food may not be left in lockers.
5. Harmful items may not be brought to school (i.e. pocket knives, weapons or any kind, hair spray, etc.).

(See Code of Conduct)

## **HALLWAYS**

1. Running is prohibited. The hazards of small children, hard walls, sharp corners, glass doors, steps, present enough danger signals to warrant discouragement of any unnecessary hurrying.
2. Students are expected to walk quietly throughout the building.
3. Students will walk in lines when moving from one building location to another. Students will respect one another by remaining in their position in line.
4. Students are expected to act kindly toward others. They are expected to behave in a respectful manner toward adults.
5. Students should move quickly to class in the morning and be to class on time. When a student enters the room after the bell rings, the student will be marked tardy.

## **DRESS CODE**

### **Student Dress**

A student's dress and appearance become of concern to school authorities if and when that dress and appearance tend to disrupt the work of a class. Therefore, ill-fitting or inappropriate dress or unusual appearance cannot be tolerated at school. If, in the opinion of the principal, a student's dress and appearance detract from the effectiveness of work in a class or in other ways are an undesirable influence upon other students, the principal will direct the offending student to dress in a proper manner and to present an appearance not offending to others. The principal will speak directly and discreetly to the student to remedy the situation and prevent future concerns. If the school has a concern about a student's dress, parents will be contacted by the teacher or principal.

No student may wear items which are obscene or drug/alcohol related, or demonstrate or suggest racial, ethnic, sexual or religious disrespect, and/or violence toward others.

1. Shorts may be worn as long as the length is at least at the student's fingertips when arms are held at the student's sides. No short shorts are permitted.
2. Thin strapped tank tops (narrower than two inches wide), muscle shirts, or shirts that are revealing may not be worn.
3. Shirts with pictures or words in poor taste, with inappropriate language, or which may be found offensive to others are not acceptable.
4. No flip-flop sandals or high heeled shoes may be worn for safety reasons. If dress sandals are worn to school, tennis shoes should be worn during outdoor recess and PE class.
5. Winter dress:  
We generally maintain outdoor recess anytime the temperature, including the "wind chill" is **20 degrees Fahrenheit or above** (see *Recess Guidelines* below). All students should come prepared with hats, gloves/mittens and outer-wear appropriate for the temperature/weather. We encourage students to play in the snow during winter months! To avoid wet, cold students following recess, please send an extra outer layer (snow pants) a warm coat and boots to allow you student to enjoy the winter activities. Many parents send a complete change of clothes to keep in the student's locker in case he/she gets wet/muddy while on the playground.
  - a. Kindergarten & grade 1 students should leave their classroom/lockers completely dressed for the weather and are permitted to wear hats/hoods to their lockers.
  - b. Grade 2-5 students are to remove their hats/hoods upon entering the building and should put hats/hoods on as they exit the building.
  - c. Special Education students will follow the above guidelines as recommended by their teachers based on the student's individual ability.
6. Other hats (e.g. baseball hats, durags)
  - a. Students should remove hats upon entering the building and may put them back on upon exiting building.
  - b. Hats/headgear required to be worn for religious or ethnic observances or for medical reasons are exempt from these guidelines.
7. Students are not permitted to wear make-up to school unless as part of a special project or class activity.

## LUNCHROOM GUIDELINES

1. No pop is allowed in school lunches.
2. Enter the lunchroom quietly and in an orderly fashion.
3. Carry your lunch to your assigned table and be seated.
4. Quiet conversation is encouraged. Do not yell, scream, whistle or play, etc.
5. Running, excessive noise, throwing food, popping lunch bags, throwing trash into barrels, disorderly behavior, etc. are prohibited.
6. Remain in your seat throughout the lunch period.
7. Focus your time on eating. You have plenty of time to eat (twenty minutes).

8. When you are dismissed be sure to pick up all your trash and place it in the barrel as you leave. Do not throw your trash from a distance. **Food and beverages are not permitted to leave the cafeteria.**
9. If you accidentally spill something during lunch, raise your hand for assistance. A monitor will help you or have you clean up the mess.
10. When your table is dismissed, leave the lunchroom in an orderly fashion. No running or shouting, etc. Leave through the appropriate door for your grade level.
11. If necessary, go to your locker to return your lunch box. Be quiet in the halls. Other classes are in session.
12. Students are not to be in the building during the noon recess unless a staff member is present with them.

Violation of these rules can result in: the loss of lunch and playground privileges, a detention, or suspension.

## RECESS GUIDELINES

### *Outside Recess*

1. Fresh air and a chance to work off excess energy are important for boys and girls who are in school all day. Therefore, all of our students are expected to participate in outdoor recess except in the most inclement weather.
2. Students will go outside to play when the temperature including wind chill is 20 degrees Fahrenheit or above.
3. In most cases when children are too ill to go outside, they probably should be kept at home. In the few cases when they are able to attend school, but must not go outdoors for one day, we require a note from parents. Should they need to remain indoors an extended period of time, we request a note from a physician. Due to lack of available supervision, these students will be assigned schoolwork during that time.

### *Inside Recess*

1. Children are to remain in their own classrooms - not in the hallway, restrooms, or visiting other classrooms. Students should be involved in quiet games, activities, or schoolwork.
2. Students are not to bring items of value to school. Radios, tape and CD players, cameras and electronic games are **not** permitted. "Trading" cards are also not allowed.
3. Students are not to chew gum while in school.

### *Recess Rules to be followed during all recess times*

1. **Physical:** NO FIGHTING AT ANY TIME. This includes: hitting, kicking, pushing, spitting, punching, shoving, tackling, etc. These behaviors will not be tolerated by any teacher or monitor. Monitors will write up these behaviors on Longcoy's behavior referral form and turn them in at the office.
2. **Verbal:** Improper language (swearing, sexual harassment, racial remarks, etc.) will not be tolerated by any teacher or monitor. Monitors will write up these behaviors on Longcoy's behavior referral form and turn them in at the office.
3. **General:**

- a. Children must play in the designated playground area: sidewalk on intermediate side of building along Elna Avenue, baseball field and fence by soccer field, and blacktop area in front of modular unit. Students are not permitted behind the buildings. Students must be in sight of adults on duty at all times.
  - b. Students must keep a safe distance from all roads and parking lots. Students are to request help retrieving playground balls that enter the street or parking lots.
  - c. Students should play away from classroom/library windows.
  - d. Students are not permitted to throw pebbles, stones, or pieces of fibrar.
  - e. Tag games are not allowed.
4. **Stay-Ins:** Students are not permitted to stay in during recess to work for a teacher UNLESS prior arrangements have been made with the classroom teacher. Students need to interact with their peers during this unstructured playtime.
5. **Food:** Students are not permitted to have suckers, stick candy, hard candy, gum or any item that would be dangerous (choking, stick, etc.).
6. **Re-Entry:**
  - a. Students are not permitted back in the building without a pass/permission from the person(s) on duty.
  - b. Students are to line up immediately, facing the building, when the bell rings. There is no talking in line so students can re-enter the building as quickly as possible when instructed to do so.
  - c. Students should wipe wet feet on the mats in the entries. Students should remain in line with their teachers (grades K-3) until they reach their lockers.
7. **Snow:**
  - a. Students may not stand or play on the piles of snow that are formed by the snowplow.
  - b. Students are not permitted to make snowballs or throw snow.
  - c. In winter months students must have boots to play in the snow. They need to have another pair of shoes to change into for the classroom. Students who do not have boots, must stand on the wall where an area will be shoveled. If the blacktop is clear the students without boots may play on the blacktop. Teachers on duty will enforce this rule.
8. **Swings and Slide:**
  - a. Students are expected to take turns on the swings.
  - b. The smaller swing is reserved for preschool age children.
  - c. Students are not permitted to jump off swings in mid-air.
  - d. Students may not climb the poles on the swings - they can use the other equipment for this activity. Students may not stand on the top of the metal playground equipment (i.e. monkey bars).
  - e. Swings go back-and-fourth, not side-to-side.
  - f. Students must stay a safe distance from swings when they are in use.
  - g. One student at a time may climb the stairs to the slide. When one student reaches the top and begins to slide, the next student may climb the stairs.
9. **Balls:**
  - a. Only playground balls are used for dodge-em (no basketballs or soccer balls, etc.).



- b. Due to the increased amount of "ball" action on the playground, it has become a safety issue when children are kicking a ball too close to the building. Therefore, they are not permitted to kick balls near the school.

**10. Student Responsibilities:**

- a. If another student is bothering you, you need to ask them nicely to stop. For example, say, "I don't want to play chase right now." Or, "Please leave me alone."
- b. If they continue to bother you after you have asked them to stop, you need to talk to the adult on duty. They will help you handle the situation.
- c. If you are injured, you need to tell the adult on duty.

## **CONSEQUENCES**

Appropriate consequences for breaking the rules (other than the physical and verbal rules, which must be written up, on Longcoy's behavior referral forms) include:

**TIME OUT** (student stands against the wall and is not permitted to socialize with any other student for part or all of remaining recess time.)

By following these rules and consequences consistently, students will know our expectations. This will allow us to handle recess problems during recess and allow instructional time to be used more effectively.

*THANK YOU FOR YOUR HELP!*

## **Restraint and Seclusion/PBIS**

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

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

that is age and developmentally appropriate and protects the safety of all children and adults at school.

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

<https://www.kentschools.net/page/special-education>.

## **BUS RULES AND REGULATIONS**

The following rules and regulations are in effect for all passengers of the Kent School Busses.

**These rules need to be periodically reviewed with your child.**

1. Students shall remain seated at all times while on the bus.
2. No one shall smoke or produce open flames of any kind while students are on the bus.
3. No one shall throw any objects in or from the bus.
4. Students shall keep their hands off the persons and property of other riders.
5. No one shall cause any part of his or her body to project from the bus window.
6. No one shall eat while on the bus.
7. No one shall interfere with the driver's operation of the bus.
8. No one shall cause damage to any part of the bus.
9. No one shall bring squirt guns, water bottles or any other objects that might serve as a weapon, aboard the bus. Students shall submit to the authority of the driver and conduct themselves in a manner to reflect creditably upon their school.
10. Students shall ride only the busses to which they are assigned unless permission is granted by the building principal in advance of changing busses.
11. The student must hold all equipment such as band instruments, athletic uniforms, gym bags, books, etc. at their seat. Any time such equipment or class projects are too big to be held the student must make other arrangements for transportation to school.
12. Loud, boisterous, profane language or indecent conduct shall be just cause for suspending bus-riding privileges.

Violations of the above rules can result in loss of bus service and/or require parent-school conference or both. Parents will be notified by a written misconduct slip of pupil misconduct.

**PARENTS: ANY CHANGE NEEDED FOR YOUR CHILD'S TRANSPORTATION, WHETHER DESTINATION OR BUS, MUST BE DONE BY WRITTEN REQUEST.**

# Kent City School District

## Student Conduct Code & Automatic Consequences

*2023-2024 School Year*

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

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

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

- A. The exercise of self-control, self-discipline, and self-direction are essential to positive school behavior and success in the future. The school has an obligation to observe and respect the rights of individual students and the student body as a whole. As with any organization, co-operation and the observation of the rights of others are essential if the goals of the organization are to be accomplished. To this end, each pupil must be responsible for his/her own behavior and must respect the rights of others.
- B. The following types of offenses by students of the Kent City School District may lead to disciplinary action which may include detention, social suspension, Saturday School assignment, in-school suspension, out-of-school suspension, or expulsion:

- 1. TRUANCY**

- Unexcused absence from school.

- 2. Unassigned EMIS code at this time.

- 3. FIGHTING/VIOLENCE**

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

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

- 4. VANDALISM/ARSON (SCHOOL OR PERSONAL PROPERTY)**

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

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

- 5. THEFT (SCHOOL OR PERSONAL PROPERTY)**

- Theft of property.

- 6. USE/POSSESSION/SALE OF A FIREARM**

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

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

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

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

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

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

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

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

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

**11. /POSSESSION/SALE OF OTHER DRUGS OTHER THAN TOBACCO OR ALCOHOL**

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

12. Unassigned EMIS code at this time.

13. Unassigned EMIS code at this time.

**14. FALSE ALARMS/BOMB THREATS**

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

15. Unassigned EMIS code at this time.

16. Unassigned EMIS code at this time.

**17. COMPLICITY**

Student shall not actively or passively aid, abet or otherwise encourage other students to violate rules contained in the Student Conduct Code

**18. BEHAVIORAL PROBLEMS/DISRUPTION OF SCHOOL**

- a. Disrupting school or causing or attempting to cause the disruption or obstruction of any lawful mission, process, or function of the school, including any school-sponsored activity, by violence, force, noise, coercion, threat, intimidation, passive resistance, or other disorderly conduct, or urging other students to disrupt or to obstruct the process or function of school by the use of same.
- b. Intentional disobedience, disrespect, issuing threats.
- c. Intentionally giving incorrect information to faculty, staff, or other employees of the District.
- d. Gambling.
- e. Cheating.
- f. Plagiarism.
- g. Tardiness.
- h. Throwing foods, liquids, or any article in the cafeteria.
- i. The unauthorized throwing of any object, including snowballs.
- j. Commission of an immoral act.

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

## **19. HARASSMENT/INTIMIDATION**

Any act that includes:

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

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

Cyber-bullying, defined as the above prohibited behavior perpetrated with computers, cellular phones, Internet websites, and/or any other electronic device, also is prohibited. In addition,

cyber-bullying is not limited to where the bullying originates but also includes where it is communicated on school property or at school events.

**20. USE/POSSESSION/SALE OF FIREARM LOOK-A-LIKES.**

Use/possession/sale or threatened use of firearm look-alikes.

**21. UNWELCOME SEXUAL CONTACT**

Unwelcome sexual contact.

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

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty” (18 U.S.C. Section 1365(3)(h)).

**23. INSUBORDINATION**

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

**24. HARMFUL BEHAVIOR**

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

**25. LEAVING SCHOOL WITHOUT PERMISSION**

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

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

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

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

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

**28. INDUCING PANIC**

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

**29. VULGAR LANGUAGE**

Use of offensive or vulgar language or gestures.

**30. VIOLATION OF STATUTES**

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

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

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

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

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

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

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

#### **Maintenance of Orderly Conduct**

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

#### **Pupil/Teacher Relationships**

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

#### **Pupil Dress**

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

#### **Safety**

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

#### **Board Support**

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

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

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

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

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

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

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

In addition, all the following must be completed:

1. The student agrees to serve three days out of school suspension, AND:
2. The student agrees to participate in a school approved alcohol and/or drug assessment program, and follow all recommendations AND:
3. The student agrees to follow the recommendations of the school approved alcohol and/or drug assessment.

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

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

- B. Second Offense - Within a Twenty-four month period of the First Offense: The student shall be suspended for not more than ten (10) days out of school with recommendation for expulsion.

The principal, for any offense under this provision, shall have the right to refer the student to the Portage County Juvenile authorities for prosecution of any offense that may be a crime under the Ohio law.

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

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

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

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

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



and participation in extracurricular activities.

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

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

The consequence for fighting ranges from three to ten days of out-of-school suspension. Consequences could also include removal of school privileges, and/or extracurricular activities. Consequences for repeated violations may be more severe and may result in possible recommendation for expulsion.

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

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

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

3. Third Offense- five days of out of school suspension.

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

VI. Driving unauthorized students off campus.

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

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

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

VII. Possession of a weapon

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

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

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

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

VIII. Wrongful discharge of the alarm system

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

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

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

**APPENDIX A: SEARCH AND SEIZURE**

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion of a violation of the student conduct code or a criminal offense. Students are not to be searched in an unreasonable manner.

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

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

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

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

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

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

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

The Superintendent shall prepare administrative guidelines to implement this policy.

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

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

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

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

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

**R.C. 4112**

**42 USC 2000d et seq, 42 USC 2000e et seq, 29  
USC 621 et seq, 29 USC Section 794,**

**42 USC Section 12101 et seq, 20 USC 1681 et seq**

**APPENDIX C: TOBACCO AND THE SCHOOL**

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

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

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

Upon any subsequent violations the court may:

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

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

also coordinate enforcement of this law with local police and juvenile court personnel. (June, 2001)

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

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on a school vehicle the cell phone or other ECD remains off unless directed by a member of the professional staff.

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

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

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

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

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

## **ILLNESS**

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

1. A temperature check will be taken.
2. If the only symptom is a stomachache or other non-visual symptom, the parent will usually not be notified and the child will return to class.
3. If the child displays visible signs of illness (e.g. fever, paleness/flushed, vomiting, diarrhea, etc.) the parent or a designated alternate will be notified to pick up the child.
4. If going home, the child will be waiting in the clinic.
5. A child must be fever free without medication before returning to school.

## **IMMUNIZATIONS**

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

### **Immunization requirements**

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

**DPT** (Diphtheria, Pertussis, Tetanus) - Five (5) doses if the fourth one was before the fourth birthday.

**Measles** - 2 doses. The first one after 12 months of age and the second at least 28 days after the first birthday.

**Rubella** - Same as measles

**Mumps** - Same as measles

**Polio** - 4 doses if the third was before the fourth birthday.

**Tetanus** - 3 Td (Diphtheria)

**Hepatitis B** - 3 doses. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series must not be administered before age 24 weeks.

(For schools offering a pre-school program, add the requirements for two doses of HIB.)

**Varicella (Chicken Pox)** - 2 doses prior to entry into Kindergarten. 1 dose prior to 1<sup>st</sup> birthday.

## **MEDICATION GUIDELINES**

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

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

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

## **PARTIES AND TREATS**

**BIRTHDAY TREATS** - Non edible birthday treats such as stickers, pencils or a book donation are acceptable. Food treats must be store bought and individually wrapped.

## **RECORDS**

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

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Under the Family Rights and Privacy Act, parents and adult students should be aware of the following:

- Upon written request to the building principal, parents and adult students have the right to inspect and review the student's school records.
- Parents and adult students have the right to challenge the contents of a student's school record.
- Disclosure of information contained in a student's school record is limited to directory information, which includes pupil's name, address, telephone number, place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, date of graduation, and awards received. A parent or adult student who does not want such directory information to be released may notify the Superintendent of Schools in writing within seven days of the first school newsletter, and the request will be honored.
- Parents and adult students have the right to report violations of the Family Educational Rights and Privacy Act to the Department of Education.

### **DIRECTORY INFORMATION**

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

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

Make the request to:

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

## **SAFETY PATROL**

The mission of the School Safety Patrol is to provide and promote safety for the students by monitoring the safe passage of students before and after school. Safety Patrol members will be role models to others by doing a responsible job while on duty and practicing safety before, during, and after school hours.

Safety Patrol is on duty from 8:15 - 8:40 a.m. and 3:15 - 3:25 p.m. **Patrol members on duty should arrive no earlier than 8:10 a.m. and must be picked up at 3:25 p.m.** Two patrol members will be on these posts in the morning: (outside) Front Driveway, Elno/Ada, Elno/Roosevelt, (inside/outside) Front Entrance, Third Grade Hall, First Grade Hall, and Fifth Grade Hall. In the afternoon the posts will be the same for outside posts, but the inside posts will go outside to cover the sidewalks leading to the buses. The patrol members' duties are to safely cross students, monitor the movement of students and visitors in and out of the building, and report unsafe behaviors to patrol officers and advisor. The members of the patrol will be given a schedule after the patrol is organized in the fall. It is their responsibility to be on post during their scheduled week from Monday p.m. until the following Monday a.m. and to find a substitute from the list of patrol members to take that post in their absence.

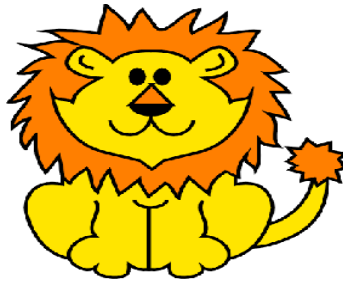
Because Safety Patrol members are role models for the students of Longcoy, their behavior must be appropriate and safe at all times. If a patrol member does not practice these behaviors, that member will be removed from their post and put on probation from two to six weeks and may return to the patrol after a training session with the safety patrol officers and Advisor. If another incident occurs, the patrol member will be removed from Safety Patrol. Any patrol member receiving a disciplinary suspension because of inappropriate behavior imposed by the schoolteacher and/or administrator will be removed from the Safety Patrol.

## **SCHOOL CLOSINGS**

The Superintendent will continue to use the ParentBroadcast System to alert families of school closings and emergencies for the District. The school principal will also use the ParentBroadcast System to remind parents of upcoming events, early dismissal or to convey any other pertinent information to parents. You may call 330-678-7500, press 3 to hear school closing information.

**If for any reason your primary phone number changes, please notify the school office.**





# **LONGCOY ELEMENTARY**

1069 Elna Ave.  
Kent, OH 44240

**Attendance Line:** (330) 676-7603

Phone: (330) 676-8350

MRS. SWAN, Principal  
MRS. WAGES, Secretary