



Kings Local School District

Kings Junior High School • 5620 Columbia Road • P.O. Box 909 • Kings Mills, OH 45034  
Phone (513) 398-8050, Ext. 3 • Fax (513) 229-7974 • [www.kingslocal.net](http://www.kingslocal.net)

Dear Kings Junior High School Parents and Students,

I, on behalf of the rest of our excellent staff at Kings Junior High School, would like to take a moment to welcome you to what is going to be a rewarding 2012/2013 school year.

Our annual **Schedule Pick-Up** will take place at Kings Junior High School on **Thursday, August 16<sup>th</sup>** from **4:00 PM to 6:00 PM** for **seventh grade parents/students** and from **6:00 PM to 8:00 PM** for **eighth grade parents/students**. In order to ensure everything goes smoothly during this process, please complete and bring the following enclosed forms along with a check for school fees in the amount of \$50 made payable to Kings Junior High School with you during your son/daughter's scheduled time:

- *Emergency Medical Authorization Form*
- *Kings Local School District Parent/Guardian Checklist/Sign-Off Form*
  - Signing this form indicates you and your son/daughter have reviewed and understand the following:
    - Acceptable Use Policy
    - Attendance Policy
    - Family Education Rights and Privacy Act
    - Photo/Work Release Policy
    - Student Handbook

**\*7<sup>th</sup> grade parents:** Please bring a copy of your child's most recent immunization documents with you. One can be obtained through your son/daughter's physician. It must include record of their *Tdap/Adacel Immunization*.

- Kings Junior High School Nurse, Mrs. Eva Garchar, will be in attendance to collect/answer questions regarding the *Tdap/Adacel Immunization*.

**\*\*Lifetouch Pictures** ([www.lifetouch.com](http://www.lifetouch.com)) will be in attendance to take your son/daughter's school picture. Inviting Lifetouch Pictures to Schedule Pick-Up allows us the opportunity to avoid a major classroom disruption during the regular school year as picture packages and products will be made available for purchase.

In addition to the above, please find the following information in the enclosed packet to help you prepare your son/daughter for the school year:

- Kings Junior High School 7<sup>th</sup> and 8<sup>th</sup> Grade Supply List
- Pay For It Information ([www.payforit.net](http://www.payforit.net))

Additional Kings Junior High School Important Dates to Remember in August:

- Monday, August 20<sup>th</sup>: 5:30 PM–7:00 PM: Seventh Grade Open House: Kings Junior High School
- Monday, August 20<sup>th</sup>: 6:00 PM–7:30 PM: Eighth Grade Open House: Kings Junior High School
- Wednesday, August 22<sup>nd</sup>: 7:20 AM–2:26 PM: First Day of the 2011/2012 School Year: Kings Junior High School

**OVER**

Timothy J. Spinner, *Principal*, VM# 12001 • David Winebrenner, *Assistant Principal*, VM# 12002  
Emily Cowan, *Counselor*, VM# 12008 • Julia Cabral, *Counselor*, VM# 12007

Kings Junior High School was designated an Ohio School to Watch and National Forum School to Watch by the Ohio Department of Education during the 2011/2012 school year. As one of only 19 schools in the state of Ohio with this designation, we believe we are a model for others to follow as we offer an atmosphere conducive to learning and in support of the whole child. Our staff cares deeply about the academic and social-emotional needs of our students and therefore continues to implement and support middle level school reform. The Ohio School to Watch and National Forum School to Watch designations represent the dedication, hard work and support of our students, staff, parents and community. However, they will also serve as a constant reminder of the high expectations we set for ourselves as the best place to learn.

This school year we will continue to allow for the increased amount of instructional time our students have benefitted from over the last few school years. We are, however, excited to announce the addition of one new class for our 7<sup>th</sup> grade students: Technology Applications. This new course offering is in addition to core classes and an already broad selection of encore course offerings for both 7<sup>th</sup> and 8<sup>th</sup> grade students including, but not limited to, Art, Digital Media Arts, Foreign Language (French, German and Spanish), Health, Music (Band, Choir, Orchestra and Percussion), Physical Education and Quest.

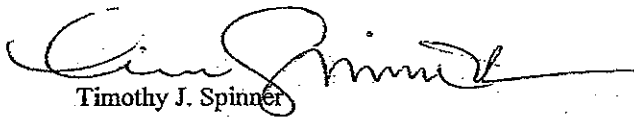
At Kings Junior High School, learning takes place both inside and outside of the classroom. Throughout their Kings Junior High School career, students will have opportunities to attend a wide variety of educationally tied field trips in an effort to further enhance and enrich their learning. One highlight, our 8<sup>th</sup> grade field trip to Washington D.C., will take place from Wednesday, October 3<sup>rd</sup> through Saturday, October 6<sup>th</sup>.

Kings Junior High School students are encouraged to participate in extracurricular activities. Extracurricular activities are an important part of their school experience. At Kings Junior High School we make every effort to improve upon that experience by striving to meet the interests and needs of all of our students. We believe that through participation, they will accept ownership, learn cooperation, teamwork and as a result increase their overall chances for success in school. Opportunities to get involved include, but are not limited to, Art Club, Drama, L'il Red Spirit Club, Math Counts, Music, Power of the Pen, Science Olympiad, Sports, Student Council and Yearbook Club.

I hope your son/daughter enjoys their time at Kings Junior High School. If you ever have any questions, concerns and/or would like to hear about ways in which you can become more involved in our Parent Teacher Organization, please do not hesitate to contact me by phone: (513) 398-8050 or through email: [tspinner@kingslocal.net](mailto:tspinner@kingslocal.net).

Thank you for your continued support of The Kings Local School District and Kings Junior High School. With it, we can expect nothing less than another excellent school year.

Go Knights,



Timothy J. Spinner  
Principal  
Kings Junior High School  
5620 Columbia Road  
Kings Mills, Ohio 45034  
Office: (513) 398-8050  
Fax: (513) 229-7974  
Email: [tspinner@kingslocal.net](mailto:tspinner@kingslocal.net)

**KINGS JUNIOR HIGH**  
**PARENT/GUARDIAN SIGNATURE FORM**  
**2012-2013**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

My signature below indicates that I agree to abide by the policies contained in the following: Student Handbook (available on line), Acceptable Use Policy, Attendance Policy, FERPA, Photo/Work Release policy.

Please initial below if you have completed the following forms:

(Initial)

- I have completed and returned the Emergency Medical Authorization form and the Acceptable Use Policy and Internet Safety form.

\_\_\_\_\_

\_\_\_\_\_  
Student's Name (PRINT CLEARLY)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Parent or Guardian's name (PRINT CLEARLY)

\_\_\_\_\_  
Parent or Guardian's signature

Date: \_\_\_\_\_

**EMERGENCY MEDICAL AUTHORIZATION FORM**

(Required per HB 639)

Student Name \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_ Teacher/Team \_\_\_\_\_

**PARENT CONTACT INFORMATION**

**MOTHER/GUARDIAN:**

**FATHER/GUARDIAN:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email address \_\_\_\_\_

Email address \_\_\_\_\_

Home PH: \_\_\_\_\_ Cell PH: \_\_\_\_\_

Home PH: \_\_\_\_\_ Cell PH: \_\_\_\_\_

Work Place: \_\_\_\_\_ WK PH: \_\_\_\_\_

Work Place: \_\_\_\_\_ WK PH: \_\_\_\_\_

Is there a legal custody order that applies to this child? Yes \_\_\_\_\_ No \_\_\_\_\_ Copy of custody papers must be on file in office.

If yes, please explain: \_\_\_\_\_

PURPOSE: To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority. In the event that you can not be reached, please list (3) people to whom you give permission to pick up your child from school in case of **illness** or **injury**. If we are unable to reach you, we will contact the people listed below in the order they are listed.

	Name	Home #	Cell #	Work #	Relationship to Child
1.	_____ ( )	_____ ( )	_____ ( )	_____	_____
2.	_____ ( )	_____ ( )	_____ ( )	_____	_____
3.	_____ ( )	_____ ( )	_____ ( )	_____	_____

**Facts concerning the child's medical history including allergies, medications being taken or current health concerns:**

\_\_\_\_\_  
\_\_\_\_\_

May this health information be shared with appropriate school personnel such as your child's teacher(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

**COMPLETE EITHER PART I OR PART II**

**PART I - CONSENT FOR TREATMENT**

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by the named doctor, or in the event the designated practitioner is unavailable, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained to the performance of such surgery.

I hereby give consent for the following medical care providers and local hospitals to be called:

Doctor \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Dentist \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Hospital \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

**PART II - REFUSAL TO GRANT CONSENT FOR TREATMENT**

I do **NOT** give my consent for emergency medical treatment of my child. In the event of illness or injury requiring treatment, I wish the school authorities to take the following action:

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_  
*Sign only if refusal to consent*

## **ACCEPTABLE USE POLICY AND INTERNET SAFETY FOR STUDENTS**

The Kings Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### **II. TERM OF THE PERMITTED USE**

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

### **III. ACCEPTABLE USES**

A. **Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. **Unacceptable Uses of Network.**

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
3. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise

using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

4. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user. Additionally, students will not be permitted to access an external Internet e-mail service or their personal e-mail account. Students may not engage in chat, chat room, instant messenger or bulletin board activities that are not sanctioned by the school district. Also, students may not give out personal information, including- but not limited to- name, address, age, sex, telephone number and e-mail address on the Internet.
5. Uses that are commercial transactions. Students and other users may not use the network for financial gain, for commercial activity or for any illegal activity. Do not give others private information about you or others, including credit card numbers and social security numbers.
6. Using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users.
7. Accessing non-school related websites including accessing personal social networking websites for non-educational purposes.
8. Accessing websites that are fee-based.
9. Use of school district computers for political lobbying.
10. Use of school e-mail to forward large files or otherwise clog network bandwidth or consume network file space.
11. Vandalizing school computer technology, either physically, or electronically, or otherwise creating or downloading a computer virus.
12. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.
13. Downloading, copying or installing copyrighted materials without authorization to do so (includes music files).
14. Playing games on school district computers without permission.
15. Giving out personal information regarding yourself or others without permission.
16. Reposting (forwarding) personal communication without the author's prior consent.
17. Copying commercial software and/or other material in violation of copyright law.
18. Accessing and/or viewing inappropriate material.
19. Downloading of freeware or shareware programs.
20. Violating Board policy, state, federal or local law, or class rules

C. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

D. **Disruption of Educational Process On/Off School Premises**

1. Kings Local School District has the right to request that social network websites remove offensive or threatening content from the site. Because they are private entities, they can do so without violating the First Amendment.
2. Kings Local School District may discipline students that generate offensive Internet content off school premises as long as the school establishes that the content materially disrupted the educational process or school operations.
3. Kings Local School District may discipline students that post *true threats* against either students or staff provided that the school has a reasonable belief the student will act upon the threat.

## IV. INTERNET SAFETY

- A. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to

materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

- B. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. **Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user’s agreement is signed to indicate the user’s acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

“Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of genitals or

3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

F. Sexting- The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under the school's code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

## **V. PRIVACY**

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

## **VI. FAILURE TO FOLLOW POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

## **VII. WARRANTIES/INDEMNIFICATION**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

## **VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

## **Personal Use of Student-Owned Electronic Devices**

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 any school computer or laptop also requires students to abide by the Kings Local



School District's, *Acceptable Use Policy – Access to District Computers and Electronic Networks*. Students will **ONLY** have access to the internet throughout the building.

### **General Usage**

Kings Local Schools provides the opportunity for students to bring personal electronic devices to school to use as an educational tool. **The use of these electronic devices will be at the discretion of the teacher.**

1. Cell phones are still prohibited during school hours.
2. Students must obtain teacher permission before using personal electronic devices during classroom instruction.
3. Student use of personal electronic devices must support the instructional activities currently occurring in the instructional environment.
4. Students must turn off and put away personal electronic devices when requested by a teacher/staff member.
5. Students should be aware that their use of the electronic devices could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio must be muted, and headphones may not be used during instructional time.
6. Students may use their personal electronic devices before school, at lunch, and after school. The electronic devices may be used for educational purposes during these times. If an adult asks a student to put his/her electronic devices away because of games or other non-instructional activities during these times, the student must comply, or appropriate consequences will be assigned.
7. All personal electronic devices **may not** be charged and/or recharged at school.
8. Students are reminded that book bags and/or large bags are not allowed during the school day. These types' of bags must be stored in their locker. Computer carrying cases will be allowed only if they are used to carry the electronic devices. Large bags or book bags carrying a computer does not constitute a computer carrying case. The judgment of any questionable carrying case will rest entirely with an administrator. Failure to comply will result in appropriate consequence.

### **Consequences of General Usage**

If students refuse to comply with the above guidelines, the consequences below will apply. Student infractions will be documented as a referral for each offense. The consequences for these infractions are outlined below:

- 1<sup>st</sup> Offense = Electronic devices will be confiscated until the end of the school day, when the student may retrieve it.
- 2<sup>nd</sup> Offense = Electronic devices will be confiscated until the end of the day, when the student's parent must retrieve it.
- 3<sup>rd</sup> Offense = Loss of personal electronic devices privileges for the remainder of the year.

**\*\* Electronic devices confiscated will be placed in the principal's office. If the principal is not available for the electronic devices to be re-issued to the student, the student must wait for the next day for the electronic devices to be re-issued to the student.**

## Electronic Devices Security Risks

Electronic devices and other portable computing devices are especially vulnerable to loss and theft. Opportunistic and organized thieves will target these devices in school, on school grounds, and on buses.

To counter these risks, security will be addressed in same manner as outlined under “Student Personal Property” in the Student Handbook in addition to these steps detailed below:

1. Student responsibility; through increased user awareness of the risks.
2. Physical security; both in school, on school property, and when traveling to and from school.
3. Access control and authentication; do not give out login information or allow multiple users on student-owned equipment.

### 1. Student Responsibility

Kings Local Schools accepts no responsibility for personal property brought to the school by students. This includes electronic devices, computers and other personal digital devices. Also, the district will not perform any type of repair, diagnostics, upgrade, maintenance, installations, or other services on personal electronic devices.

Students who choose to bring electronic devices to school assume total responsibility for the electronic devices. Electronic devices that are stolen or damaged are the responsibility of the student and their parents or guardians.

Students should take all reasonable steps to protect against the theft or damage of their personal electronic devices.

### 2. Physical Security

Users should take the following physical security preventative measures.

- Electronic devices should NEVER be left unattended for ANY period of time. When not in use, it should be locked in the owner’s school locker.
- Electronic devices must not be:
  - Left unattended
  - Left in view in an unattended vehicle.

### 3. Access Control and Authentication

- Students can only access the Internet via a wireless access. **Any student found connecting his/her electronic devices to the network using an Ethernet cable plugged into a wall jack will have his/her electronic devices confiscated and lose personal electronic devices access privileges.**
- No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.
- No student shall install District-owned licensed software on their personal electronic devices.

## Kings Local School District Attendance Policy

All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. We will work towards perfect attendance each day; however, we do not want children at school if they are ill.

Parents are to call the school's attendance line any time their child is going to be absent or tardy. Listed below are the attendance numbers and times you need to call.

Building	(513)398-8050	Call before:
Kings High School	Ext. 23	8:55 a.m.
Kings Jr. High School	Ext. 32	8:55 a.m.
Columbia Elementary	Ext. 52	10:00 a.m.
J.F. Burns Elementary	Ext. 42	10:00 a.m.
Kings Mills Elementary	Ext. 72	10:00 a.m.
South Lebanon Elementary	Ext. 62	10:00 a.m.

The office staff will call the homes or offices of any child's parent who fails to contact the school. This is the law in Ohio and is designed to protect our children. Students who are absent from school during the day are not permitted to take part in after-school programs/activities unless special permission has been approved by the principal.

The following guidelines will be used to calculate time missed by students:

J.F. Burns Elementary, Kings Mills, South Lebanon Elementary School Hours 8:40 - 3:20		
Arrival	8:50 - 10:00	Tardy - AM
Arrival	10:00 - 12:00	Absent ½ day AM
Arrival	12:00 - 3:20	Absent whole day
Dismissal	8:40 - 12:00	Absent whole day
Dismissal	12:00 - 2:20	Absent ½ day PM
Dismissal	2:20 - 3:20	Early Release (Tardy)

Columbia Elementary School School Hours 8:30 - 3:30		
Arrival	8:40 - 10:00	Tardy - AM
Arrival	10:00 - 11:30	Absent ½ day AM
Arrival	11:30 - 3:30	Absent whole day
Dismissal	8:30 - 11:30	Absent whole day
Dismissal	11:30 - 2:30	Absent ½ day PM
Dismissal	2:30 - 3:30	Early Release (Tardy)

Kings Junior High & Kings High School School Hours 7:24 - 2:26		
Arrival	7:25 - 8:55	Tardy - AM
Arrival	8:55 - 10:55	Absent ½ day AM
Arrival	10:55 - 2:26	Absent whole day
Dismissal	7:25 - 8:55	Absent whole day
Dismissal	8:55 - 1:00	Absent ½ day PM
Dismissal	1:00 - 2:26	Early Release (Tardy)

### Legal Requirement

Ohio Revised Code, Section 3321.01:

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

### Reporting and Monitoring Student Absences

It is the obligation of the parent, guardian, or custodian to report the child's absence or tardy each day.

- The parent should phone the school within one (1) hour from the start of school on the day of the absence.
- Upon the child's return to school the parent shall provide written documentation stating the day(s) absent and reason for such absence. Written documentation of absence(s) includes parent notes or a note from the treating physician, nurse practitioner, physician assistant as may be required by this attendance policy.

- If within two (2) school days after returning to school following an absence, written documentation has not been received, the absence will be “unexcused.”
- The parent (and not the school) maintains responsibility to make certain the absence note was submitted to the proper school attendance authority in timely fashion.

### **Excused Absences**

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Funeral of immediate family member or relative.
- Quarantine.
- Religious holiday (not counted against the eight (8) day rule).
- Appointments for court.
- Pre-approved vacations. Five (5) days per year approved in advance by the principal. These days shall be included in the eight (8) day absence rule.
- Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year. Absences beyond this number are unexcused unless the additional absences are covered within the eight (8) parent notes or a physician et al. excuse.
- Emergencies and other reasons deemed good and sufficient by the principal.

### **Unexcused Absences and Tardies**

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student's or parent's) failed to work.
- “My mom didn't get me up.”
- Not having suitable clothing to wear to school.
- Working at a job during the school day without a proper work permit.
- Babysitting.
- Any form of recreation (unless pre-approved vacation days).
- Personal business that can be done after school or on weekends.
- “Helping at home” or “Was needed at home.”
- “I had a game last night.”
- Senior pictures/portraits.

### **Documentation of Absence/Tardy**

Generally, eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as “Excused Absences” may be documented by a parent note. Medical notes shall not count against the eight (8) parent notes for absences or five (5) parent notes for tardies. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician assistant – unless an absence is otherwise excused by the principal due to an unusual circumstance.

The foregoing general rule is for the convenience of school officials in the administration of this attendance policy. This rule does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general rule may be waived by school officials where circumstances indicate that its application does not serve the child's best interest. Those circumstances include, but are not limited to, the child's and/or the child's siblings' attendance in the current or prior school years.

In all instances where students/parents have been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing) and are currently under active supervision or probation, excused absences shall be granted only on the condition of a note from a physician, nurse practitioner, physician assistant, or personally excused from school by the school principal.

Nothing contained in this attendance policy 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 absence/tardy is for any of the reasons identified in this policy as “Excused Absences.”

### **Medical Excuses**

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office or hospital examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care - during which the student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician's office for additional medical documentation.

### **Chronic Illness Waiver**

Beyond a student's initial eight (8) absences, additional absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the child's physician, nurse practitioner, or physician assistant without the need for the child to be seen by the physician et al. Parents shall obtain this Waiver from the school nurse. Once approved by the physician et al. and on file with the nurse, the parent shall provide written documentation for any absence of the specific chronic condition (and mention the chronic condition in the parent note). The Waiver is valid for August-December and shall be renewed for January-June, unless otherwise extended by the school nurse based on individual health circumstances of the student.

### **Military Provision**

Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling. These days shall be approved in advance by the principal and will not count against the normal eight (8) excused absences provision. Additional days of excused absences may be approved by the principal in special circumstances.

### **Tardy to School**

Five (5) unexcused tardies = one day unexcused absence. Tardy to classes is handled on an in-school basis and is not included in the 5UT's = 1UA provision.

### **Make-Up Work**

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

### **Truancy Defined**

Truancy is defined by Ohio Revised Code, Section 3313.609, as "any absence that is not excused."

### **Consequences of Truancy**

2 Unexcused Absences. Formal notification letter sent to parent/student.

5 Unexcused Absences. Truancy intervention group meeting @ the district.

9 Unexcused Absences. Truancy intervention meeting for 5-day meeting "no-shows."

Final Court Warning. Verbalized or sent to parent who missed both 5/9-day meetings.

**Important Notes:** 1) Parents who attend the 5-day intervention meeting need not attend any further truancy meeting unless they request a special meeting with the principal, attendance officer and/or a truancy court official. 2) Formal court proceedings may be initiated without utilizing the above sequence. 3) Schools may also impose their own sanctions for students who accumulate unexcused absences/tardies.

### **Truancy Charges Filed in Court**

Truancy charges may be filed against students (12+ y/o) who become chronic or habitual truants. "Contributing" charges may be filed against the parent(s).

Chronic Truancy (Delinquency) = 7 consecutive unexcused absences.  
10 unexcused absences in four (4) weeks.  
15 unexcused absences in a school year.

Habitual Truancy (Unruly) = 5 consecutive unexcused absences.  
7 unexcused absences in four (4) weeks.  
12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy (and parents who have pled or been found guilty of a "contributing" charge) may be ordered by the Juvenile Court to accumulate no further unexcused absences or tardies. A Violation of Court Order or Community Control Violation may be filed

against the student/parent for future unexcused absences or tardies. Juvenile Court may retain jurisdiction of students until they attain 21 years of age.

**Warren County Inter-School Attendance Agreement**

Student attendance records shall be maintained for students moving from one Warren County school district to another district within the county. This includes all provisions of this policy (excused/unexcused absences, steps in the truancy process, et. al.).



**Kings Local School District  
Photo/Work Release for  
Print & Visual Media and Website**

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To protect confidentiality of students, Kings Local School District's policy is to identify students' work and photograph by ***first and last name***. The Kings Local School District has authorization to publish student's work and/or photograph on the Kings Local School District website and/or school and/or local papers and/or district print publications. Kings Local School District also has authorization to publish student's work and/or image on videotape for school productions and/or local news media.

As a parent/guardian or eligible student you have the right to request, in writing, that the school NOT disclose the above mentioned information about them. This request must be received in a reasonable amount of time, not to exceed two weeks from notification of rights.

Please send such above mentioned notification to the following address:

Kings Local School District  
Attn: Lindsay Braud  
PO Box 910  
Kings Mills, OH 45034

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records within 45 days of the day the school receives a written request identifying these records. The school official will notify the parent or eligible student of the time and place where the records may be reviewed.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record, setting forth his or her view about the contested information.
- Schools must have written permission from the parent or eligible student in order to release any information from a student's **education** record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-5920

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in officially recognized activities and sports, student's weight and height, if a member of an athletic team, major field of study, date of graduation, and dates of attendance. As a parent or eligible student you have the right to request, in writing, that the school not disclose directory information about them. This request must be received in a reasonable amount of time, not to exceed two weeks from notification of rights.



Dear Parents and Guardians:

We receive questions every year about the decision to close school and how that decision is made. This year the state will only allow districts three calamity days. I have been asked if we are more likely to stay open since we have fewer days. The answer is no. The decision to close school is made based on what is safe for children and for the staff. That does not change because we have fewer calamity days. Please keep in mind that we have make-up days on our calendar (June 3, 6, 7, 8, 9). You should plan your summer accordingly.

Our district staff understands that a decision to open or close schools in bad weather has a major effect on families. We also believe that our students are better served - both academically and socially - by being in school. Having stated that, our top priority remains the safety of our students and staff.

- **HOW DO WE MAKE OUR DECISIONS?**

Please understand that we make the decision to open or close the schools in bad weather based on a careful analysis of the following relevant factors;

**We drive the roads** - We are out on the roads by 3:30 a.m. and travel throughout the district. The routes that we drive allow for first hand observation of a wide variety of terrains. Even if your street looks clear, travel elsewhere in the district may be dangerous. Also, we must consider that a number of high school students drive to school.

**Information on road conditions from road maintenance crews** - We have an excellent relationship with the road maintenance crews in Deerfield Township and are in constant radio communication with their supervisors during our decision process.

**Amount of snow and ice accumulated and whether precipitation is continuing** - We monitor weather services and have the ability to speak directly with local meteorologists.

**Building conditions** - Staff is on site at our secondary buildings 24 hours a day during the week and we bring custodial staff in early to our elementary buildings. The primary purpose is to make certain that building systems are functional and to ensure that outside walkways are cleared.

**Parking lot conditions** - Administrators talk to maintenance staff who are responsible for clearing and treating school parking lots and sidewalks.

**Temperature and wind chill** - Please remember that some of our students walk to school and some must wait outside for the bus.

**Weather predictions** - We prefer not making this decision based solely on weather predictions, which are not always accurate, but sometimes unavoidable.

**What other school districts are doing** - We also share information with other local districts and check whether they are opening or closing.

**Will there be available staff** - Many of our staff do not live in the district and we consider their traveling conditions and safety.

- **WHO MAKES THE DECISION?**

As superintendent of schools, I am responsible for the final decision, based on the above factors and recommendations from the Manager of School Business Affairs and the Petermann's Transportation Supervisor.

- **WHAT ARE THE POSSIBLE DECISIONS?**

**Schools Closed:** No transportation service provided (public or non-public). Classes will not be in session.

**Two Hour Delay (in school starting time):** Buses will run regular routes two hours later. **If you hear a two-hour delay, you should continue to monitor your TV/radio since changing conditions could**

**warrant a later announcement of closing schools.** We are reluctant to use the two-hour because of the needs of parents to make alternative child care arrangements and our need to notify Kings Local School District staff of reporting times.

**Early Dismissal:** Schools will dismiss early with the time specified in a media announcement and call command. Many parents work and we are concerned for the safety of children who may go home to an empty house.

- **HOW IS THE PUBLIC NOTIFIED?**

- \*Call Command Parent Notification (call could be made to parents as early as 5:30 a.m.)

- \*District Website

- \*Local TV and Radio Stations

- **WHEN IS THE DECISION MADE?**

- This decision is usually made by 6:00 a.m. or earlier in order to notify radio and TV stations and to begin the call command notification to parents and staff. (Keep in mind that call command can sometimes take as much as 45 minutes to reach all households.) If we wait longer to announce a closing, some parents will have left for work, leaving their children unsupervised by the time the announcement is made.

If schools are open, and parents do not want to send their children to school during extreme weather conditions, the absence will be treated as excused and the work missed may be made up. This attendance option is always available to parents. Although we take this decision very seriously, we know that often our decision may not accommodate everyone. The decision to send your child to school during extreme weather conditions is and should ultimately be yours. Also, discourage young drivers from driving in these conditions and offer alternatives if weather conditions worsen. Please also remember that a child always has the option to ride the bus.

We hope this explanation allows you to feel more comfortable and better understand the process our district staff uses to make the best possible decision. Thank you for your support.

Sincerely,

Valerie M. Browning, Ph.D.

Superintendent, Kings Local Schools

## 7<sup>th</sup> Grade Supply List

Basic 7<sup>th</sup> Grade Supply List:

**For all classes:**

Pencils  
Loose leaf paper  
Colored pencils

**By subject:**

<b>Math</b>	<b>LA</b>	<b>SS</b>	<b>Sci.</b>
1" WHITE 3-ring binder 3-hole pencil bag Calculator (TI-30XII S is most common)	1" RED 3-ring binder 1 composition notebook 10 plastic sheet protectors 1 set of dividers 1 highlighter 1 red pen for corrections	1" BLACK 3-ring binder 2 sets of dividers	½ " GREEN 3-ring binder 10 plastic sheet protectors 1 Jumbo Book cover

**Note to parents:** Binders are color coded to aid with student organization, but are **not required**. If you cannot find a certain color binder, any color will work.

7<sup>th</sup> Grade **BAND** students will also need a 1" BLUE 3-ring binder.

## 8<sup>th</sup> Grade Supply List

Basic 8<sup>th</sup> Grade Supply List:

**For all classes:**

Pencils  
Loose leaf paper

**By subject:**

<b>Math</b>	<b>LA</b>	<b>SS</b>	<b>Sci.</b>
1.5" 3-ring binder 1 set of dividers Graph paper Calculator (TI-30XII S Or TI 30XA)	1" 3-ring binder 1 set of dividers 100 pg. composition notebook Pens – blue/black Highlighters UBS flash drive	1" 3-ring binder 1 set of dividers	1" 3-ring binder 1 3 prong pocket folder 1 set of dividers 1 roll of Duct tape

8<sup>th</sup> Grade **BAND** students will also need a 1" Black 3-ring binder.