

## Elementary and Intermediate Schools 2024-2025 Handbook



### **Granville Elementary School**

**Travis Morris – Principal**

**Tracy Stewart- Assistant Principal**

**310 North Granger Street, Granville, Ohio 43023**

**740-587-8102 (740-587-2374, fax)**

<https://www.granvilleschools.org>

### **Granville Intermediate School**

**Tracie Lees – Principal**

**Sarah Giannetto- Assistant Principal**

**2025 Burg Street, Granville, Ohio 43023**

**740-587-8103 (740-587-1138, fax)**

<https://www.granvilleschools.org>

## OUR DISTRICT MISSION STATEMENT

Granville Schools Are Learning for Life.

## OUR DISTRICT VISION

Graduates of the Granville Exempted Village School District are well-prepared and empowered to be thoughtful, productive, and contributing members of their communities, and are equipped with the critical thinking skills and self-sufficiency necessary for success in our every-changing world.

## WELCOME

Welcome to the Granville Elementary and Intermediate Schools. We are pleased to have you as a student and a family. We will do our best to make your experience here enjoyable and successful. To help provide a safe and productive learning environment for students, staff, families and visitors, we publish this Board of Education approved handbook annually. Families are encouraged to take a few minutes and review this handbook with your child at the beginning of the school year. If you have any questions, you may contact the school at any time.

## THE ELEMENTARY AND INTERMEDIATE SCHOOL OFFICE HOURS

**Monday-Friday 8:30 a.m.-4:00 p.m.**

## GRANVILLE EXEMPTED VILLAGE BOARD OF EDUCATION/ADMINISTRATION

Mr. Fred Wolfe	President
Mrs. Ceceil Shaw	Vice President
Mr. Thomas Miller	Member
Ms. Amy Deeds	Member
Mr. John Kronk	Member
Mr. Jeff Brown	Superintendent
Mr. Ryan Bernath	Assistant Superintendent
Ms. Brittany Treolo	Treasurer
Mr. Scott Carpenter	Transportation
Mrs. Gwenn Spence	Director of Student Services
Mr. Brian Petrie	Director of Human Resources
Mr. Glenn Welker	Director of Technology
Mr. Scott Lofton	Director of Operations
Mr. Josh Devoll	Athletic Director

### Granville Elementary

Mr. Travis Morris, Principal  
Mrs. Tracy Stewart, Assistant Principal  
Mrs. Brennan Swords, Secretary  
Mrs. Isabelle Thatcher, School Counselor

### Granville Intermediate

Ms. Tracie Lees, Principal  
Mrs. Sarah Giannetto, Assistant Principal  
Mrs. Janine McCullough, Secretary  
Ms. Misti Baker, School Counselor

## **EQUITABLE EDUCATION OPPORTUNITY/ PROHIBITION AGAINST DISCRIMINATION**

Granville Exempted Village Schools provides an equitable educational opportunity for all students. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school- sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity. Anyone who violates this prohibition will be subject to potential penalties set forth in the Code of Conduct portion of this handbook.

### **RESPONSIBILITY FOR STUDENTS**

Granville Elementary School assumes responsibility for its enrolled students during the hours of 8:40 a.m. and 3:45 p.m. while they are on school property. Granville Intermediate School assumes responsibility for its enrolled students during the hours of 8:30 a.m. and 3:25 p.m. while they are on school property. Unless traveling on Board owned buses, the students are the families' responsibility at all other times. We suggest if you have a concern for your child's safety once the child is off school grounds, that you or another trusted adult supervise the student's way home.

### **SCHOOL ADMISSION AND TRANSFERS**

#### **SCHOOL ADMISSION**

The Ohio Revised Code states that children are to attend public school in the district in which their adults or legal guardians reside. Registration forms are available on the school website: [www.gramvilleschools.org](http://www.gramvilleschools.org). When registering your child, you will be asked to provide the following documentation:

- Birth Certificate
- Proof of residency
- Proof of immunizations
- Court papers indicating adult rights and responsibilities or custody (if appropriate).

The District provides free education to District residents between the ages of 5 through 21 who do not possess a diploma. Students who do not legally qualify as residents may be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with an adult, an adult with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations and copies of those records pertaining to him/her which are maintained by the school most recently attended. (JEC)he District proposes to designate the following personally identifiable information

contained in a student's education records as "directory information." (JO)

- Student's name
- Student's address
- Telephone number(s)
- Dates of attendance ("from and to" dates of enrollment)

Students transferring from another school will conditionally be placed in the grade recommended by the previous school. We will request the official records be sent to us within 14 days so that each child's needs may be met as quickly as possible. This documentation is required due to the Missing Children's Act passed by the Ohio Legislature in 1986.

### **STUDENT TRANSFER**

If you find it necessary to change schools during the year, please notify the office of the date your child will be leaving. All fees should be paid and all school books and materials returned. It is helpful if you can provide the name and address of the new school as well as your forwarding address. We will send out records within fourteen days of your child's registration at the new school.

### **DESIGNATION OF TITLE IX COORDINATOR**

The following individual has been designated to serve as the District's Title IX Coordinator. Such Coordinator is authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

Brian Petrie  
Director of Human Resources and Operations  
740-587-8114  
[bpetrie@granvilleschools.org](mailto:bpetrie@granvilleschools.org)  
130 N. Granger Street  
Granville, Ohio 43023

### **NOTIFICATION OF POLICY**

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

## **NOTIFICATION OF GRIEVANCE PROCEDURE**

The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulations. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the District will respond.

The District's Policy and Procedures can be found on the District website.

## **STUDENT RECORDS**

### **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's adult(s) or the student in compliance with law, and yet be guarded as confidential information.

Upon request, all records and files included in the student's cumulative file are available to adult(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

Student records are accessible to families and designated educational personnel. Access or release of records to any other party is allowed only with adult consent. If you want to see your child's school records, please contact the office ahead of time so we can prepare a place for you to review the file with school personnel.

### **CHILD CUSTODY DOCUMENTS**

Ohio law requires a certified copy of any parenting order document affecting our students to be on file in the office. This is required to complete registration and must be updated if any changes occur. We will act only on the copy we have on file. Families who do not provide this within the designated time will not be allowed to send children to school until the order is on file.

### **CHANGE OF ADDRESS OR PHONE**

For your address or contact information to be updated, families will need to log in to their PowerSchool account, and under the Forms – General Forms tab, complete both the Student Change of Address form (requires an updated Proof of Residency) and the Student Contacts Update form. If the address change is due to a change of custody, the custody paperwork should be emailed to Kelli Small ([ksmall@granvilleschools.org](mailto:ksmall@granvilleschools.org)), our District Registrar.

## SCHOOL TRANSPORTATION

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school-related trips. Concerns about transportation, such as the location of bus stops or issues with your child's bus driver, should be directed to the Transportation Supervisor at 740-587-8107. Issues involving your child with another student on the bus should first be addressed with your driver, unless the adult prefers to raise the concern to the principal as a first step. Disorderly conduct by a student or the refusal to submit to the authority of the driver will be sufficient reason for the school district to consider refusing transportation service to a student, as directed by Board Policy 5610.04. The use of video and audio surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive penalties as a result.

Families should not plan on allowing students to ride alternate buses to friends' homes, other family members' homes, etc. Transportation routes typically result in full buses and safety must be maintained.

## STUDENT ARRIVAL AND DISMISSAL

### ARRIVAL

Children may not arrive prior to 8:30 a.m. at GIS and 8:40 a.m. at GES. Before school starts, there is no one assigned to supervisory duty and the school cannot be held responsible for the supervision of the students. If a child is being brought to GES by an adult, the drop off location is in the front parking lot; the rear parking lot is only for buses prior to the start of the school day. All students arriving after 8:40 a.m. at GIS and 8:55 a.m. at GES must report to the office for a tardy slip.

If any of the procedures above are changed or updated, you will be notified through the weekly email updates sent by the principal.

Half-day kindergarten families should confirm with GES staff the times and procedures for arrival and dismissal. These may change each school year.

### DISMISSAL

At the close of the school day, students will be dismissed starting at 3:25 p.m. at GIS and 3:35 p.m. at GES. If a child is being picked up from school by an adult/ guardian, the Secure Student Pickup app must be used. (See the GES/ GIS website at [www.granvilleschools.org](http://www.granvilleschools.org) for all procedures.) If a student misses the bus and needs to be picked up, one of the bus duty teachers will call the numbers listed in Power School. The student will need to be picked up immediately or you can give other instructions over the phone. If you have a question or concern about your child's bus service, the transportation office (740-587-8107) is open until 4 p.m. on school days.

Picking up of children by anyone other than the parent/guardians will only be done with direct communication to the school office (email, phone call, written note) from the parent/guardians. Without this communication, children will not be released to anyone,

including babysitters and friends. Students will follow their normal dismissal routine. These rules are necessary to assure student safety.

If you need to change your child's regular routine, please let us know in writing or through email as soon as you are aware of the change. **If you need to make the change after school begins, you must call the office before 2:30 pm.**

### **EARLY PICK-UP**

An adult or guardian must provide direct communication with the school office in order for a student to be released early. Students will not be released to a person other than a custodial adult(s) or guardian without a written permission note provided by the custodial adult(s) or guardian. When it is time to pick up your child, come to the school office, and we will call your child's classroom. **Please be aware that we will keep your child in class until you arrive, so you should plan for the time it will take your child to come to the office.** When leaving, you will need to sign your child out of school. When your child returns, you must sign your child back into school in the office.

### **EMERGENCY EARLY DISMISSAL AND SCHOOL CLOSINGS**

The Granville School District has contracted with School Messenger Rapid Communications System to provide important information about school emergencies or events. This system will allow the district to contact all families and district staff within minutes. For more information on the School Messenger System please go to [www.granvilleschools.org](http://www.granvilleschools.org) and click on communication under the services tab. The successful delivery of information is dependent upon accurate contact information for each student, so families should make certain the District has your most current phone numbers. If this information changes during the year, families need to update the information in the Power School Parent Portal.

It is important that your child know what to do if school closes early for an emergency, since we have no time to allow over 700 students to make phone calls. You will be notified through the District's School Messenger call system as well as the District's website and social media. Radio and television stations will broadcast emergency early dismissals and school closings. The school website and social media sites will also post the information.

All after school activities are cancelled on days we must cancel or dismiss school early.

## **STUDENT ABSENCES AND TARDIES**

### **STUDENT ABSENCES AND EXCUSES**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor social and academic development; therefore, all families are urged to make all medical and personal appointments outside of school hours.

Reasons for which students may be excused include, but are not limited to:



- Personal illness of the student;
- Illness in the student's family;
- Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only)
- Death in the family;
- Quarantine for contagious disease;
- Religious reasons;
- Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days); or
- As determined by the Superintendent.

Families should communicate directly with teachers to develop a plan to complete missed work. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Families are requested to provide direct communication to school after each absence explaining the reason for the absence or tardiness.

State law requires direct communication with the school regarding the dates your child missed school and with an explanation for the absence. All absences need to be reported to the GES or GIS office as soon as possible. Absences should be reported in *SafeArrival*. You are asked to report your child's absence using any of these **three** convenient methods:

1. Using your mobile device, download and install the **SchoolMessenger** app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the *SafeArrival* website, <https://go.schoolmessenger.com>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **(866) 294-5982** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time

It is important for your child to attend school every day. When your student misses a significant amount of school, even if the absences are excused, the child misses critical instruction time and learning opportunities. This can lead to long-term, negative effects on a child's social and academic development. Ohio law defines excessive absence and truancy as chronic absenteeism, and includes the following definitions:

- Excessive absence: a student misses 38 or more hours of school in a single month, or 65 or more hours in one school year, with or without a legitimate excuse.



- Truancy: a student is absent from school without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.

The same state law requires schools and districts to create their own local policies to tackle excessive absences and truancy. Each truancy and excessive absence policy must outline a district's interventions, supports and processes for making sure a student gets to school every day. Here are key points from the law to keep in mind:

- When students miss school because they are chronically or terminally ill and the district excuses their absences, the missed school hours do not count toward truancy. The law allows schools to not count these students absent if they actively are receiving home instruction. When a student is chronically or terminally ill, families and districts should work to update the student's individualized education program (IEP) to include home instruction.
- State law outlines acceptable reasons for not attending school. Districts also may add to the list of excused absences. Truancy includes only unexcused absences.
- In all cases of truancy and in some cases of excessive absences, an absence intervention plan will be developed by a team of district administrators, staff and local support agencies in coordination with the student and their family.

## VACATIONS

Under state attendance laws, vacations are considered unexcused absences unless specifically stated in District policy. Vacations are now referred to as Alternative Learning Experiences, or ALE, as the District values and recognizes the learning that can take place with travel. Visit the school website to apply for an ALE. An ALE form should be completed at least 10 days in advance of the anticipated absence. The 10 days provides time for Administration to review the purposes and educational value of the request in order to, under District policy, allow the absence to be excused. Please contact a building administrator with any ALE questions.

## SCHOOL LUNCH PROGRAM

All Granville Schools participate in the AVI Fresh Lunch Program. All lunches are prepared in the district. A menu is posted on the school's website.

The Granville School District has enhanced its online payment service through a partnership with PaySchoolsCentral. Using your credit card, you may pay for school meals, student fees, and athletic fees. You can access PaySchoolsCentral online payment through the school website under the services tab.

**Below are items you need to know to make lunch time a pleasant experience for all:**

- Lunches cost \$3.00 a day (one milk included). No cash is taken at the school. Lunches may be prepaid by sending a check to school made out to the *Granville*

*Exempted Village School District* or online through PaySchoolsCentral.

- In the case of both packed and purchased lunches the amount of food wasted is considerable. We do not force children to eat, so it is up to you and your child to discuss your expectation for lunchtime. **No pop, caffeinated drinks, or energy drinks are permitted.**
- Applications are available in the GES/GIS office for free and reduced-price lunches. If you believe you meet the guidelines, please return the application to our office.
- A cafeteria table will be designated as “Peanut Free” for those students with allergies to peanuts. Students who wish to sit at this table cannot have food items that contain any peanut products.

## STUDENT FEES, FINES, AND CHARGES

### MATERIALS FEES

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program may be established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the general operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

### FINES

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines. All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

### COLLECTION OF STUDENT FEES AND FINES

The administration may establish regulations for the collection of student fees and fines.

Fees are to be paid by the end of the first grading period. Families registering after the first grading period will have their fees pro-rated on a monthly basis. We ask that all payments be paid by check to *Granville Board of Education* or you may use

PaySchoolsCentral online payment by visiting the Granville Exempted Village Schools website. Families unable to pay fees or needing special arrangements should contact the principal. Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school property.

## ACADEMIC INFORMATION

Granville Intermediate School has a standard grading procedure, as well as additional notations, that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general students are assigned grades based upon test/quiz results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how their grade will be determined, he/she should ask the teacher.

GIS students will receive a Report Card at the end of each nine-week period indicating their letter grade for each course of study for that portion of the academic term. Grades are accessed electronically through the Powerschool Portal.

GES students will receive report cards for grades one through three each nine weeks. Kindergarten report cards are issued twice a year at the end of each semester (January & May). Students will only receive a grade in Art, Music, Physical Education, and Global Language twice during the school year. Grades are accessed electronically through the Powerschool Portal.

When a student appears to be at risk academically, reasonable efforts will be made to notify the families so they can talk with the teacher about what actions can be taken to improve progress.

### **Granville Intermediate School applies the following grading system:**

89-100 = A

79-89 = B

69-79 = C

59-69 = D

0-59 = F

### **POWERSCHOOL PORTAL**

The *Powerschool Portal* is an instrument of communication between families and teachers. Families have the ability to track the progress in each core academic class during a nine-week grading period at GIS only. Although the Portal is an excellent resource for communication, there are limitations as to how this information can be used. Quarterly grades can fluctuate because of the various assignments and weights of each assignment. Due dates for assignments can change for a variety of reasons, including progress of a particular class, interruptions to the school year, and the need to reteach material. Knowing these limitations, it is important for families to continue the practice of monitoring completed work, checking assignment books and reviewing

graded assignments. It is the belief of the Granville School District that as students' progress through the system they should begin to develop skills that include the organization and tracking of assignments and progress in each class. The Portal will not be officially used until the third Friday of the school year. However, some teachers may choose to use the Portal before this date. Teachers will post the grades of normal assignments within seven days of the assignment due date to the Portal. Normal assignments are defined as, but not limited to, homework, tests, daily work, small group assignments etc. Teachers will post the grades of large assessments/projects/assignments within 14 days of the assignment due date to the Portal. Teachers will inform the students of the 14-day posting when the assignment is made. For the purpose of these requirements, days equal calendar days not school days. Extended teacher absences and/or extended school breaks may lengthen the timeline as to when grades shall be posted. Homework due dates will be posted on the Portal for large "assignments/project/assignments." Tracking of normal assignments will be the responsibility of the student using the assignment book. Teachers are encouraged to post all homework but not required to do so.

Final decision on any grade shall be the responsibility of the building principal.

### **HOMWORK**

In the elementary and intermediate schools, developmental training leading to strong study habits is considered desirable. Homework may include reading, math fact fluency, further inquiry opportunities, or additional assignments at the discretion of the teacher.

Students may have access to homework as opportunities to develop resilience, critical thinking, responsibility, and independence. Home-school connections also provide a way for families to acquaint themselves with the school and their own children's educational progress.

## **STUDENT SERVICES HANDBOOK**

The Granville School District provides a comprehensive continuum of services to students ages 3 to 21 identified as disabled under the Individuals with Disabilities Education Act. Services are provided as required by Ohio's Model Policies and Procedures for the Education of Children with Disabilities.

### **MULTIPLE TIER SYSTEM OF SUPPORT**

MTSS- A framework that integrates data and instruction within a multi-tiered prevention system to support student achievement and social, emotional, and behavioral needs from a strength-based perspective-

If you have concerns about your child's educational progress, you may start by meeting with his or her teacher to discuss your concerns. You may also contact the building administrator(s) or the district Student Services Department.

## **CHILD FIND**

Child Find is a search for all children with disabilities. Child Find is the process of identifying, locating and evaluating children with disabilities who may be in need of Special Education and related services. Both state and local education agencies are given the responsibility by federal and state laws to conduct Child Find activities so that children who need Special Education services have the opportunity to receive those services. Early intervention is very beneficial. Parents should contact the Director of Student Services regarding any questions related to Section 504 and/or Title II of the Americans with Disabilities Act (ADA).

### **WHAT IS THE PURPOSE OF CHILD FIND?:**

- To ensure all children with disabilities residing within the district, including children with disabilities who are homeless children or are wards of the state, and children with disabilities attending nonpublic schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated as required by the Individuals with Disabilities Education Act, as amended by the Individuals with Disabilities Education Improvement Act of 2004, December 2004 (IDEA) and federal regulations at 34 C.F.R. Part 300 (October 13, 2006) pertaining to child find, including the regulations at 34 C.F.R. 300.111 and 300.646.
- To promote public awareness of disabilities
- To alert parents, professionals and the public to children who may have special needs.
- To assist school districts in finding children who may have disabilities and who otherwise may not have come to their attention.
- To enable children and families to receive the special education and related services that are needed.

Special education services are available for students with communication, learning, physical, developmental, behavioral, and multiple disabilities. If you have concerns about your child's educational progress, you may start by meeting with his or her teacher to discuss your concerns. You may also contact the building administrator(s) or the district Student Services Department.

Students needing specialized instruction and support are given an Individualized Education Plan (IEP). They are supported, whenever possible, in general education classrooms. Students may also be provided with tutoring or be placed in skill-appropriate classes. Services are provided, to the maximum extent possible, in the least restrictive environment. The district's Student Services Department provides services based on student needs and specific support services, testing and assessment, and alternative programming. Students with more intensive needs, or very specialized needs, may be placed in programs out of the district. The district will make available its policy of nondiscrimination against persons with disabilities and inform parents of their rights under Section 504 (including the right to

examine records relevant to their child and the right to an impartial hearing with representation by counsel) anytime the district takes action with regard to identification, evaluation, educational program or educational placement of a student with a disability. Parents should contact the Director of Student Services regarding any questions related to Section 504 and/or Title II of the Americans with Disabilities Act (ADA).

### **WHAT IS A DISABILITY?**

For age Birth to 3 years: An established condition known to result in delay or a documented developmental delay.

For ages 3 to 5 years– A documented deficit in one or more of the following developmental areas: communication, vision, hearing, motor skills, social emotional/behavioral functioning, self-help skills and/or cognitive skills.

For ages 5 to 21 years– Identification under one of the following categories: autism, deafness-blindness, hearing impairment including deafness, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairment - minor, other health impairment – major, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury and/or visual impairment including blindness.

### **WHO CAN HELP?**

Parents, relatives, public and private agency employees and any concerned citizens can report to local school districts any child, age birth to 21, who may have a disability and who may need Special Education and related services. If you are aware of a child who may have special needs, please notify his/her school district. Schools can do their job better with your help. Granville Exempted Village Schools receives Federal Part B-IDEA (Flow Thru) funds to be used in the area of special education. These funds are generated by the "Child Count" of students with disabilities within a school district two years prior to the current school year. Part B-IDEA funds must be used specifically to serve children with disabilities, although non-disabled students may also benefit when these services are provided in the regular classroom setting. There are stringent guidelines limiting the use of this funding, and the proposed budget must be approved by the Ohio Department of Education and Workforce. Budget amendments are made as needed during the course of the school year.

Granville residents are invited to participate in the development of the annual Part B-IDEA budget by sending suggestions to the Director of Student Services, Granville Schools, 130 North Granger Street, Granville, Ohio 43023. All responses will be considered carefully and, if they fall within the guidelines for usage, will be prioritized on the basis of their appropriateness and overall benefit to children in special education programs.

### **ENGLISH LEARNERS**

All parents or guardians of students who plan to attend the Granville Exempted Village School District (GEVSD) for the first time are asked to complete a Student Enrollment Form. This enrollment form includes a Language Usage Survey (also called the Home Language Survey) that assists in the identification of students who's primary or home language is other than English. A copy of all Language Usage Surveys will be forwarded to the Director of Student Services for review.

In the enrollment process, if a parent or guardian answers on the Language Usage Survey "other than English" on any of the first four questions, the Director of Student Services or designee will notify the appropriate EL Specialist (who is responsible for administering the district's initial screening) of the student's need for an initial assessment/screening. A copy of the Language Usage Survey will be given to the EL Specialist at the appropriate school. Copies of the Language Usage Survey will also be given to the Student Services Department for placement in the EL file. The original Language Usage Survey remains in the student's cumulative file.

### **THE PROCESS FOR INITIAL ASSESSMENT OR SCREENING OF STUDENTS**

All new students entering the district (K-12) whose Language Usage Survey indicates they have a primary or home language other than English (PHLOTE) will be assessed using the Ohio English Language Proficiency Screener (OELPS). The OELPS is the official screener to be used to identify English learners in Ohio. Commercial screeners may be used for functions other than English learner identification.

When the Language Usage Survey indicates that a student's home language is not English then the EL Specialist will contact the parent/guardian to explain that ODEW requires school districts to assess students whose home language is not English. The EL Specialist will also explain when the student will be tested as well as the district's uses of the assessment(s), prior to the administration of those assessments. The results, consisting of the test documents and written assessment reports, will be kept in the District Student Services office in the student's EL file. The district will provide the parent/guardian and the building EL Specialist copies of the written report and one copy will be placed in the student's cumulative file.

Granville EVSD will provide parents and guardians with this information in an understandable format, and to the extent feasible and necessary, in the parent's or guardian's native language.

### **INITIAL EL MEETINGS**

Initial EL (English Learner) Meetings must be held within 60 days of initial assessment of a student. The guidelines specify that the following individuals may attend the Initial EL Meeting:

- ♣ Parent/Guardian
- ♣ Director of Student Services or designee



- ♣ Building EL Specialist
- ♣ At least one of the student's general education teachers

The purpose of the Initial EL Meeting:

- ♣ To review the results of the assessment, including whether or not the student qualifies for EL services.
  - ♣ If the student qualifies for services, team members will discuss the proposed English Learner Plan (EL Plan) developed by the EL Specialist.
  - ♣ If the student qualifies for services, written parental permission to begin services must be obtained.

A copy of the Initial EL Plan will be provided to the parent/guardian, kept in the student's cumulative folder, given to the student's general education teachers, and kept with the EL Specialist. A copy may be given to other school personnel who are involved with the student (e.g., special education teachers and service providers) and need to be aware of the information. The EL Plan will be sent to the Student Services Department to be placed in the EL file.

Once eligibility is established, the EL Plan developed, and permission for services obtained from the parent/guardian, the student's ongoing EL team will consist of:

- ♣ The building EL Specialist who will be working with the student
- ♣ A current general education teacher of the student
- ♣ The Director of Student Services or designee
- ♣ The parent/guardian
- ♣ The student when appropriate.

### **RANGE OF EL SERVICES PROVIDED IN GRANVILLE EVSD**

The results of the initial assessment and/or most recent Ohio English Language Proficiency Assessment (OELPA) scores will provide the basis for determining the level of support a student requires to facilitate their transition to English proficiency for success in their general education classrooms. Our goal is for each student to make progress on the OELPA each year. We understand each student is unique in his/her learning; some students may progress faster than others. The professional judgment of the district EL team members, along with that of parents/guardians will also provide insight into the student's needs that may not be apparent in the testing results.

It is possible for a student to exhibit needs in multiple areas that require different types of interventions and services. A student may be dually identified as a gifted student and an English Learner or as a student with a physical, cognitive, or emotional disability and an English Learner. If a student is dually identified, they will receive supports in the areas of English language acquisition and the other identified area.

As mentioned previously, there are no state mandated approaches to providing types of EL programming; Granville offers a wide variety of programming options to meet the needs of its EL population.

### **EXITING THE EL PROGRAM**

The GEVSD follows the student exit criteria developed by the Ohio Department of Education and Workforce

### **SCHOOL PSYCHOLOGIST**

School psychologists are educators trained in learning, behavior, mental health, and school systems who provide direct and indirect academic, behavioral, and mental health support; evaluation, assessment, and data analysis; consultation with teachers and families; culturally responsive services; and crisis prevention and response. School psychologists support struggling and diverse learners; student achievement and well-being; safe and supportive learning environments; school-family-community partnerships; and school-wide data-based decision making.

### **HEALTH EXAMINATIONS/SCREENING PROGRAM**

Each year, according to Ohio Department of Health requirements, several screenings are administered to students to identify problems that could interfere with learning or that could cause problems later in life if they are not identified and treated in their early stages. Students will receive the following screenings at some time during the year.

Vision – grades K, 1, 3, 5 and all students new to the district

Hearing – grades K, 1, 3, 5 and all students new to the district

Any child will be exempted from a hearing screening if he or she has been examined by a regularly licensed physician and from a visual test if he or she has been examined by a regularly licensed physician or optometrist upon presentation to the school authorities of a certificate to the effect that he or she has been examined during the twelve months immediately preceding the date of such screening. Parents will not receive notification of the results of annual screenings unless results are not within normal expectations and a concern is identified. In the case of an identified needs, parents will receive a letter through the mail notifying them of the actions necessary for further testing and diagnosis. In addition to the annual screening, if you notice your children experiencing difficulties with vision or hearing, please notify the school nurse who will administer the screenings to those children as soon as possible. If you have any concerns about the screening or its results, please contact the school nurse.

### **IMMUNIZATIONS**

Granville Elementary and Intermediate Schools follow all requirements outlined by the Ohio Department of Health. Students may be excluded from school if the requirements listed below are not met within 14 days of the beginning of the school year, unless the

noncompliance is based on medical or religious grounds. If that is the case, families must submit a letter to the school listing the immunization objections and the reason for them. This letter must be submitted annually. Immunization requirements are:

- Four (4) or more of DTaP or DT, or any combination.
- Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.
- Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses.
- 2 MMR (the first dose must have been given on or after the first birthday)
- 3 Hepatitis B (a fourth dose is required if the third was given before 6 months of age)
- 2 Varicella (chickenpox) Since Tdap is required for entrance to seventh grade, students should get that immunization before the end of sixth grade

### **EMERGENCY MEDICAL AUTHORIZATION**

According to state law, each student is required to have an emergency medical authorization form on file within the school; a new form is required at the beginning of each school year and is updated by parents in Powerschool. This form can authorize treatment in the event the parent or guardian cannot be reached.

The form also provides space to indicate any conditions the school should be aware of such as severe allergies, diabetes, epilepsy, or any medications that could affect a student's performance. The information should be updated by parents each year.

In addition to the emergency authorization, the form provides phone numbers where parents or other responsible persons can be reached in the event of emergency or illness. If individuals listed on the form are to be away from the phone and unable to be reached, another person should be designated to be called temporarily in the event of illness or accident.

### **ILLNESS/INJURY AT SCHOOL**

Any student who becomes ill during the school day should report to the school nurse. A determination will be made as to the appropriate action. It is important students not come to school with a fever or if they are vomiting. It is advisable to stay home until fever-free and/or no longer vomiting for twenty-four hours.

If it is determined that the student would benefit from a short rest in the nurses' clinic, and the nurse is not in, the student must sign in with the office secretary before going to the clinic area. The student may stay in the clinic for a period of time equaling one class period and then must sign out with the secretary either to return to class or to call a parent/guardian for permission to leave school.

## **LICE**

Children will be checked either at their request or the request of a teacher and/or parent. If an infestation is found with live louse, the school nurse/ clinic nurse aide (in discussion with District nurse) will make the decision as to whether the child can stay or be sent home prior to the end of the day. This decision will vary based on the degree of infestation and how many live adult lice are found. Whether or not the child stays, the parent is notified either at the end of the day or when the child is sent home that the child must be treated before returning to school and be checked by the school nurse upon readmittance. The child will not be readmitted with live adult louse. Parents of other children are notified as with any other communicable disease and are to check their child's head nightly for a minimum of two weeks. The school nurse will determine if checking all students in a classroom is necessary based on the information available. The nurse will notify the school custodian of the affected classroom and that classroom(s) will be cleaned.

Any child found with nits or hatchlings will not be excluded and will be allowed to be readmitted. The school nurse/ clinic aide will follow-up with the child and parent to be sure that appropriate steps are being taken to remove the nits. The child will be checked by the school nurse/clinic aide daily until they are sure there is not an active infestation. 1. Sometimes, children are treated and the nits are not all completely combed out but what is left are not viable and do not pose a threat to anyone. 2. Hatchlings are baby lice that are considered as harmless as a nit because they are not mature enough to reproduce or travel to another head. This child should remain but should be treated and rechecked before returning.

## **STUDENTS WITH CHRONIC CONDITIONS**

Students are evaluated on an individual basis and care is customized to the student's individual needs. Parents may contact the District School Nurse, building administrators or the Director of Student Services.

## **ADMINISTERING MEDICINES TO STUDENTS**

Families are required to submit a form for their children to take medication at school. If for some reason families send their children to school with medicine to take by themselves, they are responsible for anything that happens as a result. If a child overdoses or if another child takes the medicine the first child brings to school and has a reaction, the adult who sent the child to school with the medicine is responsible. Families can safely provide necessary medicine for their children during school hours by following the school's policy as explained in this handbook.

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the adult(s) at home. If this is not possible, it is done in compliance with the following:

- A. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
- B. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
- C. Written permission must be received from the adult(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
- D. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
- E. The adult(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
- F. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
- G. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

### **ADMINISTRATION OF MEDICINES OVER-THE-COUNTER MEDICATION**

No student K-8 may take any type of medication on school property, unless the proper information is on file in the building principal's office and the medication is kept in accordance with the following rules:

- A. The medication must be presented for storage to the building principal or their appointee in its original container that contains recommended dosages for children with the child's name included on the container. Students authorized in writing by both their physician and families may administer their own medication.
- B. The adult or guardian must submit written directions for administering the medication to the child that include:
  - a. the student's name and class
  - b. the name of the drug and the dosage to be administered
  - c. the times or intervals at which each dosage is to be administered
  - d. the date the administration of the drug is to begin
  - e. the date the administration of the drug is to end
  - f. the condition for which the drug is to be administered if it is to be given "as necessary" and how the school personnel will be notified if a dose was already taken that day
  - g. any adverse reactions that should be reported to a doctor

- h. any special instructions for administering the drug such as storage requirements and
  - i. the signature of the adults or guardians
- The school employee may refuse to administer any medication that exceeds the dosage recommendations on the original container.

### **INHALERS FOR ASTHMA**

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and adult or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

### **EPINEPHRINE AUTO INJECTORS**

Students are permitted to carry and use an epinephrine auto injector (Epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates. Student possession of an Epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from their adult. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the adult or student.

### **HOME INSTRUCTION**

Home instruction is an individualized education program provided to a student with a handicap which prevents the student from attending a regular or special education program, even with the aid of special transportation.

In establishing eligibility for home instruction, the following criteria must be met: the student must have more than 15 consecutive days of school absence or more than 20 days of intermittent absence related to the same health impairment to be eligible for this program. If it is known at the beginning of the absence that this amount of time or more will be involved, home instruction may begin as soon as eligibility is determined, a tutor is secured and a Home Instruction Plan is in place.

In all cases a statement from a physician verifying the diagnosis and the length of absence must be on file before determination of eligibility can be made. The parent/guardian must notify the child's school counselor that home instruction services are being requested.

## **PROGRAMS FOR GIFTED AND TALENTED STUDENTS**

The Board of Education shall ensure that procedures are established to identify all gifted

students. The District follows the identification eligibility criteria as specified in the *Operating Standards for Identifying and Serving Gifted Students* as specified in the District Plan.

## **FAMILY CONFERENCES**

Family conferences are held two times each academic year. In addition, we encourage you to contact your child's teacher at any time if you have questions or concerns. To keep families informed of their child's progress in school, families will be provided information on a regular basis and whenever concerns arise. Families are encouraged to build a two-way connection with their child's teachers and support staff.

## **FIELD TRIPS**

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

1. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
2. Help students relate school experiences to the reality of the world outside of school;
3. Bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience; afford students the opportunity to study real things and real processes in their actual environment.

Teachers may request chaperones to support students and staff during field trips. In order to serve as chaperone, adult family members will need to complete the District's Volunteer Training which includes submitting a driver's license or state/federal ID for safety verification and security.

## **SCHOOL CONDUCT AND BEHAVIOR EXPECTATIONS**

### **CLASSROOM ENVIRONMENT**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A teacher to communicate effectively with all students in the class.
- All students in the class the opportunity to learn in a physically and socially safe community.

### **DRESS CODE**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their families to make decisions regarding their appearance, except when their choices affect the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and



provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- Present a hazard to the health or safety of the student himself/herself or to others in the school;
- Materially interfere with school work, create disorder, or disrupt the educational program;
- Cause excessive wear or damage to school property or
- Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

The following school guidelines are examples and do not cover all situations. The following dress items are not permitted for students:

- a) **Brief and revealing clothing** – Students must recognize that brief and revealing clothing is not appropriate apparel in school. Clothing should not have excessive tears or holes. Students should wear clothes that allow them to bend over or move freely without exposing themselves or their undergarments.
- b) **Hats/Hoods** – Students shall not wear hats in the school except for a medical, religious purpose, or for a school-sponsored event.
- c) **Vulgar, offensive messages** – Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the schools’ educational mission.
- d) **Footwear** – Appropriate footwear will be worn at all times. Students should never be in their bare feet while at school, unless for a special event. Shoes with pop-out wheels that can also serve as roller skates are not permitted.
- e) **Shirts/Tops/Blouses** – Students shall not wear halter-tops, garments with spaghetti straps, or strapless garments. Garments that are “see-through,” cut low, or expose one’s midriff are not acceptable.

If a student is wearing an article of clothing that violates the dress code or the principal decides is disruptive to the education process, the student will be offered (when possible) more appropriate clothing to wear for the remainder of the day. If no appropriate clothing is available, or the child refuses to wear the offered clothing, an adult will be contacted to bring different clothes to school or to take the student home to change.

## **STUDENT CONDUCT**

Students are expected to conduct themselves in a way that exhibits respect, consideration for the rights of others, and aligned with the GEVSD Portrait of a Graduate. Students of the District must conform to school regulations and accept directions from authorized school personnel. Violent, disruptive, harassing, intimidating, bullying, or other inappropriate behavior by GEVSD students is unacceptable and will be addressed accordingly.

A student who fails to comply with school rules, expectations, or with any reasonable

request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct, for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and families are expected each year to review the Student Code of Conduct found in this handbook. If a student violates the Student Code of Conduct, school personnel, students or families should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. In addition, a student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

### **DISTRICT POLICY**

The Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual student is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society.

It is considered a fundamental understanding by each student and their families that any teacher or school official has not only the right, but also the duty, to insist on positive behavior. The right of discipline extends to all areas of the school program. It is a fundamental requirement of an orderly school that students have respect for the faculty and administration. The greater this mutual respect, the less need for rules and disciplinary procedures.

The violation of school rules and regulations, during the time that a student is properly under the auspices of school personnel and/or authorized volunteers, may result in disciplinary action including suspension, expulsion and removal from curricular or extracurricular activities (by order of the Granville Board of Education, in compliance with ORC 3313.66 and 3313.661 as amended and enacted by H. B. #421 March 5, 1976).

The kinds of misconduct likely to result in suspension, expulsion or removal include but are not limited to:

- The disruption of school activities through force, violence, coercion, threat, or demonstration.
- The possession, use, transfer, or being under the influence of alcohol, drugs and/or narcotics; and the use or possession of tobacco or vaping on school property.
- Insubordination
  - o failure to comply with the directives of authorized school personnel.
  - o refusal to accept and to serve lesser forms of punishment.
- Failure to attend school, assigned classes, or homeroom.
- Vandalizing school or private property.
- Verbal and/or physical assault to any student, school personnel, volunteers, or visitors.
- Threat and/or actions endangering the health, safety, and welfare of other students, school personnel, volunteers or visitors, their personal property and school property.
- Possession, use or concealment of weapons and/or dangerous instruments.
- Possession, transfer or setting off of fireworks and/or other explosive devices.
- Profanity and/or vulgarity directed toward students, school personnel, volunteers or visitors.
- Excessive and/or inappropriate public display of affection.
- Theft of private or public property.
- Extortion of students, school personnel, volunteers or visitors.
- Forgery of school related documents.
- Cheating on examinations and/or schoolwork.
- Other misconduct not specifically named here, but in direct proportion to the nature and/or type of above offenses (1-15.)
- Violation of the school's Weapons Policy regulating guns and knives including pocketknives.
- Gum is permitted to be chewed on school property unless given explicit restrictions by a classroom teacher or appropriate staff member. Gum should be disposed of properly.

## **DISCIPLINARY PROCEDURES**

The principal or a designee shall deal with alleged misconduct:

- Whenever a teacher refers a serious problem.
- Whenever the alleged behavior is in violation of the Disciplinary Policy.
- Whenever the principal determines it is advisable to investigate.

The principal/ designee shall investigate and hear accounts of the alleged misconduct. The student may request that other witnesses be questioned and may submit a written statement of the facts relating to the alleged misconduct. If disciplinary action should be taken, all alleged misconduct of the student known at that time should be considered. The corrective action shall be responsive to and in direct relation to the nature of the

misconduct. A variety of measures are available: reprimand, loss of privilege, reflection before, during or after school, family contact or conference, restitution for damage, suspension, or expulsion.

## **GENERAL SCHOOL RULES**

Students are expected to:

- Act respectfully to adults and fellow students.
- Be prompt to school and attentive in class.
- Work collaboratively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is respectful, responsible, and safe.
- Act at all times in a manner that reflects the District's Portrait of a Graduate.
- Demonstrate Blue Ace Leader expectations as established through building and classroom visions.

## **PLAYGROUND RULES**

The following rules are in place to assure safety, which is our paramount concern. GES/GIS will publish updates in weekly emails. Violation of the rules will be dealt with through playground timeouts and/or the Code of Conduct procedures. Children should be prepared to go to the playground is usable and if the temperature is above twenty degrees.

1. Safe play is required in all areas of the playground.
2. Electronic devices are prohibited.
3. Tackle games are not permitted. Soccer, touch football, tag, volleyball and basketball are allowed in designated areas and must be played appropriately.
4. Student designed games that involve pushing, excluding others, play fighting, and physical or verbal aggression is prohibited.
5. Foul language or sexual connotations are prohibited.
6. Snowball and rock throwing are prohibited.
7. Children may not stand on equipment designed for sitting.
8. Other expectations as established by the building'

## **LUNCHROOM RULES**

In the lunchroom all adults, teachers, lunch personnel and custodians are expected to help the children follow the building's established lunchroom vision. In addition:

1. All students will keep hands, feet, objects and food to themselves.
2. All students will use appropriate voice levels at all times.
3. All students will remain seated and not leave their tables while eating lunch.
4. All students will raise their hands if they need help or permission to use the restroom from the duty teacher.
5. All students will clean up their own space on the table and under the table before they may be dismissed back to the classroom or to recess.
6. All students will eat only the food provided from their individual school lunch or

their packed lunch.

### **REFLECTION**

A student may be assigned a reflection during their lunch and recess period for a discipline infraction they committed. During this time period, students will eat lunch and/ or serve their recess time with a reflection monitor. During this time period the expectations will be set by the reflection monitor.

### **GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT POLICY ON BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

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

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

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Hostile behavior with the intent to harm others through the use of information and communication technologies and other web based/online sites (also known as “cyber bullying”), such as the following:
  - A. Posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. Sending abusive or threatening emails, website postings or comments and instant messages;
  - C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. Using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others

or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

## Complaints

### 1. Formal Complaints

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

### 2. Informal Complaints

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

### 3. Anonymous Complaints

Students may make anonymous complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such anonymous complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, date or approximate date(s) of the incident(s), number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The student may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the

student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that their report be



anonymous.

#### B. Non-disciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

#### C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In- and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

#### Report to the Custodial Adult or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the custodial adult or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against

such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

#### Reports to the Victim and Their Custodial Adult or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial adult/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the family of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the families of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

#### Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

## **STUDENT PROPERTY**

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The school is not liable for any loss or damage to personal valuables.

### **LOST & FOUND**

We will display lost and found items on a daily basis. Families are encouraged to browse through the lost and found when visiting school. Please try to write your child's name on possessions, since marked articles can be returned immediately.

Items not claimed will be given to a charitable organization at the end of each semester.

## **PETS**

With the building administrator's permission, students may bring pets to school for a short period of time as part of an educational need. Families need to bring these pets in a cage or on a leash. Animals making a special visit to school cannot ride the school bus.

## **TECHNOLOGY USE AT SCHOOL**

### **STUDENT USE OF PERSONAL ELECTRONICS DEVICES AT GES/GIS**

Cell phone use by students throughout the school day is not permitted. Cell phones are to be turned off upon arrival at school and stored in the students' book bags and stored in their lockers. If the classroom teacher wants the students to use their cell phones for a classroom activity, the classroom teacher will request the students to retrieve their cell phones from their lockers. Any cell phone that is found in the possession of the student when not directed by the classroom teacher will be confiscated and must be picked up by an adult.

Students are permitted to bring e-readers or tablets to school for the purpose of reading a book. These devices are not to be used for playing games, listening to music, or surfing the internet unless permission has been granted by a classroom teacher. Inappropriate use of these devices will result in the device being confiscated and must be picked up by an adult.

Students are permitted to wear "smart watches" to school. At any time, the teacher may request that the watch be placed in the student's locker or bookbag. All audio notifications must be turned off during the school day. Students may not use watches during the school day for communicating or viewing online information. Smart watches cannot be worn during any testing event. Inappropriate use of these devices will result in the device being confiscated and must be picked up by an adult.

All other electronic devices are to be kept at home and are not to be brought to school. Any e-reader, tablet, smart watch, or cell phone that is brought to school is the responsibility of the student. Granville Elementary and Intermediate Schools will not be responsible for lost, stolen, or damaged devices.

### **NETWORK AND INTERNET ACCESS AGREEMENT FOR STUDENTS**

Advances in technology and other related fields have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. In response to these changes, the board of Education is pleased to provide Internet services to its students.

The board has the right to place restrictions on its use to assure that use of the district's Internet system is in accordance with its limited educational purpose. Student use of the district's computers, network and Internet services ("Network") will be governed by this policy and other related policies and guidelines.

## **TECHNOLOGY STUDENT CODE OF CONDUCT**

The due process rights of all users will be respected in the event there is suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

Students are encouraged to use the board's computers, network, and other technologies for educational purposes only. Use of the network is a privilege, not a right. When using the network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users who disregard this policy may have their use privileges suspended or revoked, and disciplinary will be taken against them. Users granted access to the Internet through the board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this board policy. Prior to accessing the network students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Adult permission is required for minors. Smooth operation of the board's network relies upon users adhering to the following guidelines. The guidelines outlined below are not intended to be a complete list but are provided so that users are aware of their general responsibilities.

In exchange for the use of the network resources, either on-site or by remote access, the user understands and agrees to the following:

- A. Privilege: The use of network is a privilege which may be revoked by the district at any time and for any reason.
- B. Scope of Acceptable Use: Network resources shall be used for the purposes of (in order of priority):
  - 1.Supporting the academic programs;
  - 2.Collaboration
  - 3.Research

The District periodically may make determinations on whether other incidental non-educational uses of the network are consistent with this agreement. Uses that interfere with normal district business or educational activities are prohibited and may be cause for disciplinary action at the discretion of the district. It is within the rights of the district to periodically modify the list of acceptable uses.

## **PROPERTY**

Pursuant to federal law, the board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the board or the superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. Any student who attempts to disable the technology protection measures will be subject to discipline. The superintendent or their designee may temporarily or permanently unblock access to sites containing appropriate materials if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is deemed "appropriate" or "inappropriate" shall be based on the content of the material and the intended use of the material and not on the basis of whether or not our protection

measurers (web filter) blocks the content. The district shall monitor the user's online activities, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other materials that are inappropriate for the educational setting. To the extent practical all steps shall also be taken to promote the safety and security of users when utilizing e-mail, chat rooms, instant messaging and other forms of direct electronic communication.

Building principals are responsible for providing training so that Internet users under their supervision and are knowledgeable about this policy and its accompanying guidelines.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified below. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, and the use of specific monitoring tools to review: browser history, network, server and computer logs.

Pursuant to federal law, students shall receive education about the following:

- A. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. The dangers inherent with the online disclosure of personally identifiable information;
- C. The consequences of unauthorized access (e.g., hacking) cyberbullying and other unlawful or inappropriate activities by students online, and;
- D. Unauthorized disclosure, use, and dissemination of personal information regarding minors

## **ACCESS**

Selected network resources are intended only for the use by the registered users who agree to abide by this agreement. Users shall not share their password(s) with others or otherwise allow anyone unauthorized access to the network. A user is responsible for any violations of this agreement committed by someone who, with the user's express or implied permission, accessed the network with the user's password.

Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the board, superintendent, or building principal.

Students shall not access social media for personal use from the district's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Students may not establish web-based email accounts on commercial services through the network (e.g., Gmail, Hotmail, Yahoo mail).

## **PRESERVATION OF RESOURCES**

Each student is permitted reasonable space to store e-mail, web, and personal files. The

Board reserves the right to require the purging of files in order to regain disk space. Students should not store an inappropriate amount of personal files in their storage location. The space provided should not be considered a backup location and should be used to store files they access on a regular basis.

Non-educational game playing is not permitted at any time.

## **NETWORK ETIQUETTE**

Use of the network has great potential to enhance the productivity of the users. User shall be held accountable for their use or misuse of the network. Each user must abide by generally accepted rules of network etiquette, which include but are not limited to:

- A. Users shall not obtain copies of or modify files, other data, or passwords belonging to other users without express authorization from a building/district administrator.
- B. Users shall not misrepresent themselves on the network (e.g. logging in as someone else).
- C. Users shall not use the network in any way that would disrupt the operation of the network; abuse the software and/or hardware; or excessively consume limited computer, paper resources, such as through spamming, creating or forwarding mass emails, sending chain letters, or extensively using the Network for non-curriculum-related communications or other purposes exceeding the “Scope Of Acceptable Use” under this agreement.
- D. Users shall not create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials.
- E. Users shall not reveal any personal information beyond directory information about themselves, other students, or district employees, including social security numbers, passwords, etc.
- F. Users shall not create, transmit, or download any materials (a) that are in violation of district policies or any state or federal law, including but not limited to confidential information, copyrighted materials, material protected by trade secrets, and any materials that would violate the district’s harassment policy; or (b) that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials.
- G. Users shall not use the network for any commercial activities, such as buying, advertising or selling goods or services, unless doing so is pre-approved by the district. The district shall not be liable for any transactions, costs, damages or fees incurred by a user through purchases of goods or services or other transactions through the network, or for any illegal actions, including copyright violations, that a user performs through the network.
- H. Users shall not use or install any software or program not already on district equipment unless authorized by the director of technology or their designee.
- I. Users shall not engage in cyberbullying. Cyberbullying is the use of technology to harass, threaten, embarrass, or target another person.” (<http://kidshealth.org/adult/positive/talk/cyberbullying.html>) Cyberbullying includes but is not limited to the following:
  1. Posting slurs or rumors, or other disparaging remarks about a student on

- a website or blog;
- 2. Sending e-mail, instant messages, or text messages that are mean or threatening
- 3. Using a camera or phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
- 4. Posting misleading or fake photographs of students on the web

### **WEBSITES**

Websites created for school community organizations through the network or linked to the District's website must relate specifically to officially sanctioned organization activities and programs. The district reserves the right to require that material and/or links to other sites found to be objectionable be altered or removed.

Proprietary rights in the design of websites hosted on the Board's servers remains at all times with the Board.

### **SERVICE DISCLAIMER**

The district does not warrant that the functions of the network will meet any specific requirements the user may have, or that the network will be error free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation or inability to use or operate the system.

### **RESERVATION OF RIGHTS**

The District administrators and/or network managers may perform the following actions for any legitimate reason, including but not limited to for the purposes of maintaining system integrity and insuring that users are using the network consistently with this agreement: monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the network and any and all materials, files, information, software, communications, and other content transmitted, received or stored in connection with this usage.

The District reserves all rights to any material stored in files which are generally accessible to others and will remove any materials which the district, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The network and all information, content, and files contained therein are the property of the district, and users should not have any expectation of privacy regarding those materials.

### **FILE TRANSFERS**

A user may not transfer files, shareware or other software from information services and electronic bulletin boards without prior authorization of the district staff. The user may be liable to pay the cost or fee of any unauthorized file, shareware, or software transferred, whether intentionally or accidentally. For each file received through a file transfer, the user must check the file with a virus-detection program before opening the file for use.

### **VANDALISM**

Vandalism is prohibited. For the purpose of this agreement, vandalism is any malicious attempt to harm or destroy software, hardware, and data of another user, other network



resources, or the use of the network to harm or destroy anything on the Internet or outside networks. Vandalism includes but is not limited to the uploading, downloading, creating or transmitting of computer viruses, worms, Trojan horses, or other destructive programs or applications. Should the user cause the network to become infected with a virus or other destructive program or application and the infection causes damage to the network, the user may be liable for any and all repair costs to restore the network to full operational status in addition to other potential disciplinary measures as determined by the district.

## **SECURITY**

If a user identifies a security problem with the network, the user must notify a network administrator, teacher, or building principal immediately. Users must report all activities that are illegal or in violation of district policies to a teacher or building principal. All users agree to cooperate with the district in the event of an investigation into any allegations of misuse or security breaches of the network.

## **USE OF WIRELESS COMMUNICATION DEVICES (WCDS)**

In accordance with District Policy, students using personal WCDs are to follow all rules as established and only connect or attempt to connect to networks designated for student use/BYOD. See BYOD guidelines (GIS) & Frequently Asked Questions:  
BYOD Guidelines - (<http://www.granvilleschools.org/BYODGUIDELINES.aspx>)  
BYOD FAQ - <http://www.granvilleschools.org/BYODFAQ.aspx>

## **VIOLATIONS OF THIS POLICY**

Any violations of this policy may result in disciplinary action, including but not limited to restriction or termination of access to the network, other discipline in accordance with the Student Code of Conduct, referral to legal authorities, and/or other legal action. Users granted access to the Internet through the board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this board policy and any accompanying guidelines.

The board designates the superintendent, director of technology, and building administrators as the administrators responsible for initiating, implementing, and enforcing this policy as it applies to students' use of the network.

## **SAFETY AND SECURITY**

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- All visitors must report to the office when they arrive at school. Visitors will need to provide a driver's license or state ID as part of the visitor check-in process.
- All visitors are given and are required to wear a building pass while they are in the building.
- Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

- Outside doors as possible are locked during the school day. Only one door is left unlocked for visitors to report to the main office. Visitors will need to be provided access by a staff member in the office.
- Portions of the building that will not be needed after the regular school day are closed off.
- Please note, the main office of GES is located on Sunrise Street.

### **SAFETY DRILLS**

GES and GIS comply with all fire safety laws and will conduct fire drills in accordance with State law. The schools conduct tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of a fire or a tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will also be conducted throughout the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated.

**Fire:** Drills are held in accordance with State guidelines. The fire bell sounds and the building is evacuated.

**Tornado:** These drills are held in the fall and spring each year. All students go to a designated safe area.

**Secure the Building:** This is a building lock down drill that clears hallways and secures all outside doors.

### **INCLEMENT WEATHER**

All possible precautions are taken to provide safety for children during tornado warnings or watches. Children practice during the year so that they are aware of the signal that tells them to go to the designated safety area. If danger occurs at the time of dismissal, children are kept at school until the danger has passed. During a tornado warning or watch, families will never be allowed to remove a child from school other than their own. If a delay, warning or watch occurs at dismissal time, families will receive specific information from the school.

During the winter months it may be necessary to have indoor recess due to playground conditions or extreme cold. Students will go outside if the temperature is 22 degrees or above including wind chill.

### **DESK/LOCKER USE**

The principals reserve the right to check student lockers and desks for reasons of health, safety, violations of school rules, civil laws, or for any other reasonable suspicion. Students are urged not to leave money or valuables in their desks or lockers since locks are not supplied for the lockers and students are not permitted to use their own. The only items that should be displayed on the outside of student lockers are signs or projects made in class for that purpose.