

# *Kiser Elementary School*

## *Student Handbook*



*Don't Hide Your Panther Pride!*

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***Kiser's vision***

*A commitment to student-excellence today, contributing citizens' tomorrow*

***Mission statement***

*The Mission of Kiser Elementary School is to build a community that embraces diversity, inspires enjoyment of learning, and promotes an environment of academic excellence through collaboration and community involvement.*

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## Message from the Principal



Dear Parents/Guardians:

Welcome to Kiser Elementary School, home of the PROUD Panthers! Our entire staff is very excited about the start of yet, another great school year, filled with opportunities to serve you and your students. We're looking forward to meeting and working with each of you as we strive to guarantee a quality education for every student, every day.

This year, we'll continue to focus on literacy in all content area subjects, providing whatever assistance our students need to master the variety of skills associated with each. Last year, our hard work showed that our mighty panthers are growing and making great strides in their academics. Our goal is to continue to breed a commitment to education from all students that attend Kiser

Elementary School. In order to ensure that students are prepared and equipped with the knowledge needed to be contributing citizens, we need our students here, every single day, and on time! Whatever you have to do to get them here, please, please do that! With your assistance, we'll continue to improve in the areas of attendance and student achievement.

If your address, telephone number, or any other personal information has changed over the summer, please update that information with the school office staff as soon as possible. Preferably, this should be done during the first week of school.

We look forward to another wonderful school year and want you to be a vital part of our Kiser Elementary School Family. Please feel free to visit and volunteer anytime! Your support of the school and its policies/procedures are greatly needed and very much appreciated.

Sincerely,

*Alexander D. Robertson*

# KISER PANTHERS

Dear Members of the Kiser School Family:

Our linked handbook has been compiled/approved by the Kiser Elementary Staff and the Dayton Board of Education and is distributed to every family with a student attending Kiser Elementary. It is published for your information and contains policies, rules, regulations, and a school calendar. Since this handbook is considered the legal contract between the parents and the school, please sign, date, and return the form below during the first week of school.



Kiser Parent/Student Handbook Contract

I have read, understand, and agree to follow the school policies, rules, and regulations as outlined in the Parent/Student Handbook.

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Student Signature Date

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Parent/Guardian Date

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Teacher Signature Date

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Principal Signature Date

# KISER PANTHERS



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## STUDENT DRESS CODE

**Shoes:** Must be worn at all times and cover all parts of the foot. For safety reasons, open-toed, slip-ons, flip flops, and slippers are not permitted.

**Pants/Shorts:** Must be worn at the waist, not sag, and be free of holes, tears, or rips. They should be secured with a belt. Undergarments should not show. Shorts must be at least “fingertip” in length with arms at sides. Sweat pants are not permitted. Shorts may only be worn in August/September and again in April/May.

**Dress/Skirts:** Must be at least “fingertip” in length with arms at sides. Leggings are only permitted underneath shorts, dresses, and long shirts (covering the seat of the garment with arms raised).

**Shirts/Sweaters/Tops:** Must completely cover the torso. Midribs must be covered at all times. Halter, tube, spaghetti straps, and tank tops are not permitted. Commercial insignia, lettering, or printing will be allowed on shirts/sweatshirts as long as it is not crude, vulgar, profane, and is acceptable for school attire. Such insignia, lettering, or printing shall not be sexually suggestive, advocate negative racial, ethnic, gender, or religious prejudice, or glorify/advertise drugs, tobacco, alcohol, or violence.

**Bedtime Apparel:** Pajama-type attire, undershirts, or other bedtime attire is not permitted.

**Hairstyles:** Styles/colors must be natural in color. No loudly dyed hair.

**Hoods/Coats/Hats/Sunglasses:** Are to be worn outdoors only.

**Earrings and Jewelry:** For children with pierced ears, small post earrings are acceptable. Large, dangling designs or oversized studs are not permitted. Rings and other jewelry are strongly discouraged. These items are easily lost, stolen, or broken and the school is not responsible if they are misplaced or lost. The gold/silver tooth “bridges and grills” are STRICTLY PROHIBITED!

**Piercing:** No jewelry will be permitted in any piercing except the ears. Body piercing (i.e. eye area, nose, tongue, chin, navel) is inappropriate for elementary age students and therefore not permitted.

**\*\*Advance notice will be given to parents and students when these standards are to be altered for special events such as Spirit Days, Field Days, Picnics, or Physical Education activities.**

*We would greatly appreciate parental support in our efforts to provide a safe, nurturing environment for our students.*



# KISER PANTHERS

## GRADE LEVEL PROMOTION

Promotion means that a student has met grade level requirements. This means the student has successfully completed the work on his/her particular level and is ready to move into the next higher level.

Proof of completed work must be submitted to the school office at the beginning of school. Students who attend summer intervention or have received tutoring will be subject to academic/behavioral probation for successive quarters until they meet the normal criteria for promotion. The probation qualifiers will be worked out on a student by student basis and will be determined by the Intervention Assistance Team and the principal.

Students with a year's average 59% or less do not have acceptable grasp of the material and promotion is not recommended. In the lower grades (K-4), if there is danger that the child is not ready to move to the next level, the teacher will be in contact with the parents throughout the school year. When this situation arises, the principal will also be informed. If testing is recommended and approved, the results will be shared with the teacher, principal, and parents. The suggestions made by the Intervention Assistance Team will be followed as closely as possible and every effort made to help the child in the learning process.





## BELL SCHEDULE

Arrival: All students should enter the building by 7:00 AM.



Grab n' Go Breakfast...6:45 AM - 7:00 AM

Entry Bell...7:00 AM  
*(Beginning of Instruction and Interventions)*

Tardy Bell...7:15 AM

LUNCH SCHEDULE	
1 <sup>ST</sup> Lunch	10:00-10:30
2 <sup>ND</sup> Lunch	10:40-11:10
3 <sup>RD</sup> Lunch	11:20-11:50
4 <sup>TH</sup> Lunch	12:00-12:30

\* ADDITIONAL LUNCH PERIODS MAY BE ADDED OR DELETED BASED ON STUDENT POPULATION OR OTHER SPECIAL CIRCUMSTANCES.

Dismissal...2:00 PM



## ATTENDANCE

When a student is absent and returns to school, a note from home and/or the doctor is required. The note should include date(s) of absence, students' name (first and last), homeroom number, and the reason for absence with the parent/guardian's signature. An excused absence is one due to illness or a death in the family. All other absences are unexcused. We ask Kiser parents to call the school office at (937)542- 6130 between **6:30AM** and **7:30 AM** when a student is absent for any reason.

## EARLY DISMISSAL

We encourage every student to participate in a full day of activity. If it is necessary to leave school early, a note from the parent must be submitted to the office. The office will confirm every note before approval is given. Students will be released only to persons listed on the **Authorization for Pick – Up Form**. The parent must come to the office to sign out a student who is leaving early. Parents, we discourage any telephone calling for this purpose, as it is difficult to identify the caller. A note in your handwriting is the best way to communicate this need.

## TARDY POLICY

**All students are expected to be at school on time!** If for some reason a student is tardy, the student must bring a note from home. After **7:15 AM**, the student must report to the office to receive an admit/tardy slip before entering the classroom. We will continue implementing a Grab and Go breakfast to maximize on instructional time. It is imperative that students arrive **BEFORE 7:15 AM** to receive instruction.

## HABITUALLY TRUANT STUDENTS

Attendance Officers and designees will file on students who are habitually truant. These are the students who have:

- A. Five **(5)** consecutive, unexcused absences. Students will be referred to Student Services and they will refer the student to the court system.
- B. Seven **(7)** unexcused absences in one month. Any days absent in the month that are not excused absences, students will be referred to the Student Service Department.
- C. Twelve **(12)** unexcused absences in one school year. We will forward student absent referrals to the Student Services Department.

*In addition, students with 15 days of excused/unexcused absences will require a doctor's note for any further absences. Absences of 20 days or more will require a conference with the Principal and an Attendance Plan.*

# KISER PANTHERS

## BUS PROCEDURES

1. Parents are to supervise students at their bus stops. If a problem develops, please call the Transportation Department at 937-542-4010 or 937-542-4023. Students should be at the bus stop at least ten minutes prior to their pick-up time.
2. If your kindergarten student rides the bus, **someone must meet the bus**. Bus drivers are not permitted to drop kindergarten students off at a bus stop, unless there is an adult to meet them.
3. It would be to everyone's advantage to be at the bus stop at least ten minutes prior to and after the scheduled pick up time.

### Student Responsibilities (from the Ohio State Dept. Education):

- Load and unload from bus at designated stop in an orderly manner. · Ride only regularly assigned bus and unload at the regular stop.
- Eating and littering are not permitted on the bus.
- There must be absolute quiet at railroad crossing and other places of danger as designated by the driver.
- Noise on the bus should be kept to a minimum. The same behavior is expected on a school bus as in the classroom.
- Students may talk quietly if the driver permits.
- Students must sit only in their assigned seats.
- Students should not change seats while their bus is in action.
- Any student traveling to school by means of public transportation is expected to remain courteous and well mannered.
- Students must not hang any objects or any part of their body outside the windows.
- Any students who misbehave shall be denied the privilege of riding the bus by the proper authority.
- The students must cross the street at least ten feet in front of the bus and upon signal from the driver.
- Students are not permitted to transport animals on the bus.
- Students should go promptly to the bus when dismissed from school.
- When discharged from the bus, they should go directly to their homes.
- NO smoking allowed on the bus.
- Those students standing must stand in the aisle to the rear of the driver.

**Please review these safety rules with your child frequently!** Violations may result in removal from the bus.

If a student is to ride a bus other than his/her assigned bus, the parent must provide the teacher and the office with a written request. The written request must have a phone number where the parent can be reached for verification. It also requires the signature of the principal prior to the student loading the bus. This will only be allowed on a limited basis.

# KISER PANTHERS

## SCHOOL LUNCH PROGRAM

The purpose of the federal school lunch program is to provide your child with a nutritious well-balanced meal each day at no cost to you – free! Every effort is made to provide reasonable choices. We would like to encourage your child to select balanced meals. A monthly menu is given to each student. Our school also offers a variety of snacks each day.

### Breakfast

Breakfast is served from **6:45 AM – 7:15 AM**. Bus students and walkers are to go directly to the designated Grab n’ Go station in their grade level hallway. Students should go directly to get breakfast before going to class.

1. Walkers will enter from the car drop-off entry door on Deeds Ave. and proceed to their designated hallway for breakfast. Bus riders will enter hallways from the bus drop-off area on Giles Ave. and proceed to designated hallway for breakfast.
3. Students will place all trash in the waste containers in their classroom, waste containers will be emptied at the close of breakfast.

The students are to obey all directions given to them by all staff members supervising the hallway and transitions.

### Lunchtime

1. The students will line up by class in the hallway and proceed through the lunch line.
2. Student conversations should not exceed a Level 1 while in the cafeteria.
3. The students will use good table manners and keep their assigned areas clean.
4. The students will dispose of trash in an orderly manner.
5. No food from the cafeteria is to be taken outside.

## PLAYGROUND

1. The students must follow all directions.
2. The students must stay in the assigned areas and keep the playground area clean.
3. The students must share and use the equipment correctly.
4. The students must play in a considerate, orderly manner, respecting the rights of others.
5. **Fighting will not be tolerated and could result in a suspension from school!**
6. The students must not have any dangerous objects.
7. **FOOD IS NOT PERMITTED OUTSIDE THE BUILDING.**
8. Students will walk quietly to their assigned line as soon as the bell rings or as directed.

## HALL CONDUCT RULES

1. The students will walk to the right in the halls in a single class line. All classes will have a line up order.
2. The students will keep their hands at their sides, or use signals determined by the teacher.
3. The students will open hall and classroom doors to avoid injury to themselves or others.
4. All students must have a hall pass with the teacher's name and time on it when they are not with their class or teacher.
5. The students will follow the 3 B's while in the hallway (Be Responsible. Be Respectful. Be Safe).
6. The classroom teacher is responsible for the location of the students at all times.

## RESTROOM RULES

1. The classroom teacher will establish restroom rules.
2. Classes will use the restrooms at assigned times and locations, escorted by the teacher, as required.
3. The classes will follow the rules for HALL CONDUCT.

## IN-SCHOOL SUSPENSION

In lieu of traditional suspensions, students may be requested to participate in restorative instruction in an in-school suspension environment where they are still responsible for completing assignments and actively participate in discussion.

## ALTERNATIVE LEARNING CENTER (if available)

Project Well Being: Safe Schools/Healthy Students is a prevention/intervention program that provides social skills training, life skills training academic & family enhancement and violence prevention training for elementary youth in Dayton Public Schools. The Alternative Learning Center (ALC) allows administration and parents an option to suspension. With parental permission, a student may be placed in ALC, at the recommendation of the Principal, instead of at home suspension. While in the ALC, students will complete class work provided by teachers and will be closely monitored by the ALC staff.



## UNAUTHORIZED ARTICLES

Students are not to bring candy, gum, radios, toys, cell phones, skateboards, trading cards of any kind, or any other items that are not part of the educational requirements of a class. These articles will be confiscated until the parent comes to get them from the office.

## LEAVING SCHOOL PREMISES

**NO** child is ever permitted to leave the school premises during school hours without the consent of the parents (per phone call home or note) and the student will only be permitted to leave with an adult. If a parent/guardian is unable to pick up a child, then the child will only be released to an adult who is listed on the **Authorized Pick – Up Form**.



## PARENT – TEACHER – STUDENT CONTACT

Please **DO NOT** visit your child's classroom unless you have received a Visitor's Pass from the office. The office will notify the classroom teacher of your arrival. This will prevent unnecessary interruptions during instruction time and ensure greater safety for all children and employees. Our teachers use Class Dojo to communicate daily, celebrate students as well as inform parents of events, projects, grades, and behavior. Please download the Class Dojo application to your phones to stay in the loop.

## STUDENT SAFETY PATROL

We will have students and designated staff for patrol this year. Our Safety Patrol's main task is to teach safety to all Kiser students. They help ensure our students obey safety rules and follow the safer routes to and from school. It is important for all students to go straight home after dismissal. Parents should not block cross walks when dropping off or picking up students. Please observe the Safety Patrol's direction so all children may arrive home safely. The safety of our students on their way to and from school is extremely important. Serious violations which endanger anyone's life or cause injury of any kind (i.e. throwing snowballs, fighting, damaging property, clothing etc.) as well as ignoring the advice of the Patrol persons will result in a warning slip that will be turned in to the Patrol Advisor and/or Principal. Consequences will depend on the seriousness of the violation.

## CARS

Please do not drive onto school play areas or block the school driveway or crosswalks. Expect your child to cross at crosswalks when walking to your car. **DO NOT** allow your child to cross between cars and buses. **DO NOT** park in bus zones or areas designated for the disabled. **\*\*\*\*\* No U-TURNS! \*\*\*\*\***

# KISER PANTHERS

## PHONE CALLS

All messages should be called into the office or classroom, and the teacher or office staff will see that the child gets the message. Children are not permitted to use the telephone in the office, or classroom without permission from school authority, and then it will be given only in the case of necessity. Forgetting such things as homework, permission slips, or supplies does not constitute necessity unless otherwise determined by the child's teacher. A voice mail system has been programmed for each teacher. Please call the office at **542-6130** if you wish to leave a message for the principal or any of the teachers.

## MAKE – UP WORK

Students will be allowed to make-up tests and other work missed during excused absences. The teacher will inform the student of the new deadline. Failure to complete assignments will affect the pupil's grade.

Students who will be out for extended absences will receive a "Ready Pack" with assignments to be completed upon return. Schoolwork should be turned in when the child returns from an absence. Missed work may be made up based on a schedule determined by the teacher. Schoolwork missed because of unexcused absences, removal or suspension or truancy can be made up at the teacher's discretion.







## PROGRESS REPORTS, REPORT CARDS, &

### PARENT CONFERENCES

Written reports of student progress are distributed at the end of each quarter of the school year. Interim reports will be given each quarter to inform the parent of a student's performance in a specific class. Formal Conferences are held twice each school year with teachers and parents for the purpose of discussing the progress of each child in the school. Check the school calendar for the dates of the conferences. A conference can be initiated at the request of the parents. Arrangements for those conferences must be worked out between the teachers and the parents involved. If a joint conference with all the teachers seems desirable, the parents should notify the teachers concerned for arrangements.

### TRANSFER TO ANOTHER SCHOOL

To ensure the speedy transmission of necessary records, a transfer form must be completed before a student leaves his/her present school. Parents should request the transfer form from the office at least 48 hours in advance, and pick up the transfer in person. In some cases, a parent's signature may be required to secure or release needed records.

### STUDENT HEALTH & SAFETY RECORDS

The school nurse keeps a health folder on each child. This folder contains all necessary immunization records as required by the State of Ohio Department of Health. It also contains results of screening, (i.e. visual, hearing, speech) or any other information pertinent to the health and physical well-being of the child.

### HEALTH / ILLNESS

Vision, Hearing, and Scoliosis screenings are provided every year. Special presentations by the school nurses include hand washing (Clean Cat) for Kindergarten, healthy snacks for the 2<sup>nd</sup> grade, dental health for the 4<sup>th</sup> grade, adolescent development for the 5<sup>th</sup> grade and hygiene classes per request. If a student becomes ill at school, we will contact the parent so they can make arrangements to pick up their child. If we are unable to reach the parents, we will follow the directions specified on the student's Emergency Form. Parent(s) or persons appointed by the parent, must report to the office and sign the student out.

***In the event that a student tests positive for COVID-19, the parent will be asked to quarantine their child for 14 days or until released by a doctor with a negative COVID test.***



## ADMINISTRATION OF MEDICATION

Under Ohio law, S.B. 262, medication (prescription or over the counter) **may not** be administered without having on file, a completed request/release form signed by the physician and parent/guardian. **All** medication must be left in the school nurse's office. School personnel are authorized to administer only oral medication. If your child requires any other type of medication, the child should either remain home or the parent/guardian may come to the school to administer it.

## MANAGEMENT OF CHRONIC/LIFE-THREATENING ILLNESS or CONDITION

The child must have a Health Care Plan on file for emergency medical needs. The parents/guardians must supply any necessary medications or treatments to the staff of Kiser.

## CHILD ABUSE AND NEGLECT REPORTING

Kiser adheres to all guidelines for identifying and reporting suspected child abuse and/or neglect as specified by the State of Ohio Board of Education in its resolution relative to Child Abuse and Neglect. In addition, we adhere to all Ohio Revised Codes as they relate to child abuse and reporting.

## INJURY AT SCHOOL

Minor injuries (little scrapes, bumps, etc.) are treated with Band-Aids or ice packs, etc. When injuries are more serious, we will follow the same procedure as outlined under Illness at School. When serious injuries demand immediate attention, the school office will call the Command Center/911 and notify the parent/guardian.

## PEDICULOSIS

Lice are small insects about the size of a sesame seed. They move quickly, shy away from light and are usually light brown. Nits are their eggs. They are tiny, grayish-white and oval, and usually, attach themselves to the hair shaft. Lice are spread through head to head contact, or on clothes, combs, brushes, upholstered furniture, pillows, or rugs. *Head lice do not carry any disease, nor does it mean that your child is not clean.*

**However**, to prevent further spread in the school, school administrators, a designee and/or the nurse will perform screening examinations when needed.

**No student will be permitted to remain in school with lice or nits (lice eggs).** If a student is found to have lice or nits, parents will be called and are expected to pick their students immediately. All parents will be given school recommendations for treatment when they pick their student up. Once a student has been treated, the school administrators, designee, or school nurse will examine the student's hair, prior to returning to class.

## CUSTODY CHANGES

It is the responsibility of the custodial parent or legal guardian to notify the school of a child's change of custody. Copies of legal papers attesting to the change must be presented at the school. The natural parent always has access to the student record unless those rights were lost through adoption, court order, or the child reaching the age of majority. A divorce or change in custody does not change the rights of the natural parents to their student's record.

The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent shows the record to the stepparent.

## LOCKERS

Lockers are the property of the Dayton School district. Students may be assigned a locker in which to keep books, school supplies, coats and gym clothes. They may not deface lockers in any way; this includes decorating them with markers or stickers. School officials have the right to inspect lockers. The school **will not** accept responsibility for lost, stolen or damaged possessions in lockers: and/or for the locks that students may place on his/her locker. Students assigned lockers will be required to rent a school-issued lock.



## FORGOTTEN ITEMS

If a child forgets to bring such item as lunch boxes, school bags, books, permission slips, or gym clothes to school, parents may drop them off at the school office.

## LOST AND FOUND

A lost and found area will be identified in the building. Students will be asked to check that area periodically for missing articles. All unclaimed lost and found articles will be donated to a clothing charity at the start of Winter break, and at the end of the school year. Please encourage your child to look for lost items in a timely manner. They are also requested to take those objects, which have been found to this area, with the exception of jewelry, wristwatches, money, keys, and glasses, which should be turned in to the office.

## VISITORS

All visitors who come to the school building during school hours, including parents or relatives of students, **must sign in** at the school office upon arrival and receive a Visitor's Pass. Also, visitors should return the pass and sign out in the office when their business is completed.

## BAD WEATHER

Listen to your local radio or television stations for any important announcements regarding school schedule changes. We discourage calls to the school to ask about schedule changes. If school is dismissed early, due to an emergency, we will notify local television and radio stations. However, it is very important that you work out a plan of action ahead of time with your child. That plan should include where they should go and what they are to do in case of an emergency that requires their early dismissal from school.

## SMOKING

Smoking by students or adults is **PROHIBITED** on school property. This is in compliance with Federal, State, and Local Laws.

## FUNDRAISING

Students involved in fundraising for organizations other than Kiser **may not sell** items or take orders from staff during school hours. They must have written permission from the school principal for exceptions to this rule. Publicity or advertising material may be posted in school only with administrative consent.

# KISER PANTHERS

## EDUCATIONAL FIELD TRIPS

Field trips will be evaluated as to their educational benefit by the Principal and staff involved. Field trips should flow directly from a classroom area of study. Some cultural field trips are provided on an early basis for specific grade levels. No student will be permitted to participate in a field trip unless a permission slip, signed by a parent, is on file at the school.



## STUDENT COUNCIL

A representative student group will be made up of four junior officers, two students from upper-level classes and two students from the primary classes, under the guidance of a faculty moderator. It serves to enable students to take a more active interest in the school and its affairs.

## SCOUTING

If a scouting program is available, information will be given to students as to how to join.



## DISCIPLINE AND THE REVISED STUDENT CODE OF CONDUCT

Dayton Public School students are, as a whole, well mannered, responsible citizens of their school and community. It is with a sense of urgency that Dayton School Officials, assisted by parents and community representatives, have revised the conduct code to curb the actions of those few students who would interfere with the education or safety of the responsible majority. The primary goal of the code at the elementary school level is to improve or change behavior, not retribution. All students will receive a copy of the Student Code of Conduct. Dayton Public Schools and the Kiser staff believe that **strong parental support is a prerequisite for effective discipline in the school.** Parental support must be strengthened through involving parents more actively with the school and improving communication between home and school. When families accept the responsibility for student behavior, parents, as well as school, will be held accountable for inappropriate actions.

This is especially true in areas of:

- Daily attendance
- Respect for teachers and other adults
- Self-Discipline
- Homework
- School supplies
- Respect for the rights of others

A primary task of each Dayton Public school is to create a stimulating, safe learning environment for all students. Within such a setting, students learn to exercise rights and assume responsibilities as a citizen of their school community. Students must also learn to recognize and accept the consequences of their actions. Each student has the right to an education without disruption and a responsibility not to deny this right to other students.

This Code of Conduct serves to aid students in making responsible decisions about their own behavior and to inform students and parents of the sanctions, which will be applied when these rules are disregarded. It applies to student conduct while on school property, on school buses, on field trips, and at school sponsored activities.



Adequate support services must be available to implement intervention techniques and to carry out effective sanctions. Support services at Kiser include:

- School Nurse
- School Psychologist
- School Counselor/Therapist
- Intervention Assistance Team (IAT)
- Intervention Assistance Liaison/Chair
- Speech Therapist
- Audiologist
- Special Education Liaison
- School Resource Officer
- Technology Learning Coordinator
- Occupational Therapist
- Adaptive Physical Education Teacher

### **LIBRARY/MEDIA CENTER**

The School Media Center (Library) is a valuable resource for furthering the education of Kiser students at all levels. Children in 1<sup>st</sup> to 3<sup>rd</sup> grade may borrow one book for one week. Students in 4<sup>th</sup> to 6<sup>th</sup> grades may check out a book for two weeks. Fines for overdue books will be five (5) cents a day for each day school is opened. Each child is responsible for the books they checkout from the Media Center and is expected to return them on time and in good condition. If a book is lost or destroyed, parents are expected to pay the cost of replacing the book. Supervised by a Media Center Paraprofessional and volunteers, our Media Center is open during school hours. Parents are urged to encourage their children to use this resource and to return all library books on time.

### **COMPUTER USE**

Kiser does provide some computer services/access for our students. While students are afforded many opportunities to enhance and supplement their learning, there are many guidelines and regulations that apply when dealing with Internet access.

#### **Purpose:**

Dayton Public Schools is pleased to offer Internet access to employees and students. The DPS network may be used for teaching and learning activities, and educational collaboration with other students in other cities, states, or countries. The computer and network system will improve intercommunication between the local community and through the world. The district system is limited to an educational purpose. This term includes the use of the system for classroom activities, professional or career development and limited high-quality self-discovery activities. Use of equipment for self-discovery may not in any way violate restrictions established in the Acceptable Use Regulations.



### **Acceptable Use:**

With access to computers and information networks, there is an availability of material that may be considered inappropriate in an educational setting. Dayton Public Schools has acquired software designed to block access to certain sites. It must be noted, however, that no software is 100% effective. The district believes that the benefits of Internet access for our staff and students outweigh the possibility that users may access material that is not in line with the educational focus of the district.

### **Child Internet Protection Act**

The District uses Internet filtering software to protect its network and prevent students, employees or other users from viewing undesirable sites. This filtering software is required by law, the Child Internet Protection Act (CIPA) as a means to protect the District's students. At no time is any District student permitted to circumvent this software to access a denied site. Other prohibited activities include:

- Utilizing internet "proxy" sites to circumvent Internet filtering software and filtered sites
- Accessing profane or obscene material, material suggesting illegal acts and/or material advocating violence or discrimination
- Posting personal contact information
- Agreeing to meet someone online
- Using obscene, profane, lewd, vulgar, inflammatory or threatening language
- Posting false or defamatory information
- Plagiarizing information found on the Internet

A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to further disciplinary action by the school and/or district administrator, and/or local or federal law enforcement.