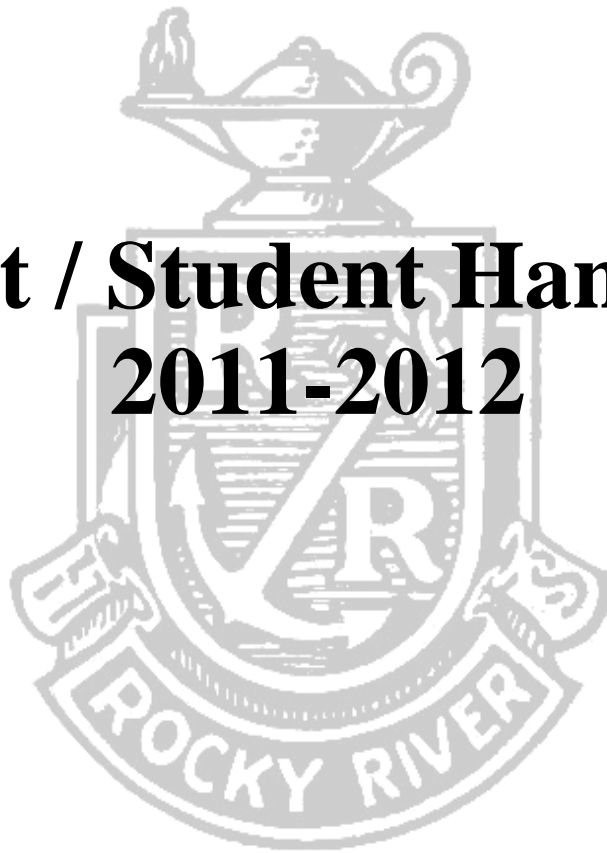


Kensington Intermediate School

Parent / Student Handbook 2011-2012



Globally Competitive

Exceptional Opportunities

Caring Environment

Successful Students

MAIN OFFICE 440-356-6770

ATTENDANCE PHONE 440- 356-6040

Please call Attendance by 8:45 a.m.

Rocky River City School District

ROCKY RIVER BOARD OF EDUCATION

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Mrs. Mary Levendusky, Manager, Transportation

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Mrs. Elizabeth R. Lauer, Manager, Computer Operations

Dear Students and Parents,

Welcome to Kensington Intermediate School! Our school's strengths are founded on positive, high expectations of our teachers, parents, students and community. Our teachers are serious about student learning. Our staff collaborates to address the learning needs of all students. Beliefs are communicated with sincere intent and passion. Our common goals always shine through; students are the heart of our purpose. Our teachers, students, and parents work collaboratively to create a positive, safe, and engaging school climate. Please join us this year in continuing high standards for continued success.

We appreciate your positive support of student learning at school and also at home. Student learning is best achieved with close partnerships among students, teachers, and parents. Throughout the year, we will be actively committed to the education of each and every student.

Our staff is focused on positive and high expectations regarding student academic performance, citizenship, and behavior. When students observe parents and teachers demonstrating aligned expectations, they will have a positive and fulfilling school experience.

Best wishes for a successful year!

Sincerely,

**Todd E. Murphy, Principal, and the
Kensington Staff**

KENSINGTON INTERMEDIATE SCHOOL
MISSION STATEMENT

Rocky River Schools...

Globally Competitive. Exceptional Opportunities. Caring Environment.
Successful Students.

KENSINGTON INTERMEDIATE SCHOOL
BELIEF STATEMENTS

We Believe...

- Students are the heart of our purpose
- Student success requires a partnership among family, school, and community
- A Rocky River education empowers values, inspires curiosity, and encourages talents that lead to success
- High expectations lead to high achievement
- Lifelong learners thrive as they embrace the changing global society
- An exceptional school district demonstrates all of the above

FEDERAL NOTIFICATIONS

The Rocky River City School District complies with all federal law including section 9534 of No Child Left Behind. In addition, the district complies with the Federal Educational Rights and Privacy Act. More information concerning these federal regulations is provided with annual student registration materials and can be obtained from school district offices.

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ABSENCE/ATTENDANCE

Regular school attendance is considered essential for the educational development of the student.

Regular attendance is important for the continuity of instruction and interaction between teacher and student as well as student with student.

Parents are required to call the attendance line 356-6040 (8:15 am to 9:00 am) each day to report their student's absence and reason for absence.

Excused Absences: Students may be absent from school upon permission of the principal/designee for personal illness, illness in the family, quarantine of the home, death of a relative, work at home due to absence of the parent/guardian, observance of religious holidays, emergency circumstances.

Planned Education: Absence due to a set of circumstances determined by the principal to constitute a good and sufficient educational cause for absence from school may be approved for up to "Five Days" per school year.

Reasons for such absence may include accompanying parents on a trip, college visitations, participation in non-school athletic events, family matters out-of-town, or other trips approved by the principal.

The parent should submit a written request for the Planned Education absence to the school office five days prior to the absence.

Unexcused Absences: Absences from school that do not meet the criteria for excused absences or planned absences are unexcused absences and are discouraged. Out-of-school suspension will be treated as an unexcused absence.

Make-Up Privileges: Students who are absent from school with an excused absence will have an opportunity to make-up all work missed. If a student is ill, arrangements may be made to pick-up assignments by calling the office before 11:30 am or by requesting the assignments when reporting your child's absence.

Students who are absent from school without an excused absence will not have the opportunity to make up for credit any class assignments, examination, quizzes or tests that they may have missed.

A student will be permitted one day for every day of school missed to complete make-up assignments. If the excused absence was for an extended period, or if extenuating circumstances warrant, the restriction may be extended by the principal or teacher. If the make-up work is not completed in the specified time then an F will be given for incomplete work.

If a student is absent because of a planned absence, the teacher may furnish general assignments for up to five days prior to the absence. Upon return the student will make up other work and assignments missed. **We are unable to mail or fax assignments.**

Late/Tardy to School: Students who arrive late must report to the school office. A student may be excused for being LATE to school for the same reasons as allowed for Excused Absence from school. If a student is late to school for unexcused reasons, the student is considered TARDY.

Students who arrive at school after 10:30am are counted absent for that half-day. Students who leave school before 1:00pm are counted absent for that half-day.

Leaving and Entering School During The Day: Students are not permitted to leave the school grounds at any time during the school day unless the office has received written notice.

If for some reason a student must be excused from school during the day, written notice of this must be received by the office before the student will be excused.

Parents removing a child from school during the normal school day must come to the office and sign their child out. Likewise, a child leaving school after 8:30 am needs to be signed out by a parent.

A student who becomes ill during the day must always report to the office. These students will not be excused until a parent/guardian has been notified and arrangements have been made to pick up the student.

Parents are requested to be guided by the Board of Education Policy, JBD, which states: "Parents/guardians may not request that a child be excused unless it is absolutely necessary. If at all possible, medical, dental, and other appointments should be made for non-school hours."

Except in the case of an extreme emergency, parents are asked to refrain from calling the office to ask that students be given messages.

Parent Notification of Absences: In order to keep parents informed of the total absences for their child, a letter will be sent home when it is warranted. It will apprise parents of their child's current attendance record and may outline a course of action should one be necessary. Attendance is handled on a case-by-case basis since absences can accumulate over time or can be a result of a single, long-term illness. Cooperation and communication between home and school is always the goal.

ADULT CROSSING GUARDS

Adult Crossing Guards, employed by the City of Rocky River, are to be assigned to the following locations by the City of Rocky River: Lake Road and Kensington Road, Lake Road and Falmouth, Wagar Road and Erie Road, Wagar Road and Beaconsfield Boulevard, Wagar Road and Detroit Road, Riverview and Lakeview, Detroit Road and Lakeview, Detroit Road and Erie Road and the railroad tracks at Morewood and Wagar.

Adult Crossing Guards are on duty at 8:00 a.m. - 8:35 a.m. and at 2:30 p.m. - 3:15 p.m.

ASSEMBLIES

Several assemblies are held throughout the school year. These are made possible in part through the help of our P.T.A. Some performing groups, usually in the arts, are from outside our school while other groups such as the Jazz Band from the High School and the Sixth Grade Band and Junior High Jazz Band usually perform.

Good assembly manners are important in helping to make an assembly successful. Courtesy toward speakers, performers and fellow students is expected.

BEACH EDUCATION CENTER

At the Beach Education center, Children's World Learning Center will provide many opportunities to meet the needs of students in Rocky River beginning at age 3. Four types of programs will be offered -- preschool care, nursery school, kindergarten enrichment (1/2 day opposite regular kindergarten) and extended day on a fee basis.

The Center will be open from 6:30 a.m. to 6:30 p.m. Call 356-6861 for additional information.

Transportation is provided to and from Kensington Intermediate School for preschool care and extended day programs.

BICYCLES / SKATES / SCOOTERS

Students, with permission of parents, may ride bicycles to school. Bicycles are to be parked in the bike racks located at the east end of the building (on Kensington Rd.). Bicycles should be **locked** and **chained** to the stand. Bicycles are to be parked upon arrival at school. Students are asked not to ride their bikes on school property during the school day other than to get to and from school.

Skateboards, roller skates, scooters, in-line skates and heeies may NOT be used or worn on school property. The school does not have a secure location for scooters and students are discouraged from using these as transportation to school.

CELL PHONES AND TELEPHONE

The use of cell phones by students on school property during school hours is unnecessary and not allowed. Kensington is equipped with phones in all classrooms making communication in emergency situations possible. It is recommended that students not bring cell phones to school. The school is not responsible for the safety and keeping of the cell phone during the school day.

School phones are for official use and not generally available for student use. The school will call for a forgotten lunch or other critical items. Calls to arrange "play time" after school are not permitted. Parents are encouraged to make all after school plans with their children **BEFORE** sending them to school in the morning. Remembering assignments, instruments, books, and permission forms are part of developing responsibility. Students generally are not permitted to use the telephone for these matters. We would like to limit the number of non-emergency phone calls to and from home.

CHOIR

Fifth grade students may elect to participate in the Fifth Grade Choir. This choir is organized shortly after the beginning of school in the fall. Choir meets weekly in the morning and during the fifth grade lunch period. It is possible for students to be in choir and take instrumental music. Practices are arranged to accommodate a student taking both.

CLINIC

A clinic exists in the office area. Students will be temporarily housed in the clinic in the event of illness or injury. The parent/guardian will be called if the illness or injury seems to warrant such action. Incident reports are completed for serious injuries requiring further medical attention.

COPIES OF STUDENT RECORDS

Copies of records requested by parents/guardians will be provided at \$.15 per page and \$.60 handling, per request.

DISTRICT WIDE DISCIPLINE CODE (CODE OF CONDUCT)

Any of the following violations committed at school, school-sponsored activities, on school premises, buses, against school property, personnel or students, or which reflect negatively on the school, will result in disciplinary action. Such action may include suspension, expulsion, or removal from school or class activities including student activities and athletics, school buses or the premises, and/or other appropriate disciplinary actions. A student may be recommended for long term, out-of-school suspensions or possible expulsion for repeated violations of the Code of Conduct. Our goal is to maintain a safe and orderly environment for all students and staff. The following Code of Conduct is designed to promote the identified goal.

- a. Starting or participating in the starting of an unauthorized fire; initiating without cause a fire alarm or a bomb threat; failure to report a fire or an impending bombing or catastrophe; or tampering with safety equipment.
- b. Use, possession or threatened use of fireworks, explosives or weapons.
- c. Possession, consumption, sale or attempted sale of alcoholic beverages or illegal drugs, or hallucinogens, "look-alike" drugs, controlled substances without prescription, drug paraphernalia, or any substance purported to be alcoholic beverages or illegal drugs, or attendance at school or school-sponsored activities after having consumed such substances.
- d. An act of gambling.
- e. Use of profane, obscene or vulgar language or gestures.
- f. Cheating on test or other school assignments.
- g. An act of smoking (defined as having a lighted cigarette, cigar or pipe in hand or mouth, or as having inhaled or exhaled smoke from a cigarette, cigar or pipe) or possession of tobacco in any form or any substance purported to be tobacco. Use or possession of matches or lighters is not permitted.
- h. Sexual contact defined as any touching of an erogenous zone of another.
- i. Signing someone else's name on or tampering with school or parental documents.
- j. Taking, tampering with, possessing or receiving without authorization personal and/or school property or the destruction thereof.
- k. An act that disrupts causes a disruption or may cause a disruption, which interferes with the educational process or the operation of the school.
- l. Fighting or threatened act of physical violence, or an act of hazing (defined as doing any act or coercing another to do any act that causes or creates a risk of mental or physical harm to any person whether or not as an initiation into an organization).
- m. Possession, use, threatened use, or exhibition of an instrument or device designed to be or used as a weapon or a look-alike weapon.
- n. Insubordination, including but not limited to interfering with the teacher's class, failing to obey a reasonable request of school personnel, failing to identify oneself to school personnel when requested, or abusing or insulting school personnel.
- o. Failure to accept discipline or punishment.
- p. Repeated Code of Conduct violations.
- q. Unauthorized occupation of school property or unauthorized use of or tampering with school facilities, equipment, materials or supplies.

- r. Unauthorized publication, sale or distribution of products and materials on school premises
 - s. Unexcused absence from class or from school.
 - t. Tardiness to class or school.
 - u. An act of extortion, which includes but is not limited to borrowing or attempting to borrow money, things of value or obtaining services from a student or school personnel unless both parties enter into an agreement freely and without the presence of either an implied or expressed threat.
 - v. An act, either written or verbal, which jeopardizes or poses a threat to the character, health and/or safety of another student, teacher, or staff member. This would include threats made through the mail or Internet.
 - w. An act of vandalizing or trashing school property, student property or school employee property.
 - x. Conviction of specific provisions of Federal, State, or the codified ordinances of Rocky River that have impact on the Rocky River City School Community.
 - y. Racial, religious, ethnic, sexual, or any other kinds of slurs or harassment.
 - z. Possession, distribution or creation of inappropriate and/or threatening pictures, documents, or materials including Internet or web sites.
 - AA. An act which constitutes racial, religious or ethnic harassment.
 - BB. An act which constitutes racial, religious or ethnic slur.
 - CC. An act of sexual harassment. *
 - DD. Possession of any electronic devices that disrupt the educational process. **
 - EE. Violation of the district's computer Internet user Administrative guideline 7540.
 - FF. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, or pressure to engage in sexual activity. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment, including suspension or expulsion as appropriate. Any student who believes he or she is a victim of sexual harassment in violation of this policy should immediately notify the superintendent, who is the Title IX coordinator, or the student's building principal or other administrator with whom the student feels comfortable. A complete copy of the district's sexual harassment policy may be obtained contacting the building principal.
- ** The administration reserves the right to confiscate any items considered inappropriate for a school setting.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Aggressive behavior toward a student, whether by other students, staff or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal and psychological abuse, including any gestures, comments, threats or actions, which cause or threaten to cause bodily harm or personal degradation.

This also includes intimidation and harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status or disability, stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing.

Any student who believes he/she has been bullied or threatened **must immediately report** the situation to their classroom teacher, counselor, or building principal and or call our **Safe School Hotline at 1-800-418-6423**

See Board Policy 5517.01 for details.

DISTRICT-WIDE PRACTICES

ANTI-HAZING STATEMENT

It is the belief of the Rocky River City Schools that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act, including an act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in the statement

DRESS CODE

Responsibility for a student's dress and grooming rests primarily with the student and his/her parents. Such matters are of concern to and become the responsibility of the Rocky River City Schools only when (1) they are or are likely to become disruptive of the learning process, (2) they pose a threat to the health or safety of any individual student or students generally (adequate footwear is required), (3) they are destructive to school property such as floors or furnishings, (4) they contain inappropriate slogans or illustrations, i.e., alcohol, drugs, tobacco, etc., (5) the clothes or symbols that are worn identify a person as a gang member. The principal will administer this policy. In doing so and when appropriate, the principal may consult with students, teachers or members of the administrative staff.

DRUG AND ALCOHOL USE

The use of illicit drugs and the unlawful possession and use of alcohol is harmful. The unlawful possession, use, or distribution of illicit drugs and/or alcohol on school premises or at any school activity is prohibited. Students who violate this policy will be subject to sanctions under the Discipline Code, which may include suspension, expulsion, and prosecution.

Information about drug and alcohol counseling and/or rehabilitation programs is available to all students through the Guidance Office or the Building Principal. This includes lists of available programs inpatient and outpatient, as well as cost of such programs. Compliance with the Discipline Code is mandatory and all students and parents are given a copy of the Code.

EMERGENCY SCHOOL CLOSING

Emergency school closing because of snow or other calamity is announced on the Cleveland radio or television broadcasts either at 11:00 p.m. the evening before or by 7:00 a.m. the day of possible school closing. It should be assumed that schools are open unless announced otherwise. This information is also available on our district website and parents will be notified via our Alert Now calling system. We use the AlertNow Notification Service to send telephone or email messages to

parents providing important information about emergencies or school events. In the event of an emergency at school parents will be informed immediately by phone. The email notification service allows us to reduce paper and mailing costs and ensure that necessary information reaches parents. AlertNow has an online parent portal, called AlertNow Access, which allows parents to choose which contact numbers and email addresses for the system to use. There is a link to AlertNow Access on the district website.

GIFTED/HONORS PROGRAM

In 1989 the Ohio General Assembly amended legislation for the identification of gifted children. The State of Ohio now requires students in Grades 1-12 to be reviewed yearly for giftedness in one or more of the following areas: Superior Cognitive Ability, Specific Academic Ability, Creative Thinking Ability, Visual and/or Performing Arts Ability. See District Administrative Directive 86.

INTERNET USER GUIDELINES

The Internet is available for student and staff use through Lakeshore Northeast Ohio Computer Association (LNOCA). Students new to the district will be asked to read the District's "Internet User Guidelines" and to sign and return both a user and parent authorization form before being able to have Internet access provided by the District. Please see Rocky River School District Administrative Directive 125.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

It is the policy of the Rocky River Board of Education that there will not be any discrimination on the basis of sex, age, marital status, race, color, creed, religion, disability, or national origin in the programs, services, or practices of the school district.

It is also the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature that has the purpose or effect of creating an intimidating, hostile, or offensive environment. This applies to staff harassment of a student, student harassment of another student, and student harassment of staff.

If a student is harassed or discriminated against, a student may use the complaint procedure authorized by the Board of Education. The procedures are set forth in Administrative Directive 16 - Complaint Procedures for Alleged Violations of Equal Employment Opportunities, and Harassment Including Sexual Harassment.

PURCHASES REQUIRED BY STUDENTS

Upon advance approval of the principal, students may be required to buy supplemental books, workbooks, materials, personal instructional or safety equipment, and uniforms or uniform items. These items are not provided by the Rocky River City Schools.

SERVICE LEARNING

Service Learning involves students in community activities that complement their classroom studies. Service Learning activities (e.g., Jump Rope for Heart, Harvest for Hunger, Welsh Home

visitations, et cetera) show students that what is learned in school can be applied to the real world. Service Learning activities help students to become interested in their communities and show them how they can affect the quality of life in them.

SPECIAL EDUCATION

Special education services are provided for students, ages 3-21, who have been identified as having a disability under the Ohio Rules for the Education of Handicapped Children, Rules for the Education of Preschool Children with Disabilities, Individual with Disabilities Education Act, and Section 504 - The Rehabilitation Act of 1973. Information concerning identification, parent rights, programs and services and other special education issues is available through the Division of Learning Resource Services.

WEAPONS

Student possession of any knife or object similar to a knife (i.e. razor blade, sword) will be treated as possession of a weapon or look-alike weapon and is prohibited at school or school-related events. Possession of any weapon at school related events are prohibited and will be dealt with according to the discipline code.

Student possession of any knife, object similar to a knife or used as a knife to threaten or injure someone will be treated as possession of a weapon and is prohibited at school or school-related events.

Toy or other look-alike guns, weapons or handcuffs are not permitted at school. Consequences for possession of any weapon, or look-alike weapon, will be immediate and grave.

DISCIPLINE - KENSINGTON INTERMEDIATE SCHOOL

Please review our behavior code with your child. These expected behaviors have been outlined below, as well as in the letter contained in the opening of school packet, sent to each family. You are asked to sign and return that letter, indicating your child understands what is expected of each child every day he/she attends Kensington School. These will be kept on file throughout the school year in the school office. Failure to adhere to the behavior code will result in disciplinary action.

All staff members will participate in the following **Discipline Program**, and share the authority to work with all children. Our staff includes all teachers, Kensington School Counselor, lunch monitors, custodians, office staff as well as substitute teachers.

In order to further your child's growth in becoming a responsible person, the following Behavior Code has been established:

- 1) Be respectful of adults and other students;
- 2) Keep your hands and feet to yourself;
- 3) Follow directions the first time they are given;
- 4) Observe posted classroom expected behaviors. The lunchroom and playground areas are to be considered classrooms;
- 5) Eat only in designated areas and at appropriate times;
- 6) Participate in the maintenance of a positive school environment;
- 7) Skateboards, bikes and in-line skates and scooters will not be ridden on school property;
- 8) Treat all persons and property as you expect to be treated.

To help your child become a responsible and successful citizen, a system of developmentally appropriate consequences has been adopted. These include any of the following (dependent upon the severity and frequency of insubordinate behaviors demonstrated):

- warned and advised
- parent phone call or conference
- peer mediation
- loss of privileges (e.g. Student Council, Safety Patrol, Morning Announcement Team,
- teacher detention
- After school detention - supervised detention, parent transportation (24 hour advance notice)
- Out of school suspension
- Extended removal from school
- Expulsion

ELECTRONIC AND PERSONAL ITEMS

Personal items of value are not to be brought to school. Specifically students are not allowed to bring electronic devices such as CD players, hand held electronic games, cell phones, etc. to school or on the bus. In addition, students are not to bring trading or collectible cards of any kind to school. Parents should discuss exceptions with the principal

ELEVATOR

Use of the elevator is limited to those students who are injured or persons with a physical disability.

FEES

A materials fee of **\$46.00** is required of each 3rd and 5th grade student enrolled and is payable at the beginning of the year or upon entry. A materials fee of **\$49.50** is charged for 4th grade students (4th grade fee includes \$3.50 for the music class recorder). Information about this fee and needed supplies will be included with the packet of forms parents receive.

Please note: The fees must be collected from each student and are not optional. When checks are written the first day of school, please include student's full name and room number on the check.

School fees may be waived for students in need of financial assistance. Generally the standard used for waiver of fees is eligibility for free or reduced school milk. Applications for this eligibility are sent home at the beginning of the year and upon entry.

LIBRARY/TEXTBOOK FINES

The fine for overdue library books is .05/day. There is a "pardon period" for the first ten school days the book is overdue. Anyone returning overdue books during that period will not have to pay the fine. After that period, all accrued fines are owed.

Fines for library books and textbooks will not exceed the cost of purchasing and processing the replacement.

- Damaged Spine
If spine can be repaired - \$2.00
If spine cannot be repaired - actual cost of rebinding plus \$2.00 for processing

- Destroyed Page
If page can be replaced - \$2.00 first page and \$1.00 each additional page
If page cannot be replaced - actual cost of replacement book plus \$2.00 for processing
- Other Damage
If repairs can be made - \$1.00 per page
If repairs cannot be made - actual cost of replacement book plus \$2.00 for processing
- Lost Books
Actual cost of replacement book plus \$2.00 for processing

FIRE AND TORNADO DRILLS

Fire and tornado drills occur regularly. Exit procedures are posted in each classroom for these drills.

FORMS

Throughout the year various forms and permission slips are sent home. Please sign and return these forms on or before the deadline. If a cost is included and payment is made by check, please include the student's full name.

Please note that through the year, if your telephone number, emergency telephone numbers, and/or address change please notify the school of such changes. It is important that we be able to contact you promptly at all times.

GUIDANCE CENTER SERVICES

LARGE GROUP GUIDANCE: Large group guidance services are offered to all students at Kensington Intermediate School through the classroom guidance program. Each year the school counselor visits the classroom and presents lessons on special topics. These topics include self-esteem, group interactions, career awareness and alcohol and drug awareness. In the fifth grade there is also a unit on preparing for the middle school.

SMALL GROUP COUNSELING: Each year the school counselor works with small groups of students who have similar needs. These groups are for new students, children from single parent or divorced families, as well as other groups, which may be needed during the school year. In the past some of these groups have discussed motivation topics, homework and study habits, and social interactions.

INDIVIDUAL COUNSELING: Individual counseling is offered to students at the Kensington Intermediate School on an as needed basis. Any student may see the school counselor by self, parent or teacher request. Parents are encouraged to call the guidance office if they have any special requests.

GUM/CANDY/FOOD

Gum chewing and candy are not permitted in the school building or at recess. Food is not permitted outside the lunchroom except for special events, which have been approved by the principal.

HEALTH SERVICES

Vision and Hearing Screenings: Throughout the year vision and hearing screenings will be done for third fifth and new students. These screenings follow recommendations by the Ohio Department of Health.

Immunization: New students are required to have written proof on file, at school, that they have received the following immunizations:

DPT (Diphtheria, Pertussis, Tetanus) - 5 doses required unless 4th dose was received after child's 4th birthday.

Polio - 4 doses required unless 3rd dose was received after child's 4th birthday.

MMR (Measles, Mumps, Rubella) – 2 doses: first dose must have been received on or after the child's first birthday.

Hepatitis B- 3 doses

Varicella- Chicken Pox Vaccine, one dose required effective with children starting kindergarten 2006 and thereafter.

Exclusions From School: Questions frequently arise concerning exclusion from school due to communicable diseases. Following are guidelines for the more common communicable diseases:

Chicken Pox - A skin rash often consisting of small blisters. Requires one week exclusion following the appearance of the blister.

Impetigo - Blister-like lesions developing into crusted pus-like sores. Requires exclusion for 24 hours after the initiation of treatment.

Strep Throat - Often may be accompanied by fever, sore and red throat, tender and swollen glands of the neck. Requires exclusion from school for 24 hours after the initiation of antibiotic treatment.

Conjunctivitis (PinkEye) - Redness and swelling of membranes of one or both eyes with burning or itching. Usually accompanied by purulent discharge. Requires exclusion from school for 24 hours after the initiation of treatment.

Head Lice - Usually identified by the presence of grayish white "nits" (egg fastened on the hair, usually near the scalp). Requires exclusion from school until the first treatment is completed and all nits have been removed. Head checks will be conducted under the supervision of the school nurse, prior to the student returning to class. The District maintains a "nit free" policy to provide evidence that treatment measures have occurred.

Temperature/Diarrhea or Vomiting – If a student has had a temperature, episodes of diarrhea or vomiting they cannot return to school for 24 hours.

Rash-A student must have a doctors note before returning to school.

Exclusions From Physical Education: To be excluded from participation in physical education class, due to medical reasons, a statement from the doctor must be presented stating the reason and length of exclusion.

HOMEWORK

Definition of Homework

Homework is defined as out-of-class preparation in a given subject area which is either assigned or approved by a student's teacher. This assignment is such that the student must complete all or part of the assignment during non-class time. The purpose of homework is:

- to supplement and support classroom experiences
- to reinforce learning through practice, integration, and application
- to develop student initiative, responsibility, and self-direction through independent effort
- to foster parent awareness of their child's learning activities

Guidelines for Homework Assignment

During the first week of class, and at Open House, teachers will explain the schools' homework policies and their expectations. The following guidelines will govern the assignment of school homework.

1. Homework should logically grow from classroom instruction, problems, and projects and may include practice of spelling words, math facts, and reading library books.
2. Students should not be expected to learn new skills or concepts by solely completing a homework assignment.
3. Students should clearly understand the specific objectives, related purposes, processes and due-date of each homework assignment.
4. Homework assignments should be reviewed to assure completion and be returned by the teacher. Whenever possible, and certainly often, constructive criticism should be given by the teacher so that the student has the opportunity to learn from the assignment. Credit, when applicable, for the completion of the assignment may be given in light of the objectives to be accomplished.
5. Homework assignments should be made based upon the needs of students and of the class. These assignments do not need to be pencil and paper tasks.
6. A variety of homework should be assigned to include practice, creative, preparatory, and extending assignments.
7. There should be communication concerning homework among a student's teachers so as to guard against an overload of assignments. Teachers should notify students of their homework assignments and due-dates as early as possible.
8. Homework assignments should not be made for disciplinary purposes, for its own sake, nor merely for busy work.
9. Homework assignments should be reasonable and developmentally based.

Guidelines for Parents

- Provide your child with a private place at home to study that is quiet.
- Help your child become a successful student through acquiring the ability to concentrate.
- Inquire about your child's homework on a regular basis and insist that all homework be completed and turned in on time.
- Encourage your child to seek assistance from teachers and other school personnel.

HOUSEKEEPING

School is where we all spend a major portion of our day. Students should keep it neat and clean by picking up paper, utilizing trash containers and recycling containers. Students are to place their chairs on their desks at the end of each day before they leave.

Leftover food is NOT to be kept in lockers or desks.

LOCKERS

Students at some grade levels will be assigned lockers rather than coat hooks. Valuables should not be kept in lockers or desks.

Lockers are school property and remain at all times under the control of school officials. Periodic general inspections may be conducted at any time without student consent or a search warrant. Students should not expect privacy with respect to items stored in lockers or put individual locks on lockers.

Lockers need to be periodically cleaned out.

LOST AND FOUND

All kinds of unclaimed clothing accumulate at an amazing rate. These items will be kept in the lost and found, which is located in the cafeteria, for one quarter at which time they will be disposed.

Valuable items such as watches and rings will be kept in the office until the end of the school year. A Lost and Found is also kept at the transportation building behind the High School.

LUNCH

Students may leave school with a parent with written permission or stay at school for lunch. No lunch is provided by the school. 2% white milk, chocolate milk and juice are available for purchase by the students.

Students will eat in three, forty-five minute shifts between 10:50 a.m. -12:35 p.m. Approximately one-half of this lunch period is spent eating, while the other half is lunch recess. Students go outside, weather permitting and should dress accordingly.

Lunchroom/playground monitors are in attendance for student supervision.

Several times a year our PTA provides, at nominal cost, a pizza lunch. In addition to the pizza, the cost of the lunch includes a drink, chips and cookie or brownie.

RECESS

Students consistently go outside for recess during lunch periods at Kensington. We encourage students to wear warm clothes along with hats, gloves, and boots when appropriate.

During extremely cold, wet, or windy days, students stay inside. Our close proximity to Lake Erie often leads to high winds during the winter months. We encourage all students to dress appropriately to stay warm and comfortable.

MEDICATION

No student is permitted to take any type of prescribed or over-the-counter medication at school unless there is a "Request to Administer/Manage Medication at School" form filed for that student in the school office. These forms are available at the school office.

Medication must be stored in the school office.

OPEN HOUSE

Each year we hold an Open House.

Open House is held in the fall. A specific date will be announced shortly after the opening of school.

NOTE: Students are dismissed at 2:15 p.m. on Open House day. Adult crossing guards will be on duty at this time.

PLACEMENT OF STUDENTS

In the spring of each year, placement of students for the following year is accomplished. This procedure is extremely important, requiring considerable time and careful consideration. It is important because a student's placement into the appropriate classroom setting is a significant factor in his/her education and social progress during the year. Each student is placed considering those factors that impact student success.

Parent input is valued. If parents feel that a particular learning situation might be more appropriate for their child, they are asked that a description of the suggested classroom setting with reasons be provided to the principal by May 1st of each school year. This information will be considered when possible in order to make the best possible classroom assignment decision for each student.

PROMOTION

Decisions concerning a student's promotion/placement/retention will be made in the best interest of the student, and after a careful review of the student's classroom performance and the acquisition of those minimum skills commensurate with the appropriate grade level.

P.T.A.

Kensington Intermediate School has a long tradition of an active and supportive P.T.A. The P.T.A. supports the school and its endeavors through providing volunteers for classroom teachers, our library, the office, and providing room mothers. In addition, volunteers are

supplied, through the P.T.A. for throughout the year, if not on a regular basis, for individual activities.

The main fund raising event for the P.T.A. is the annual Halloween Carnival, held the last Saturday in October.

The P.T.A. meets approximately six times per year, usually in the mornings. There are occasional evening meetings.

REPORTING STUDENT PROGRESS

Report Cards: Report cards are issued to students, in homeroom, the last day of the first week following the first three grading periods or quarters. The report card at the end of the year is mailed home during the week following the last day of the school year.

Interim Reports: Interim reports are mailed home at the mid-point of each grading period to parents of students whose progress is unsatisfactory. Students who are performing significantly below expectations or who are currently failing a subject are judged to be making unsatisfactory progress.

Progress Book: Rocky River City Schools utilizes a web based grade book system called Progress Book. It allows parents to check the academic progress of their children on a secure website. Parents are assigned a user ID and password that allows them to check any time of day.

Progress Conferences: One conference is to be conducted with parents each school year. This usually occurs near the end of the first grading period. During this conference the teachers clarify the report card, share information about the student at school, clarify class expectations, and share the results of the previous year's standardized achievement testing.

Grades: Report cards for students in grades 3-5 are marked with letter grades for each subject. Grades are based on student progress on material presented and work assigned. Interpretation is as follows:

- A - Excellent
- B - Good
- C - Average
- D - Below Average
- F - Failing
- EX- Excused

Social Growth and Study Skills: A teacher's marks in these categories indicate that the student is not consistently demonstrating the listed behaviors or characteristics.

Teacher Comments: In addition there is space for teacher comments each quarter.

Parent Comment Card: Parents are to sign and return the Parent Comment Card included with the report cards for the first three grading periods. This indicates that parents have seen their child's report card and may be used for comments to the teacher(s).

RETURNING TO SCHOOL

Students, who have forgotten something after school and return to the building, should do so **BEFORE** 4:00 p.m. and **first report to school office.**

SCHOOL DAY

The regular school day for students at Kensington Intermediate School is 8:30 a.m. to 2:45 p.m.

DAILY TIME SCHEDULE

7:45 a.m.	Faculty Reports to Work
8:00a.m.	Students Arriving Early May Enter Designated Doors and Wait in The Cafeteria
8:15 a.m.	Students Report to Classrooms Teachers Report to Classrooms School Day Begins
10:50 a.m.-12:35 p.m.	Lunch Periods (45 minutes Lunch/Recess)
2:45 p.m.	Dismissal for Students
3:15 p.m.	Dismissal for Faculty

SCHOOL PICTURES

Each year, usually in the fall, school pictures are taken. This includes an individual picture and a class picture. Weather permitting, the class picture is usually taken outside. Various picture packages for purchase are available. Information about specific costs of the various packages are distributed to students approximately one week before the day pictures are taken.

Payment for the selected package is due on or before the day pictures are taken. Even if no pictures are purchased, the student's picture is taken for the permanent record folder.

A re-take date is established shortly after the pictures arrive for those students who were absent or whose pictures were flawed.

SECURITY/PARKING

Safety and security of students and staff being of utmost importance, we have designed a system that allows visitors to enter while still maintaining a safe environment. At 8:30 am each day all doors except the Kensington Road door (at the east end of the building) will be locked from the outside. Visitors may only enter the building from that door. There is a school parking lot near that entrance.

Visitors can contact the main office from that door using the intercom. They will be buzzed into the building. All visitors must report to the main office after being buzzed into the building. There they can sign in and receive a visitor's pass if that is necessary for their visit.

When students are dismissed at 2:45 PM, they must either get on their appointed bus, get picked up by a parent or walk home. Students are not permitted to stay and play on the playground until they have reported home and parents know they are safe. After reporting home they may return to play on the playground.

Parking on the streets surrounding Kensington is permitted but city parking ordinances and **NO PARKING ZONES** **must** be observed. Police will ticket. The Kensington playground may also be used for concert/event parking (Before and after lunch times lunch/recess times-10:45-12:45).

SPECIAL SUBJECTS

Art: Instruction in art education is provided for students. Students in grades 3 - 5 receive 55 minutes of art once a week.

Choir: See choir category on page 3.

Library: Instruction in library skills is provided as part of the English/Language Arts curriculum. Each class has 35 minutes of time scheduled for book exchange each week.

The library is open throughout the day for individual or small groups in addition to regularly scheduled book exchange.

Computer Technology: The computer lab has recently been updated with the latest computer technology. All students learn keyboarding and publishing programming.

Music: Instruction in music education is provided for students. Students in grades 3 - 5 receive 55-minutes of music each week. In addition, students have the opportunity to join, choir, band, and a recorder group.

Fitness Education: Instruction in physical education is provided. Students in grades 3 - 5 receive at 55 minutes of physical education and health instruction per week and additional instruction in health education.

Instrumental Music: At the fifth grade, the Rocky River Schools offer students the opportunity to receive instruction in instrumental music. Classes meet twice a week during the school day and will not interfere with the student's regular academic work. These classes meet during the activity portion of the 5th grade lunch period.

Instruction is offered on flute, clarinet, saxophone, French horn, trumpet (cornet), trombone, and tuba. Students interested in percussion must take private lessons. Two progress sheets are sent home.

Each prospective beginner will be tested individually to determine the student's suitability to the instrument of his/her choice. After each student has definitely decided on his/her instrument and the choice has been approved, parents are invited to a meeting. The purpose of this meeting is to acquaint parents with the instrumental music program and to discuss the role of the parents in the program. There will also be a presentation of information pertaining to instrumental rental plans, recommended brands of quality student instruments and available used instruments. Students must provide their own instruments. A limited number of French horns and a tuba may be supplied by the school.

More specific information about instrumental music is sent home to parents shortly after the beginning of school in the fall.

A fifth grade band concert is usually held in March. Our band participates in the All Schools Band Concert, in the spring.

STUDENT COUNCIL

In the fall, shortly after the beginning of school, the Student Council is organized. Representatives are selected from each homeroom.

The Council Representatives meet each month outside of the school day with the faculty advisor(s).

The purposes of Student Council are:

- To enable students to assume a share of responsibility good citizenship in the school.

- To provide services and activities for the student body and community.
- To promote school spirit, friendliness and cooperation.

STUDENT DROP-OFF

Students who are transported by bus will enter the building through the front doors on the lower level. Students who are dropped off at school **before 8:15 a.m. report to the cafeteria.** A convenient location for car drop-off is along Falmouth Road or Kensington Road. Parents are encouraged not to drop off students before 8:15 a.m.

STUDENTS SHOULD NOT BE DROPPED OFF IN THE BUS LOOP OR THE FRONT (SOUTH) PARKING LOT TO PREVENT STUDENT INJURY.

CARS SHOULD NOT ENTER THE PLAYGROUND OR FALMOUTH PARKING LOT TO DROP OFF OR PICK UP CHILDREN. THE SOUTH FALMOUTH PARKING LOT IS VERY SMALL AND PROVIDES LIMITED VISIBILITY FOR MANUEVERING (STUDENT SAFETY CONCERN)

STUDENT PARTICIPATION IN EDUCATIONAL ACTIVITIES

Students participating in the educational program may be subject to various physically demanding activities. These activities include, but are not limited to playground play, field trips, athletic contests and practices, intramurals, and all other curricular and student activity events. If the parent or legal guardian has knowledge of his/her child's mental or physical limitations, or has other personal concerns, the parent shall inform the student's teacher, instructor, adviser, coach, or appropriate administrator prior to participation in the activity. While it is impossible to foresee all possible dangers, some of the specific hazards or injuries which may occur are: slipping or falling, bumps, bruises, cuts, infections, insect bites, poisoning, sprains, fractures or other injuries. The designated supervisor of the activity will take reasonable precautions to minimize exposure to known risks; however, the participant's parent or guardian should understand the nature of the sport or activity and that not all of the stresses and hazards connected with the activity can be foreseen.

STUDENT PLAN BOOKS

At the beginning of the year or upon entry, each student is issued a plan book. Students are instructed to use this book as an assignment notebook, listing due dates and assignments by subject. Students are encouraged to take the responsibility to keep the plan book current. This plan book may also serve as a means of communication between parent and teacher.

If this plan book is lost, another may be purchased for \$5.00.

STUDENT SAFETY PATROL

Fifth grade students may wish to participate in our school Safety Patrol. These students selected for the Safety Patrol have the responsibility to be at their posts before school at 8:05-8:15 a.m. and after school from 2:40-2:50 p.m.

There are approximately eight posts outside around the building that require one to two students. The Safety Patrol members assist students in crossing the school driveways and in crossing some intersections near the school.

STUDENT VISITORS/VISITATION OF CLASSES DURING SCHOOL HOURS

The Kensington staff welcomes opportunities to communicate with parents but acknowledges that the busy school day may not permit impromptu or unplanned conferences.

Parents are welcome in the Rocky River Schools. We ask that parents please schedule appointments directly with a teacher. Parents should not walk into a classroom at lunchtime, at dismissal, or while the teacher is teaching and expect to confer with that teacher. Visitors must report to the office upon arrival.

Parents and Visitors are not permitted to take photographs during the school day without prior authorization from the principal.

Students are not permitted to bring student visitors to school during school hours. Special consideration, however, may be given for this by the principal for:

- Students who have previously attended this school and moved away and are returning to this area for a visit.
- Special circumstances.

"In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify building principal if they require a reasonable accommodation."

SUGGESTED WALKING ROUTES TO KENSINGTON INTERMEDIATE SCHOOL

For students who walk to school it is suggested that:

Students living south of Detroit Road should cross Detroit Road at Lakeview Road, Erie Road, or Wagar Road.

Students crossing Detroit Road at Lakeview Road should proceed along Smith Court and South Kensington Road and cross Lake Road, with guard, at Kensington Road and Lake Road.

Students crossing Detroit Road at Erie Road should proceed along Morewood Parkway and cross Lake Road, with guard, at Falmouth Drive.

Students living west of Wagar Road and South of Lake Road should cross Wagar Road at Detroit Road, Erie Road, or Beaconsfield Blvd., proceed to Morewood Parkway and cross Lake Road at Falmouth Drive, with the guard.

Please review these suggested routes with your child prior to the opening of school and stress pedestrian safety and the need to obey the Crossing Guards at all times.

TESTING

This year, third grade students will take the Ohio Achievement Assessment in reading and math.

Fourth grade students will take the Ohio Achievement Assessment in reading and math. In addition they will take a standardized test battery known as the Terra Nova Test.

Fifth grade students will take the Ohio Achievement Assessment in reading, math, and science.

All testing is done in the spring; however, third grade students will take the reading Ohio Achievement test two times this year, once in October and once in May.

TRANSPORTATION

Transportation Department - 440-356-6042

All requests for changes in transportation must be submitted in writing to the office on the day a parent requests a child to not ride the bus. Any changes regarding students riding the bus must be delivered to the office before 2:00 P.M. Student safety requires us to have all changes in writing with a parent signature. If your child mistakenly rides the wrong bus, there are safety procedures in place to deliver students to correct stops or return students to school where parents will be contacted.

Transportation Eligibility

- Students in grades 3 through 5 who live less than one mile from school are not eligible for transportation.
- Transportation for medical reasons must be cleared through Learning Resource Services.
- All students are eligible for transportation from Beach Education Center in the A.M. and to Beach in the P.M. if arrangements have been established with Children's World Learning Center. Transportation Department requires confirmation from The Center on this arrangement.
- Students living less than one mile from school are not permitted to ride home with other students except in an emergency or child care situation. However, before any such student is provided such transportation, the school district will receive, at least one day in advance, in the form the Superintendent deems appropriate, written permission from the parents or legal guardian of such students with the statement that the child care provider, on behalf of the parents, will have responsibility for supervising the student and a written statement from the child care accepting such responsibility.
- All students enrolled at the Children's Learning Center after school must ride the bus to Beach Education Center.

Students Riding Other Buses

- Students are not permitted to ride a bus route other than that to which they have been assigned.
- Exception to this rule is as follows:
Unanticipated special needs such as: death in the family or hospitalization of child care provider, but not vacation or changes in parent's work schedule.

School Bus Safety/Conduct Rules

Students are provided with the privilege of riding a bus to and from school. The Rocky River Board of Education is pleased to offer this service. Students are expected to obey the driver and observe all rules for safe transportation.

If your child wishes to report misconduct by his/hear peers, please contact the bus driver or Manager of Transportation **BEFORE** calling the Kensington school office.

Students who ride the bus may NOT walk to a friend's house without written permission from the parent/guardian.

WAITING FOR THE BUS

- Stand away from the street on the sidewalk.
- Stay off the grass and do not litter.
- Get on only at your bus stop.
- Be at the bus stop a few minutes early.
- Wait for the school bus on the side of the street on which you live unless you have your parent's permission to cross the street.
- Cross the street only when the Bus Driver or Transportation Aide gives you the signal to cross.
- Students are under their parents' supervision while waiting for the school bus.

ON THE BUS

- Get on the bus and sit down as quickly as possible.
- Obey the Bus Driver and Transportation Aide.
- Keep your head and hands in the bus.
- Stay in your seat and talk quietly.
- Do not throw objects.
- Bus Drivers will assign seats when necessary.
- Do not eat, drink, or litter.
- Do not use profane language.
- Hold books, musical instruments and other objects on your lap.
- Do not talk when bus is at railroad crossings.

GETTING OFF THE BUS

- Ride only on the bus to which you are assigned.
- Stay in your seat until the bus stops.
- Get off the bus single file.
- Get off only at your stop unless a change has been approved.
- Cross the street only when the Bus Driver or Transportation Aide gives the signal to cross.
- Students are under parental supervision after exiting the bus.

Students who violate these rules will be warned and/or receive a School Bus Incident Report. A copy of these reports will be mailed to the parent. Students who become a serious disciplinary problem on the school bus, or in any way interfere with the safe operation of the bus, may have their riding privileges suspended. In such cases, the parent of the student involved becomes responsible for seeing that their child gets to and from school safely.

WITHDRAWAL FROM SCHOOL

Parents are asked to contact the Principal's office when a student is going to withdraw from school. It is helpful to know several days in advance of the student's last day. A consent form for release of records should be signed by the parent/guardian. School records are then mailed to the requesting school. In some cases, records may be hand-carried, but these are "unofficial." The official school records are mailed. There is no cost for this service.

Before records are transferred, textbooks and library books must be returned to the school and school fees and fines paid.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate

health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Rocky River City School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Rocky River City School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Rocky River City School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Rocky River City School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Ohio for inspection and reproduction. The Board will utilize the following procedures regarding the availability of public records.

"Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in statute as having been created, generated, sent, communicated, received, or stored by electronic means, created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Public records" do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43.

The public records of this District shall be available during regular business hours, with the exception of published holidays. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time. The District's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record.

Each request for public records shall be evaluated for a response at the time of the public

records request. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). The request for records need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing. The Superintendent/designee is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may purchase copies of the District's public records upon payment of a fee. A person who chooses to purchase a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who chooses to purchase a copy of a public record may also choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as costs for postage and supplies used in the mailing.

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District. E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of the District shall retain e-mails that relate to public business and shall copy them to their business e-mail account(s) or to the records custodian. The records custodian shall treat e-mail from private accounts that are used to conduct public business, thus subject to disclosure, as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent/designee shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a "legitimate educational interest" (as defined herein) in the information, or to other individuals or organizations as permitted by law. For the purposes of this section, the term "parents" includes legal guardians or other persons standing in loco parentis. The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District, or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this District seeks or intends to enroll, upon condition that a reasonable attempt is made to notify the student's parents of the transfer, of their right to receive a copy of the record if desired, and of their right to have a hearing to challenge the content of the record;

B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;

C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

D. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" (as defined herein) regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, notwithstanding the preceding sentence, directory information regarding a student may be released without such consent to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such directory information upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice.

In accordance with applicable Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an authorized representative of an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose directory information on former students without student or parental consent.

The Board shall permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A.college or other postsecondary education recruitment, or military recruitment
- B.book clubs, magazine, and programs providing access to low-cost literary products
- C.curriculum and instructional materials used by elementary and secondary schools
- D.tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E.the sale by students of products or services to raise funds for school-related or education-related activities

F.student recognition programs

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of "personal information" in connection with a school district activity before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fifteen (15) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fifteen (15) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following at the discretion of school administration:

- A.college or other postsecondary education recruitment, or military recruitment
- B.book clubs, magazine, and programs providing access to low-cost literary products
- C.curriculum and instructional materials used by elementary and secondary schools
- D.tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E.the sale by students of products or services to raise funds for school-related or education-related activities
- F.student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A.inspect and review the student's educational records;
- B.request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C.consent to disclosures of personally-identifiable information contained in the student's educational records, except to those disclosures allowed by the law;
- D.challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E.file a complaint with the Department of Education;
- F.obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A.the proper storage and retention of records including a list of the type and location of record;
 - B.informing Board employees of the Federal and State laws concerning student records.
- The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

E-MAIL AND OTHER ELECTRONIC COMMUNICATION

The Board's email system is to be used as a method communication among employees and other authorized users for school purposes. User shall mean Board employees, officers, temporary employees, and authorized agents and volunteers who use the Board's

email system or who use their personal email for school purposes.

Email and Other Electronic Communication That Qualify as a Public Record

Email and other electronic communications such as text messages that qualify as a public record shall be treated in the same fashion as public records in other formats under Policy 8310 and shall follow the District's retention schedule. Public records in private email accounts may be subject to disclosure if their content relates to public business. All employees or representatives of the District are responsible for retaining emails that meet the definition of public records in accordance with this Policy. Generally, the individual who sent an email message should maintain the message.

The Board's email system is not intended to be a medium in which to permanently store electronic information. Users are required to manage the space in their email boxes appropriately. Users should regularly review their email messages and take timely action as needed. For example, email messages with large attachments should be saved to off-line storage or printed immediately and then deleted from the email box. Email messages should be filed in a way that enhances their accessibility and that facilitates records management tasks. Users shall be responsible for classifying messages they send or receive according to content and the following principles:

A. On-line storage is defined as storage of email messages, metadata, and attachments in the District's email system. On-line storage maintains the full functionality of the email message, and allows users to recall the message at any time for reference or responding.

B. Near-line storage is defined as storage of email messages, metadata, and attachments in an electronic record keeping system. This type of storage requires that the message, metadata, and attachments be removed from the on-line email system and stored in an electronic format. For example, a message stored in an on-line email system can be saved to a file on a local hard drive. Near-line storage allows the user to maintain a moderate amount of functionality, in that email messages stored near-line can be retrieved and referenced electronically.

C. Off-line storage is defined as the storage of email messages, metadata, and attachments outside of an electronic record-keeping environment. The clearest example of this type of storage is to simply print out an email message to paper, with its contextual information and attachments in place, for filing within existing filing systems in the agency. Off-line storage dramatically reduces the functionality, in that email messages are no longer searchable or retrievable in electronic form.

Transient Records

Certain forms of email and other electronic communication have limited administrative value and shall be referred to as transient records. Transient electronic records include telephone and other messages, notes, task items, schedules, scheduling matters, calendars, appointment books, personal notes, drafts and other limited purpose documents which serve to convey information of temporary importance. For example, an email message notifying employees of an upcoming meeting would only have value until the meeting has been attended or the employees receiving the message have marked the date and time in their calendars. Users may dispose of transient records, including transient electronic records in the form of "sent" and "deleted" email and other electronic communication, no sooner than 90 days after their creation.

Email and Other Electronic Communication That Does Not Qualify as a Public Record

Email and other electronic forms of communication such as text messages that do not meet the definition of a public record under Ohio law may be deleted at any time, unless they become

part of an official school record as a result of special circumstances.

Any email not received or created in the course of school business may be deleted immediately, because it is not a public record. Publications, promotional material from vendors, and materials that are "publicly available" are not records unless specifically incorporated into other school records. This may include "listserve" messages (other than those you post in your official capacity), unsolicited promotional materials ("spam"), files copied or downloaded from internet sites, and the like. These items may be immediately deleted. In addition, communications of a personal nature are not public records and may be deleted by the user.

**MISSION STATEMENT
ROCKY RIVER CITY SCHOOL DISTRICT
ROCKY RIVER, OHIO**

Rocky River Schools...

Globally Competitive. Exceptional Opportunities. Caring Environment.
Successful Students.

We Believe...

- Students are the heart of our purpose
- Student success requires a partnership among family, school, and community
- A Rocky River education empowers values, inspires curiosity, and encourages talents that lead to success
- High expectations lead to high achievement
- Lifelong learners thrive as they embrace the changing global society
- An exceptional school district demonstrates all of the above

EQUAL OPPORTUNITY POLICY

IT IS THE POLICY OF THE ROCKY RIVER BOARD OF EDUCATION THAT THERE SHALL NOT BE ANY DISCRIMINATION ON THE BASIS OF SEX, RACE, COLOR, RELIGION, AGE, HANDICAP OR NATIONAL ORIGIN IN EDUCATIONAL PROGRAMS AND ACTIVITIES OR EMPLOYMENT.

THE BOARD HAS APPROVED AN ADMINISTRATIVE DIRECTIVE: 16-081976, GRIEVANCE PROCEDURES FOR ALLEGED VIOLATIONS OF EQUAL EMPLOYMENT OPPORTUNITIES AND/OR EQUAL EDUCATIONAL OPPORTUNITIES, OUTLINING A DETAILED GRIEVANCE PROCEDURE WHICH CAN BE FOLLOWED WHEN A PARENT, STUDENT, CITIZEN, EMPLOYEE, OR OTHER PERSON FEELS THAT DISCRIMINATION HAS TAKEN PLACE. THE ADMINISTRATIVE DIRECTIVE IS AVAILABLE FOR REVIEW AT THE EDUCATIONAL SERVICES CENTER, THE ROCKY RIVER PUBLIC LIBRARY, AND IN EACH SCHOOL LIBRARY.

EQUAL OPPORTUNITY OFFICERS:

- IMPLEMENTATION - ASSISTANT SUPERINTENDENT
- COMPLIANCE - DIRECTOR OF ADMINISTRATIVE SERVICES

EITHER OFFICER MAY BE CONTACTED BY WRITING THEM AT THE EDUCATIONAL SERVICES CENTER, 21600 CENTER RIDGE ROAD, ROCKY RIVER, OHIO, OR BY CALLING 356-6715.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 ALL EMPLOYEES MUST SHOW PROOF THAT THEY ARE EITHER CITIZENS OF THE UNITED STATES OR ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES.