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**WELCOME**

Welcome to Granville Middle School. We are pleased to have you as a student and a family. We will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, we publish this Board of Education approved handbook annually. Parents are asked to take time to review and discuss the information in this handbook with their child. Important sections are also reviewed with students during the first two weeks of school. If you have any questions, please do not hesitate to contact the school at any time.

**MISSION STATEMENT**

The mission of GMS is to create a vibrant learning community of tolerant and compassionate adolescents.

**Granville Middle School Administration**

- Mrs. Lisa Sealoover-Ormond ..... Principal
- Mr. Chris Williams .....Assistant Principal
- Ms. Sydney Frazier ..... School Counselor
- Mrs. Jody Overholt ..... Secretary

**Granville Exempted Village Board of Education/Administration**

- Mr. Fred Wolf.....President
- Mrs. Ceciel Shaw.....Vice President
- Mr. Thomas Miller .....Member
- Mr. John Kronk.....Member
- Ms. Amy Deeds.....Member
- Mr. Jeff Brown.....Superintendent
- Mr. Ryan Bernath..... Assistant Superintendent
- Mrs. Brittany Treolo. ....Treasurer
- Mr. Scott Carpenter..... Transportation
- Ms. Gwenn Spence.....Director of Student Services
- Mr. Brian Petrie.....Director of Human Resources/Title IX Coordinator
- Mr. Scott Lofton.....Director of Operations

**Granville High School Administration**

Mr. Scott Hinton..... Principal  
Mrs. Katie Beach..... Assistant Principal  
Ms. Browning..... Principal's Secretary  
Mr. Josh Devoll..... Athletic Director  
Mrs. Laura Whittington..... Athletic Assistant  
Mrs. PJ Kadilic..... Counseling Secretary  
Mrs. Brandi Cosgrove..... School Counselor  
Mrs. Liz Adams..... School Counselor  
Mr. Cody Masters..... School Counselor

**Non-Discrimination Statement: TITLE IX**

All students of the District have equal educational opportunities. 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.

**ACADEMIC INFORMATION**

**Guidance**

Our school counselors are here to serve you. This service may be in the school, in group or in individual meetings, or may be outside the school from many public agencies which are available for consultation. We encourage you to utilize our counselors at all times. They are good listeners. Some of the many services include, but are not limited to, course selection, interpretation of test data, career planning, job information, college planning, college information, academic assistance, and information and help with personal problems.

Parents are considered a vital and important part of the school relationship. As such, we encourage parents to contact our counselors at any time with questions or concerns about their student.

### **Home Instruction**

Students who are unable to attend school on a long-term basis due to illness or accident may qualify for home instruction by the Board of Education. Parents of these students should contact the school counselor or Director of Student Services to receive the proper forms for home instruction.

### **Student Load**

Students may not have more than one study hall. Extenuating circumstances that might justify an exception to this policy can only be approved by the principal.

### **GMS Schedule Changes**

Dropping a course and adding another causes transition and grading difficulties for the student involved and may affect the class size of those classes impacted by the change. Therefore, when a student selects a course, it is with the commitment to complete the course.

All schedule change requests must be reviewed by the school counselor. The student's parent must put the request in writing and submit it to the school counselor. Final decisions will be made by the principal. If a student is permitted to drop a course, the grade earned to that date may be calculated in the grade point average.

### **GHS Schedule Changes**

We want to make the scheduling process a positive experience for students, parents, and teachers. All of the work on student schedules will be completed during the spring of the previous school year. Students who want a schedule change after the designated deadline date must complete a schedule change form and submit it to the school counselor. The form must have both the signature of the student and parent. Requests for schedule changes will be considered for the following reasons:

1. Accepted into College Credit Plus, Licking County scholars.
2. An error had been made when entering the schedule into the computer.
3. Students who finish a correspondence or summer school course.

Classes changed after the designated deadline (end of the second full week of the semester) will be reflected on the transcript as either WP (withdraw passing) or WF (withdraw failing) if the course grade was an F at the time of the course change or drop.

### **GHS Course Retake Policy**

All students will have the opportunity to retake a class if they so choose. The following are the guidelines to be used for students retaking a class at Granville High School.

1. If the student completes all of the course work, the student will receive the higher of the two grades. The higher grade will be the grade used to compute all GPA information. The repeated course with the lower grade will have the grade changed to an NC (no credit). If a student fails, the "F" is reflected on the transcript and affects GPA.
2. No change in the grade will be posted on the transcript or used to compute GPA information until the student has completed all coursework and the teacher has provided the office with the grade for the course. No exceptions will be made with this policy.

3. Grades earned through summer school or remedial classes will not replace the grade earned at GHS.

### **Grades**

The grading scale used at GHS and GMS is the following: 90-100 A, 80-89 B, 70-79 C, 60-69 D and below 60 F. The teachers must discuss their grading procedures with each class at the beginning of the school year.

The Board of Education recognizes that a system of grading student achievement can help the student, teachers, and parents to assess how well the student is achieving the goals of the District's program.

Such grades shall indicate students' progress against both their own potential for achievement and the achievements of others in their class as appropriate to the grade level and subject matter.

The Board directs that the instructional program of this District include a system of grading for grades K to 12 which is both reliable and valid.

The Superintendent shall develop procedures for grading which include the following:

- A. Each student should understand what behavior and achievement at each grade level is required, as well as what will produce a failing grade.
- B. There should be frequent opportunities for each student to obtain information as to his/her progress toward the learning goals.
- C. There should be clear, consistent criteria and standards, particularly when grades are based on subjective assessment.
- D. Provision shall be made for a pass/fail grade where it is appropriate.
- E. Students should have the opportunity to assess their own achievements and assess their areas of difficulty.
- F. No grading system should serve to inhibit the teacher from learning the strengths and weaknesses of each student on an individual basis.
- G. The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when such changes will assure a clearer, more valid, or more reliable system of grading.

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

### **Grade Scale FOR HONOR AND MERIT ROLL ELIGIBILITY**

A = 4.00

A- = 3.67



B+ = 3.33	B = 3.00	B- = 2.67	
C+ = 2.33	C = 2.00	C- = 1.67	
D+ = 1.33	D = 1.00	D- = 0.67	F = 0.0

**UNWEIGHTED GRADE SCALE**

A+ 4.00	98-100%	B+ 3.33	87-89%	C+ 2.33	77-79%	D+ 1.33	67-69%
A 4.00	93-97%	B 3.00	83-86%	C 2.00	73-76%	D 1.00	63-66%
A- 3.67	90-92%	B- 2.67	80-82%	C- 1.67	70-72%	D- 0.67	60-62%

\*Students earning a 59% or lower in a class will receive an F.

**Honor Roll and Merit Roll**

The Honor Roll requires students maintain a 3.5 average or above. The Merit Roll requires a 3.0 to 3.49 average. This is calculated each grading period.

**Incompletes**

When an “I” (incomplete) grade is assigned, students shall have ten school days, counted from the last day of the grading period to complete assigned work. When an extension of these limits is necessary due to extreme conditions, permission to carry the incomplete can be granted by the Principal. Students who do not complete all work will not have met the requirements of the course and may be assigned a failing grade for that grading period.

**Final Letter Grades**

A general criterion for passing is an average for the nine- week period of D- or above. A student must have a passing grade for a minimum of two nine weeks and at least one of which must be for the third or fourth nine weeks.

**The “P” Grade (Special Pass)**

The “P” grade may be granted to the conscientious student who, in the judgment of the teacher, works at maximum ability but is unable to meet the minimum requirements of the course. The “P” grade may be issued any or all marking periods and may be interspersed with regular letter grades. The final grade may be a “P” grade or a regular grade.

**GMS Posting of Grades and Homework/Assignments**

The Parent Internet Viewer (Powerschool) and Schoology are both integral instruments of communication between the students, parents and teachers of the Granville Schools. Parents and students have the ability to track the academic progress in each class during a nine-week grading period, as well as look at

the weekly homework assignments. Although the Powerschool and Schoology are excellent resources for communication, one must realize there are limitations as to how this information can be used. Nine week's 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 re-teach material. Knowing these limitations, it is important for parents 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/ tracking of assignments and progress in each class. Students will develop these skills at various rates and competencies. As the students reach their high school years, it is important to prepare students for post-secondary experiences which will not afford them the benefit of the Powerschool. At the high school level, the Powerschool should serve as a reminder and verifier. **It is suggested that STUDENTS check Powerschool/Schoology daily and parents should check them, at most, weekly.**

### **Posting of Grades**

Powerschool will not officially be used until the third Friday of the school year. Although some teachers may choose to use the Powerschool before this date, they are not required to do so.

Teachers will be required to post the grades of normal assignments within seven (7) days of the assignment due date to Powerschool. Normal assignments are defined but not limited to – homework, some tests, daily class work, small group assignments, etc.

Teachers will be required to post the grades of large assessments/projects/assignments within fourteen (14) days of the assignment due date to Powerschool.

Homework due dates will be posted on schoology for large assessments/projects/assignments. Tracking of normal daily assignments will be the responsibility of the student using the assignment book, electronic device or other method. Teachers are encouraged to post all homework, but are not required to do so.

Please note that for the purpose of these guidelines, 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. It is important for teachers to meet the required timelines listed in the guidelines, but there will be extensions to these timelines when such extensions are justified.

### **High School Credit for GMS Students**

It may be academically necessary for some students at GMS to enroll in high school level courses. These courses include, but are not limited to the following: Algebra I (or any higher level math course), Biology (or higher level science course), History, English, Spanish and French.

Teachers at GHS and GMS will follow the same course of study for Algebra I and foreign language classes. Furthermore, the end-of-the-year evaluation will cover the same identified indicators/objectives

for all teachers involved and students will take the ACT – Quality Core End of Year Exams for all core high school level courses.

GMS students enrolled in **any GHS level course will automatically receive high school credit** such as Algebra, Biology, Geometry, etc. The grades earned must also be reflected in their high school GPA as a freshman. For example, if a student earned the following grades in Algebra I while at Granville Middle School:

1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Final Grade
A-	B+	B	A	A-(3.67 G.P.A.)

These four quarter grades would be calculated to give them a starting high school GPA of 3.67 (exams are counted as well).

GMS COURSE	GHS CREDIT	OHIO HIGH SCHOOL GRADUATION REQUIREMENT	GMS CREDIT	GRADES ON GHS TRANSCRIPT
Algebra (or higher level math)  *same applies to science course	YES, 1.0 Math	YES, 1.0 Math	YES	YES
Foreign Language, 2 years	YES, 1.0 Foreign Language	Can count towards electives	YES	YES

Art 1, Art 2, General Music, Chorus, Orchestra, Band	NO	YES, semester of Fine Arts requirement met*	YES	NO
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## **COLLEGE CREDIT PLUS (CCP)**

Students have the option to take college courses during high school. All public universities/colleges in the state of Ohio participate in CCP; private universities/colleges may elect to participate in CCP. A student participating in CCP would receive both high school and college credit on their transcripts regardless of the grade earned. Any CCP courses taken at a public university/college would be free of cost to the student and his/her family unless the course is failed or dropped after the allowed drop deadline, which would then be required to be reimbursed to the school district. An intent to participate form must be turned in to the student's counselor by March 30 prior to the school year in which they intend to enroll in college courses. Students may earn up to 30 credits per school year depending on the number of high school courses they are also taking. Enrollment in CCP courses may affect the student's OHSAA and NCAA eligibility. Students and families must seek out advisement with their school counselor to determine CCP eligibility and verify proper options in working towards graduation requirements. A final grade of F in any CCP course means the student/family are responsible for ALL associated costs of the course. A student meeting at least one of the following is considered an underperforming student for purposes of CCP:

1. Cumulative GPA of less than 2.0 in college courses taken through CCP or
2. Withdraw from or receive no credit for two or more courses in the same term.

A student meeting the definition of an underperforming student for two consecutive terms of enrollment is considered an ineligible student.

The student's secondary school will place an underperforming student on CCP probation within the program and notify the student, parent and the college they are enrolled in of their status. The student may enroll in no more than one college course in any term when on CCP probation and cannot enroll in a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Students enrolled in impermissible courses who fail to dis-enroll prior to the college's no-fault withdrawal date are responsible for all costs associated with the course(s) and dismissed from CCP as an ineligible student.

If a student takes a permissible college course after placement on CCP probation and the course grade raises the student's cumulative college course GPA to 2.0 or higher the student is removed from CCP probation and may participate in CCP without restrictions unless they again meet the definition of an underperforming student. A student on CCP probation who does not raise their GPA to the required minimum through the course grade, is dismissed from CCP by the student's secondary school.

Students dismissed from the program are prohibited from taking any college courses through CCP and must dis-enroll for any college courses they may be registered for in the next term prior to the no-fault withdrawal date.

Each secondary school establishes an academic progress policy defining the progress students must achieve to be reinstated in CCP on CCP probation. The policy must state that failure to make academic progress as defined in the policy will result in an extension of CCP dismissal. The policy also includes the procedures for a student to request an appeal of their CCP status.

A student may request the secondary school allow the student to participate in CCP after one term of CCP dismissal. Summer term is not counted as a term of dismissal unless the student is enrolled in one or more high school courses during the summer. Upon review of the student's academic progress through review of their full high school and college academic records the school will: continue the student's dismissal; place the student on CCP probation or allow the student to participate in CCP without restrictions in accordance with the school academic progress policy.

A student may appeal their status to the Superintendent within five business days of notification of CCP dismissal or prohibition from taking a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Upon consideration of any extenuating circumstances separate from academic performance that may have affected the student's CCP status the Superintendent will issue a decision within 10 business days after the appeal is made and may:

1. allow the student to participate in the program without restrictions;
2. allow the student to take a course in the subject area in which they received a grade of D or F for which they received no credit;
3. allow the student to participate in CCP on CCP probation or
4. maintain the student's dismissal from the program.

The Superintendent's decision is final.

### **GMS Promotion/Retention**

In order to be promoted, a student will have passed all core academic classes, Core courses include ELA, Math, SS, Science and/or a Global Language

#### **The following shall apply in grades seven and eight:**

1. Passing four core academic courses = promotion.
2. Passing three core academic courses = recommendation for summer intervention as required by the school.
3. Passing two or fewer core academic courses = successful completion of summer intervention as required by the school, otherwise **retention**.

### **GMS TESTING INFORMATION**

#### **State Testing**

The State of Ohio and Every Student Succeeds Act (ESSA) require schools to administer state assessments each spring. The testing at Granville Middle School includes:

7<sup>th</sup> – language arts, math

8<sup>th</sup> – language arts, math, science

The tests are typically given between March-May as directed by the Ohio Department of Education. All testing results will be mailed out in the summer or when made available to the district.

## **District Testing**

GMS, typically, administers the MAP reading assessment two to three times/year (fall, winter, spring or Sept/Jan).

## **Gifted Identification Policy**

### **1. CHILD IDENTIFICATION**

It shall be the policy of the Granville Exempted Village Schools that ongoing efforts will be made to identify children who perform or show potential for performing at remarkably high levels of accomplishment in one or more of the gifted areas specified in Section 3324.03 of the Revised Code. The entire policy is available in the board office. Children may be identified in any of the following areas: superior cognitive ability, specific academic ability, creative thinking ability, and/or visual and performing arts ability.

### **2. CRITERIA AND METHODS**

- a. Instruments and criteria established by the Ohio Department of education shall be used in determining giftedness.
- b. Pre-assessment: all students shall be pre-assessed through the use of many sources which may include, but not limited to: grades, progress reports, test data, portfolios, checklists, rating scales, inventories, interviews, child products, performances, auditions, exhibits, observations, and other sources.
- c. Screening: Students shall then be screened by analyzing available information in order to form a pool of children for possible further testing.
- d. Assessment: Further assessments shall be conducted for students scoring at the 94th percentile or higher on the screening instrument. Students will be identified by using the criteria on the identification chart.
- e. Notification: Parents must be notified within thirty days of the assessment results. Parents have the right to appeal any screening procedure or assessments, scheduling of children for assessment, or the placement of a student in any program or for receipt of services.

### **3. SOURCES OF ASSESSMENT DATA**

- a. Students shall be given The Terra Nova and the Otis Lennon Ability Test in third grade. Students performing at the 94th percentile on either test shall be evaluated further.
- b. Students demonstrating superior performance at the screening stage, but not yet identified, shall be further evaluated with the Iowa Test of Basic Skills, the Wechsler Intelligence Scale for Children, and/or other ability and achievement tests listed on Form II.

### **4. PROVISIONS FOR EQUAL ACCESS**

- a. It shall be the policy of this school district that all district students, including minority or disadvantaged students, children with disabilities, and students for whom English is a second language, shall have equal access to screening and further assessment opportunities. During pre-assessment, screening, and assessment, all students, regardless of their situation, shall be considered.

**5. PROVISIONS TO ENSURE EQUAL OPPORTUNITY**

- a. It shall be the policy of this school district that all district students identified as gifted, including minority or disadvantaged students, children with disabilities, and students for who English is a second language, shall be afforded equal opportunity to receive any services offered by the district.

**6. WITHDRAWAL, REASSESSMENT, TRANSFER STUDENTS:** it shall be the policy of this district that:

- a. In the event that gifted programs and services are not meeting the needs of gifted students, withdrawal procedures will be followed.
  - i. The child or parent will put the request in writing.
  - ii. Upon receipt of request for withdrawal, the Superintendent or designee will contact the parents to discuss the concern (If necessary, a group may be convened to discuss educational alternatives for the child).
  - iii. The parent has the final decision.
- b. Two opportunities a year shall be available for evaluation and/or re-evaluation of students upon parent, teacher, or student request.
- c. Students new to the district shall be afforded the opportunity to an evaluation within ninety days of the parental request.

**7. RESOLVING DISAGREEMENTS**

- a. Appeals procedure:
  - i. Parent schedules a conference with the child's teacher, principal, or gifted personnel.
  - ii. If the issue is not resolved, an appeal must be submitted in writing to the Superintendent.
    - 1. Submit a letter to the Superintendent or designee outlining the nature of the concern (Note: If native language of the parent is other than the written language or language other than English, the district will provide assistance to put this matter in writing and provide a copy to parents).
    - 2. The Superintendent or designee will convene a meeting which will include the parent/guardian and may include any of the following: administrator, coordinator of gifted services, teacher of gifted, child's teacher, school psychologist, and/or other persons who have knowledge of the child or gifted education.
    - 3. District personnel will review all pertinent information in order to discuss the appeal.
    - 4. The Superintendent or designee will issue a written decision within 30 days of the appeal. The written notice should include the reason for the decision(s).
    - 5. At least one district representative shall have training in gifted education.



## **ATTENDANCE**

Ohio law requires all persons between 6 and 18 years of age to attend school until graduation from an accredited high school. It is essential that students assume the obligation to attend their classes regularly and on time. Frequent absences result in decreased academic interest and achievement. Regular and punctual attendance is an important habit contributing to success in middle school, high school, college, and career.

### **Unexcused/Truant Absences**

The following is the definition of “habitually truant,” as defined by law: *Absent 30 or more consecutive hours (equivalent to approximately 5 school days) without a legitimate excuse; absent 42 or more hours (equivalent to approximately 7 school days) in one school month without a legitimate excuse; or absent 72 or more hours (equivalent to approximately 12 school days) in one school year without a legitimate excuse.*

Students deemed “habitually truant” in any of these circumstances will be referred to a building administrator. The administrator is required to contact the parent regarding the date and time of a meeting set by the school’s Absence Intervention Team (AIT) that the parent is required to attend. Failure to attend may result in the school district contacting Children’s Services. During this meeting, the AIT will develop an Absence Intervention Plan. The school’s AIT will monitor and evaluate the intervention plan during implementation. Failure to follow and meet the plan requirements or another instance of habitual truancy defined above will result in the district filing an official complaint in juvenile court.

### **State 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. This is as little as two days per month.*

*Habitual 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.*

### **Completing Work Missed Due to an Unexcused Absence**

1. It shall be the responsibility of the student and the student’s parents or guardian to make certain that all work is studied.
2. The student will be held accountable for this work at the time of examinations..

## **Early Dismissal from School**

Students with an appointment (e.g. doctor, dentist) are to be entered into SafeArrival prior to the student being picked up from school. Before leaving the building, students must report to the main office. Upon returning to school, students must report to the main office, sign in, and obtain a pass before going back to class. Under no circumstances is a student permitted to leave the building without reporting to the main office. Early dismissals will be documented on student report cards under the attendance report section.

## **Excused Absences**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

1. Reasons for which students may be excused include, but are not limited to:
  - a. personal illness of the student;
  - b. illness in the student's family;
  - c. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
  - d. death in the family (for up to 18 hrs of school unless approved for more);
  - e. quarantine for contagious disease;
  - f. religious reasons;
  - g. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 hrs of school)
  - h. foster care placement
  - i. being homeless, or
  - j. as determined by the superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up the work missed. 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). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

## **ALE POLICY (aka vacation days)**

Families taking vacations during the year can now apply to have up to five days a year counted as excused absences. 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. A family can include as many as five students on the form. The excused days can be used together in one ALE or at different times in

multiple ALE's. ALE forms can be rejected if the student(s) has attendance issues or academic concerns that do not warrant excusal by Granville Schools. <https://forms.office.com/r/F4iNHH1F32>

### **Absence Procedures & Homework Requests**

When a student is absent, the parents or guardians must report the absence via SafeArrival by 8:30 a.m. The following information is requested:

1. Name of person calling
2. Name of student who is absent
3. Nature of illness or absence
4. Expected length of absence

In situations where it is impossible for the parent or guardian to contact the school, the student, when returning from an absence, must bring a note written by the parent or guardian to the office. The note should explain the cause of the absence. Normally, the school will attempt to make contact with the parent or guardian if they have not contacted the school. Failure of the parent or guardian to provide a written or verbal notification to the school will result in the absence being classified as unexcused.

If a student is absent from school, students or parents can check Schoology for assignments to complete during the absence period. Emailing the teacher is also highly recommended to gather information they missed. Please check schoology.

### **Make-Up Work for Excused Absences**

1. Assignments and class work missed because of absences shall be made up within a period of time equal to the same amount of time of the absences. Teachers should have a procedure which allows students to determine and obtain copies of missed work.
2. If missed work is not made up within the aforementioned time, points may be deducted for each day it is late. Additional time should be granted for extended absences.
3. Students who fail to complete make-up work in the allotted time may either be assigned a failing grade for the missing work or receive an incomplete for the nine- week period.
4. Once students return to school, they are expected to touch base with each of their teachers to determine what work is outstanding.
5. Absences during a long-term project will not affect the date the project is due for that particular student.
6. Exceptions to the make-up policy may be granted by the principal.

### **Absences Due to School Field Trips, Events, Etc.**

While regular attendance is important, GHS authorizes field trips and school-sponsored events that supplement the education and development of students. When students choose to participate in a field trip or school-sponsored event that causes them to miss school, it is the responsibility of the student to obtain the class material that they missed on the day(s) of the trip. Student responsibilities related to field trips and other school-sponsored events include:

- Students must submit all assignments that are due on the day of the trip/event prior to leaving.
- Students are responsible for the material that was taught in class on the day(s) of the field trip or event.
- Field trips and school-sponsored events may not be used as an excuse for not completing assignments, projects, quizzes or tests that are scheduled for the day of or the day that follows such a trip.
- Students are encouraged to make careful choices about the number of clubs and organizations that they join, and to refrain from overscheduling themselves.

### **Withdrawal**

Students who terminate their attendance prior to graduation are required to complete the “withdrawal form.” Students must also pay any obligations that they might owe, turn in all textbooks, and turn in any equipment/uniforms that belong to Granville Schools. Any student who does not complete the proper forms or does not meet all their obligations will have their academic records withheld until these obligations are taken care of.

## **STUDENT ACTIVITIES** **EXTRACURRICULAR ACTIVITIES PHILOSOPHY**

The extra-curricular and co-curricular programs of the Granville Exempted Village School District should be designed to complement the district’s curricular program. As such, they should be a valuable and integral part of the student body’s total academic experience, and participation should be viewed as an opportunity available to all students rather than as a privilege. The district should seek, therefore, to create a wide range of programs designed to afford as many students as possible opportunities to participate in a broad spectrum of activities.

Programs should be developmentally responsive and age appropriate, with reasonable expectations from participants, coaches and directors, parents, and community that positively benefit the individual and the team or organization. Participation in such programs should heighten students’ self-esteem, increase their interest in sports and non-sports, expand on socialization and teamwork skills, build character, enhance personality development, and lead to a more balanced set of formal educational experiences.

The district should recognize that many activities take place in an environment of formal competition. Participation in such competition should promote effort and dedication that allow students to reach for their maximum potential. Such participation should occur in the context of good sportsmanship at all levels so that participants may learn valuable lessons of the total life experience: fair play, honesty, integrity and respect for other performers and competitors.

The pursuit of individual and group excellence is a life-long strategy, no matter the endeavor. Proper participation at the highest levels in extra-curricular and co-curricular activities should thus provide social, physical, emotional and psychological experiences that help prepare students for life beyond high school.

### **EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT**

We believe that the opportunity to participate and represent Granville in extracurricular activities is a distinct privilege. In order to earn this privilege, and to keep it, there are certain rules and regulations that must be followed. These have been assembled as an Extracurricular Activities Code of Conduct.

All students who participate in our school-sponsored programs must conduct themselves in a way as to reflect favorably on themselves, their team, their school, and their community. It is expected that they will follow the instructions of the coaching staff or activity advisor. The Granville Student Conduct Code for Extracurricular Activities will be distributed before the activity begins. It is essential that participants and their parents read and understand this information. All participants in extracurricular activities in Granville must abide by both the student behavior code and the extracurricular activities code.

The Granville extracurricular code of conduct is in effect from August 1 through July 31 of each school year, grades 7-12

- The student will not demonstrate unsportsmanlike conduct.
- Personal grooming will be governed by the guidelines stated in this handbook.
- The coach/advisor has the right to develop and enforce rules and regulations that are necessary to maintain a well-balanced climate for each activity. These rules and regulations must be consistent with board policies, be approved by the Athletic Director and be on file prior to the start of the season. Each participant will be given a copy of these rules.
- Each participant is responsible for his/her equipment and uniforms. All equipment and uniforms must be returned to the coach/advisor or be paid for in full for new replacement.
- Students must behave in an appropriate manner while participating in the extracurricular activity. Such actions as, but not limited to, insubordination, fighting, negative attitudes, inappropriate language or gestures are in violation of the code of conduct.
- Students must follow all rules and regulations listed in the Granville Schools Student Code of Conduct.
- Any student serving an in-school restriction or out of school suspension may not participate in extracurricular activities that day.
- Students are not exempt from after-school detention because of activity participation or practice.

### **Extracurricular Academic Eligibility Requirements**

The Granville Board of Education establishes excellence as a standard and strives to maintain an appropriate balance between academics, athletics and extracurricular activities. It is important that students meet the following academic requirements in order to be eligible for any extracurricular activity.

1. A student must earn a 2.0 grade point average for a nine-week period to be eligible for interscholastic competition. The GPA will be applied separately for grades 7-8 and grade 9-12 and calculated each grading period. Eligibility can be maintained, gained or lost each grading period. A student's eligibility will be determined by examining each nine-week GPA independent of the previous grading period. Semester and final exams are not to be calculated in the nine week GPA assessment.
2. A student must also qualify under all rules established by the Ohio High School Athletic Association (OHSAA).
3. Academic probation may be granted upon request by the student's parents if the following procedures are followed.
  - a. The parents and student develop a written academic improvement plan stating specifically the ways the student will improve his/her grades.
  - b. The parents and student meet with the Athletic Director and have the academic improvement plan approved by all parties.
  - c. Academic probation will be granted twice during a student's four years in the high school and only once during each school year. A middle school student can receive one academic probation during his/her two years at the middle school.
  - d. The academic probation can be revoked if at any time during this period the Athletic Director can show evidence that the student is not following the steps developed in the academic improvement plan. The building principal will review this situation and make the final decision concerning the revocation of the academic probation. If the academic probation is revoked it will still count as one of the academic probations the student can obtain during their years in either high school or middle school.
  - e. Students who have an IEP or a 504 plan must pass at least five credits towards graduation for a nine-week period to be eligible for interscholastic competition. Eligibility can be maintained, gained or lost each grading period. A student's eligibility will be determined by examining each nine week GPA independent of the previous grading period.

NOTE: Eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period.

**GMS School Sponsored Sports:** Football, Cross Country, Volleyball, Cheerleading, Golf, Basketball, Wrestling, Softball, Track. All other "sports" are either through the Granville Rec or another organization and not school sponsored (examples include baseball, soccer, tennis, lacrosse, field hockey, archery, etc.).

**School Clubs:** MathCounts, Art, Ski Club, Yearbook, Drama, FCCLA, Student Council, Power of the Pen, Jazz Band

### **LICKING COUNTY LEAGUE Sportsmanship Policy**

The purpose of any policy covering crowd behavior at athletic events must be to control those aspects of fan behavior detrimental to the proper conduct of athletic contests, while allowing for those legitimate and necessary displays of enthusiasm and school spirit.

### **THE ATHLETIC PROGRAM AT GRANVILLE MIDDLE SCHOOL**

Granville Middle School is a member of the Ohio High School Athletic Association Junior High Division, and the Licking County League, and is obligated to uphold the standards set forth by these groups.

Several sports are offered with the goal of meeting students' needs according to their individual interests and talents. The athletic program is considered an integral part of the educational program at Granville Middle School.

The department of Athletics is headed by the AD who in turn is directly responsible to the High School/Middle School Principal. All the business and activities of the department, financial and otherwise, must be extended through the AD's office. Coaches are primarily responsible for the conduct of the segment of the program pertaining to their particular sport. More specifically, they are responsible for the teaching of the details and fundamentals of each individual sport to ensure that students at Granville Middle School receive the optimum opportunity to perform at their best. All GMS athletic questions and/or concerns, should be reported to the Administration..

### **EXTRACURRICULAR SUBSTANCE ABUSE POLICY**

I. **Purpose Statement:** The Granville Schools' Board of Education is responsible for establishing an extracurricular code of conduct which includes policy regarding prohibited substances and devices including mind/mood-altering substances, all tobacco products, drug paraphernalia, counterfeit drugs, and non-alcoholic beer.

The Granville Schools' Board of Education believes that the unlawful use or possession of prohibited substances and devices, and tobacco, is wrong and harmful. The Board also recognizes that such use may lead to addiction, a treatable medical disease. In response, it is the policy to provide discipline as well as positive action to address such use and/or substance dependency. Furthermore, the Board believes that the use or possession of non-alcoholic beer, counterfeit drugs, and drug paraphernalia may lead to students ingesting unknown substances, facilitation of illegal activities, and other obstacles to personal and group development.

It should be noted that participation in any extracurricular activity is viewed by the Board as a privilege and not as a right of any student.

Furthermore, it should be noted that the goal of the Granville Schools' extracurricular program is to provide every participant the opportunity to grow mentally, morally, emotionally and physically. To assure that the program can provide these opportunities, a degree of self-discipline is required of each

participant. Self-discipline includes compliance with the laws and regulations concerning mind/mood altering substances, as well as compliance with the School District's rules and regulations regarding tobacco, non-alcoholic beer, counterfeit drugs and drug paraphernalia.

II. **Policy:** No student extracurricular<sup>1</sup> participant shall possess<sup>2</sup>, use, apply, show signs of use or consumption<sup>3</sup>, distribute<sup>4</sup>, or buy any substance which is represented as or understood to be a mind/mood altering substance<sup>5</sup>, tobacco, , counterfeit drugs<sup>6</sup>, or drug paraphernalia<sup>7</sup>.

III. **Violations:** Violations must be reported to the building principals and/or Athletic Director. Violations must be observed or verified by employees of the Granville Exempted Village School District and/or law enforcement official/s.

#### IV. **Consequences for Violations**

At all violation levels the student/athlete must enroll in and be working toward completion of:

- an assessment conducted or supervised by a licensed chemical dependency counselor approved by the Ohio Department of Alcohol & Drug addiction Services and
- any education or counseling recommended by the counselor to its completion. If an athlete refuses to be assessed by a licensed chemical dependency counselor, refuses to follow the recommendations of the counselor, and/or fails to provide documentation showing enrollment, active participation and completion in a prescribed program, then the athlete will be denied participation until the prescribed program is completed. The student/athlete and parent(s)/guardian(s) must be willing to waive all rights to privacy and allow the Athletic Director to monitor the progress of the assessment program and report any failure of compliance to the building principal. In the event that the student/athlete and parent(s)/guardian(s) revokes such rights, then participation, (including in season and out of season activities) may be denied by the Athletic Director until the appropriate documentation is provided. Any cost for the assessment and follow-up program shall be the responsibility of the student/athlete and parent(s)/guardian(s).

##### 1. **First Offense during the student's school career**

- a. Loss of any leadership position activities for the remainder of the year and may not receive MVP or other post-activity school honors.
- b. Suspension from 30% of the scheduled regular season athletic contests. Any partial game suspensions shall round to the next whole game (Ex: 2.1 = 3).
  - i. \*For non-athletic groups which are competition or performance- based the Coach/Director of that activity shall recommend an appropriate consequence directly to the Principal. Middle School violations will be handled per the Middle School handbook.
- c. The percentage of suspension not completed would carry over to the next season/activity.
- d. During the violation period, the athlete shall be permitted to practice with the team, but shall be denied to travel with the team, dress for the event and have no privilege of sitting with the team at the event.



## 2. Second Offense during the student's school career

- a. Loss of any leadership position activities for the remainder of the year and may not receive MVP or other post-activity school honors.
- b. Suspension from 50% of the scheduled regular season athletic contests. Any partial game suspensions shall round to the next whole game (Ex: 2.1 = 3).
  - i. \*For non-athletic groups which are competition or performance- based the Coach/Director of that activity shall recommend an appropriate consequence directly to the Principal.
- c. The percentage of suspension not completed would carry over to the next season/activity.
- d. During the violation period, the athlete shall be permitted to practice with the team, but shall be denied to travel with the team, dress for the event and have no privilege of sitting with the team at the event.

## 3. Third Offense during the student's school career

- a. The student is removed from all extracurricular activities for one calendar year of the date of the infraction meeting. After one year of the suspension has been served, the student may apply to the Athletic Director for reinstatement. The final determination of reinstatement is at the sole discretion of the Athletic Director and Principal. The student may apply each year for reinstatement.
4. **Appeals:** Suspension from extracurricular activities may be appealed to the principal according to the District's "due process" guidelines.
5. **Self/Parent Referrals:** If a student/athlete, as well as parent(s)/guardian(s) with their children, seek assistance to deal with a tobacco, drug or alcohol problem by self-referral to their Coach, Teacher, Principal and/or Athletic Director prior to being accused of school rule violations or criminal misconduct, and agrees to follow recommendations for treatment, the athlete will be denied participation in one (1) season contest. The referral will be considered a "first offense" for purposes of the substance abuse policy. Any subsequent refusal or failure to follow requirements of an approved treatment program will be considered a "second offense". The cost of assessment, treatment, rehabilitation or counseling shall be the responsibility of the student/parent/guardian. If a student is observed or it has been verified the student has violated the policy prior to the self-referral, the policy violations will be enforced. A student may not use a self-referral more than one time in middle school and high school.

### DEFINITION OF TERMS

1. **Extracurricular:** Extracurricular activities are those out-of-class pursuits which may or may not be associated with a specific class, in which students enjoy freedom in selection and participation and which carries no grade or academic credit.
2. **Possess:** Possession includes, without limitation, retention on the student's person without any attempt to distribute. This not only includes articles being found on one's person, but also in purses, wallets, backpacks, lockers, desks or vehicles on school property.

3. **Show Signs of Use or Consumption:** Signs of use or consumption may include behavioral observations such as uncoordinated physical movement, slurred speech, etc. Signs may also include physical manifestations such as alcohol on breath, dilated pupils, etc., regardless of whether there are any observable behavioral changes.
4. **Distribute:** Distribution includes, without limitation, delivering, selling, offering to sell, giving as gift, passing, or sharing.
5. **Mind/Mood Altering Substances:** Mind/mood altering substances shall include all alcoholic beverages, all pills, and all other drugs or other substances which may have the effect of exciting, relaxing, or otherwise changing moods. Examples include but are not limited to beer, wine, wine coolers liquor; household aerosols, solvents, adhesives, and fuels used as inhalants; steroids, marijuana, hashish, cocaine, in all forms, hallucinogens, opiates, heroin, barbiturates, stimulants, and designer drugs. (Designer drugs are those drugs with an altered molecular structure, but otherwise identical to another recognized drug.)
6. **Counterfeit Drugs:** Counterfeit drugs are those non-prescription substances which may have mind/mood altering properties. (Also referred to as “drug look-alikes.”)
7. **Drug Paraphernalia:** Drug paraphernalia includes any utensil or item as defined by ORC 2925.12 and 2925.14 and/or that which in the school’s judgment can be associated with the use of mind/mood altering substances. Examples include, but are not limited to, roach clips, pipes, rolling papers, measuring scales, spoons, razor blades, and syringes. Drug paraphernalia may also include pagers, beepers, and other devices as defined by ORC 3313.7537.
8. **Enrolled:** From the first day the participant is registered to attend Granville Schools until that student leaves or graduates from the Granville Schools. Under special circumstances, the Athletic Director can determine the end of the season.
9. **Season:** From the first day the Ohio High School Athletic Association (OHSAA) allows a team to practice – until the awards banquet for each particular sport. Under special circumstances, the Athletic Director can determine the end of the season.
10. **Verified:** Shown to be the truth, to the satisfaction of the Building Principal and/or Athletic Director, or a law enforcement officer, by the presentation of evidence or testimony.

## **COMMUNITY SUPPORT GROUPS**

### **Academic Boosters**

The Granville Education Foundation (GED) is the Granville Academic Booster Group. It was formed to encourage the academic pursuits of the students of the Granville School District.

### **Athletic Boosters**

The Athletic Boosters is an organization which is designed to provide support for the district athletic program. This support may be in the form of providing funds, services, and/or manpower, all of which are necessary for the operation of a successful athletic department.

### **Middle School Parents (MSP)**

Middle School Parents (MSP) is an organization which is designed to increase communication among the school, home and community, to seek input about school related matters, and to sponsor fundraisers to

support school initiatives and provide student enrichment opportunities. All parents are encouraged to participate in MSP.

### **Fine Arts Boosters**

The Fine Arts Boosters is an organization comprised of all parents of Granville fine art students and any interested persons. The organization meets every month in the GHS library to plan activities and fundraisers to support all Granville fine arts programs.

## **HEALTH SERVICES**

### **Immunization Requirements**

Granville Middle School follows 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, parents/guardians 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:

- 5 doses of DTaP (unless the fourth dose was given after the fourth birthday)
- 4 doses of Polio vaccine (unless the third dose was given after the fourth birthday)
- 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)
- 1 Tdap (required before entry to seventh grade)
- 2 Varicella (must be administered on or after the first birthday)
- 1-dose of meningococcal before entering 7th grade

### **Health Screening Programs**

Each year, according to State requirements, several tests 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 tests at some time during the year.

- Vision – grade 7 and all students new to the district
- Hearing - all students new to the district
- Postural Screening – grade 7 and 8 if parents request so

Any child will be exempted from a hearing test if he has been examined by a regularly licensed physician and from a visual test if he has been examined by a regularly licensed physician or optometrist upon presentation to the school authorities of a certificate to the effect that he has been examined during the twelve months immediately preceding the date of such testing. Any child whose parent submits to the school a written statement indicating that the parent does not wish the student to undergo the height/weight/BMI screening, will not be screened.

Parents will **not** receive notification of the results of annual testing unless a deviation from normal is identified. In the case of an identified abnormality, parents will receive a letter through the mail notifying

them of the actions necessary for further testing and diagnosis. In addition to the annual testing, if you notice your children experiencing difficulties with vision or hearing, please notify the school nurse who will be happy to administer the tests to those children as soon as possible. If you have any concerns about the testing or its results, please contact the school nurse.

### **Emergency Medical Authorization**

According to state law, each student is required to have an emergency medical authorization form on file with the school; a new form is required at the beginning of each school year. 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 at School**

Any student who becomes ill during the school day should report to the main office secretary. A determination will be made as to the appropriate action. It is important for students not to come to school with a fever or if they are vomiting. It is advisable to stay home until fever-free for twenty-four hours.

### **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 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 louse 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 re-admittance. The child will not be readmitted with live adults. 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 sprayed with the Absolute Clear household spray.

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 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 is not viable and does 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.

## **ADMINISTERING MEDICINES TO STUDENTS – GENERAL POLICY**

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 parent(s) at home. If this is not possible, it is done in compliance with the following.

1. 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.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing 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.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. 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.
5. The parent(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.
6. 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."
7. 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.

### **Students with Chronic Conditions**

Students are evaluated on an individual basis and care is customized to the student's individual needs.

### **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 parent 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 his/her parent(s). 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 parent or students.

## **ADMINISTERING MEDICINES TO STUDENTS – PROCEDURES**

Students needing medication are encouraged to receive the medication at home, if possible.

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.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
  - A. the name and address of the student;
  - B. the school and class in which the student is enrolled;
  - C. the name of the drug and the dosage to be administered;
  - D. the times or intervals at which each dosage of the drug is to be administered;
  - E. the date on which the administration of the drug is to begin;
  - F. the date on which the administration of the drug is to cease;
  - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
  - H. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
4. The person authorized to administer the drug receives a copy of the statement described above.

5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, 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.

#### **Over the Counter Medication (OTC)**

No student in grades K-8 may take any type of medication on school property, unless the proper information is on file in the clinic and the medication is kept in accordance with the following.

The medication must be presented for storage to the principal or 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 parents may administer their own medication. The parent or guardian must complete the proper form for administering the medication to the child which includes:

1. The student's name
2. The name of the drug and the dosage to be administered
3. The times or intervals at which each dosage is to be administered
4. The date the administration of the drug is to begin
5. The date the administration of the drug is to end
6. 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
7. Any adverse reactions that should be reported to a doctor
8. Any special instructions for administering the drug such as storage requirements
9. The signature of the parent or guardian

The school employee may refuse to administer any medication that exceeds the dosage recommendations on the original container.

### **Psychological Services**

The school psychologist provides service to students, teachers and parents. This service may include child study, student and parent counseling, and assisting teachers in planning instructional techniques for individual students.

### **Therapy – Speech, Language and Hearing**

The services provided by the therapist may include group screening, individual evaluations and therapy, and working with teachers on class-room techniques for improvement in speech and language.

## **STUDENT MANAGEMENT**

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules 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, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents 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.

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.

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. 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.

The building principal is charged with the proper enforcement of discipline in the total school setting. He/She has the discretionary authority to apply or authorize other certificated personnel to use the following disciplinary measures to correct pupil behavior:

1. Assign fix-it-tickets
2. Assign detention
3. Suspend
4. Recommend to the Superintendent for expulsion
5. Arrange in-school-restriction
6. Cite to Juvenile Court
7. Arrange student conference
8. Call juvenile authorities and/or notify police
9. Suspension of driving privileges as they relate to school activities
10. Remove students from school premises
11. Remove students from attending extracurricular activities
12. Prescribe other acceptable disciplinary measures
13. Assign After-School Detention

The preceding standard is a general standard that is to be used as a guide by all students. Students who allegedly violate the Student Behavior Code and are found to be in violation will be adjudicated by expulsion, out-of-school suspension, in-school-restriction, after school detention, and/or parental conference.

### **Student Suspensions, Expulsions, and Appeals Process as Per O.R.C. 3313.66 and O.R.C. 3313/661**

Major disciplinary actions such as suspensions and/or expulsion from school are used in the most serious disciplinary cases. While it is legally possible for the school principal/Superintendent to suspend a student to a total of ten (10) days, only the Superintendent of schools has the authority to expel a student from school.

#### **Removal, Suspension, and Expulsion**

The following administrative guidelines should be followed to provide a fair hearing for each student charged with an offense leading to emergency removal, suspension, or expulsion.

##### **A. Emergency Removal**

A student may be removed or excluded from a classroom or a school when s/he poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process

taking place in the classroom or the school premises. Such removal may be for a period of less than twenty-four (24) hours without being subject to suspension and expulsion procedures.

If a member of the school faculty removes a student, under his/her supervision, from a classroom or activity, s/he must submit to the principal written reasons for the removal as soon as practicable. If the principal should reinstate the student prior to a hearing following the removal, s/he shall provide the faculty member with written reasons for the reinstatement, if the staff member requests the reasons.

As soon as practicable after a removal in excess of twenty-four (24) clock hours but within three (3) school days, a hearing must be held by the principal. The person who caused, ordered, or requested the removal must be present.

Written notice must be provided to the student as soon as practicable prior to the hearing. If the probable outcome of the hearing is suspension, the hearing procedures applicable to a suspension must be applied. If the probable outcome is expulsion of the student, the hearing procedures applicable to an expulsion must be followed.

## **B. Suspension**

The Superintendent, principals, assistant principals, and other designated administrators may impose a suspension from school for disciplinary reasons outlined in the student code of conduct not to exceed ten (10) days duration. A suspension cannot be given solely for unexcused absences. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following school year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

The District permits students to complete any classroom assignments missed due to suspension. The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:

A. Superintendent and

B. student's school record (not for inclusion in the permanent record).

6. Permanent Exclusion — If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The principal, Athletic Director (if an administrator), and/or coach or activity supervisor may also prohibit a student from participating in any or all co-curricular and extra-curricular activities in accordance with the Code of Conduct/Student Discipline Code

**C. Appeal Procedure:** Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

**D. Appeal to the Court:** Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

#### **E. Responsibility for School Work**

- a. For any suspension (in or out of school), credit will be given for all assignments that are completed during the suspension.
- b. All assignments completed during the time of suspension will be submitted to the teacher on the student's first day back to school following the suspension. Assignments not submitted on the first day of return may earn reduced credit based on teacher late policy guidelines.
- c. In order to complete assignments that could not be completed during the suspension students are directed to work with teachers to create a plan for completion and submission not to exceed the length of the suspension.

**F. Expulsion:** Expulsion is the removal of a student from the schools or this District for a period not to exceed the greater of eighty (80) school days. Specific offenses involving firearms and knives and/or violent conduct may result in expulsion of up to one (1) year. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to apply the remaining period of expulsion to the following school year.

1. **Documentation:** If, in the principal's opinion, the alleged infraction may warrant expulsion, s/he shall, as soon as practicable after the infraction, refer the case to the Superintendent and submit the following documentation:
  - a. the rule(s) alleged to have been violated
  - b. the charges against the student
  - c. approximate date of the violation

- d. recommendation(s) for expulsion
- e. copy of the removal
- f. chronology of disciplinary/corrective actions and witness statements
- g. written notice to parents within one (1) day after removal

\*Upon request, the principal shall also submit:

- a. transcript of grades
- b. attendance records
- c. statements from professional staff regarding student's efforts, attitudes, or particular problems
- d. statement from counselor regarding help to student, attempts at remediation or correction, etc.

The Superintendent shall review the documents for accuracy and completeness and schedule a hearing not earlier than three (3) nor later than five (5) days after proper written notice has been provided to the parents by means of certified mail.

**2. Hearing Notice**

The notice shall contain:

- a. the rule(s) alleged to have been violated;
- b. the charges against the student;
- c. approximate date of the violation;
- d. the time and place for the hearing;
- e. a statement of the student's and parents' prehearing rights.

3. **Hearing:** The hearing shall be held before the Superintendent or the person s/he authorizes. The student and his/her parents or representative shall be given the charges and the opportunity to defend against such charges.

4. **Waiver:** It is the student's prerogative to waive his/her right to a formal hearing. This waiver is to be in writing and signed by both student and parents. The signatures should be witnessed. Additionally, the student can constructively waive the hearing by simply not availing himself/herself of the opportunity for it, but such waiver cannot be construed before the passage of a considerable period of time, since it operates to close off the student's rights.

5. **Notice of Expulsion:** Within one (1) school day after the student's expulsion, the Superintendent shall notify, in writing, the student's parents and the Treasurer of the reasons for the expulsion, the right to appeal the decision to the Board or its designee within two (2) days after receipt of the notice, the right to be represented in the appeal proceedings, and the right to request the appeal be conducted in executive session.

- The notification must also include the right to appeal to the Court of Common Pleas having jurisdiction in the District.
- If the student involved is sixteen (16) or older and the expulsion is for a violation of the Code of Conduct/Student Discipline Code which allows for permanent exclusion, the notice must also include the language “In accordance with State law, the student may be subject to permanent exclusion from the schools of this District”. Such proceedings shall be conducted in accordance with R.C. 3313.66, R.C. 3313.661, and R.C. 3313.662. (See AG 5610.01).

6. **Student’s Records:** A record of a student’s expulsion is to be made a part of his/her permanent record until s/he leaves the school and released in accordance with AG 8330 – Student Records. Days of absence shall be noted in the student’s permanent attendance record as an authorized absence because of suspension or expulsion.

G. **Disabled Students:** Where proposed disciplinary removals are or may be in excess of ten (10) days or where such removals will effect a change in placement, students with identified disabilities under IDEA and/or Section 504 will be referred to Director of Student Services, who will make arrangements for additional procedures in accordance with Board Policy 2465, the Model Policies and Procedures for the Education of Children with Disabilities, and/or Section 504.

H. **Alternatives to Suspension or Expulsion:** Based on the evidence presented at the hearing, the following alternatives may be explored:

1. In-school Restriction and/or After School Detention (see AG 5610.02)
2. Enrollment in an alternative school (see AG 2451)

## Student Behavior Code of Conduct

1. **Absence and Truancy** — A student shall not be late or absent from school or any portion of a school day without proper authorization.

2. **Abuse of Computer Hardware, Software and Copier** — A student shall not abuse the school district’s hardware or software including, but not limited to, the following: tampering with computer programs (whether such programs are commercially prepared or belong to another student or faculty member); using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using computer facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from the superintendent has been obtained.

3. **Assault** — A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person while such student is on school premises, under school authority (including buses) or while at any school-sponsored activity, function, or event.

4. **Assault on a School Employee** — A student shall not cause or attempt to cause physical injury to any school employee (1) on the school grounds during and immediately before or after school hours, (2) on the school ground at any other time when the school is being used by a school group, (3) off the school

grounds at any school activity or event, or (4) on school buses. Self-defense is not to be considered a violation of this rule. This also includes verbal or menacing threats.

**5. Compliance with Board Policies and Administrative Rules and Regulations** — A student shall comply with the policies of the Board of Education and all rules and regulations promulgated by the Superintendent and/or principals - such policies would include, but not limited to the tobacco policy, substance abuse policy, bullying policies, etc.

**6. Damage to Private Property** — A student shall not knowingly or with reckless disregard cause or attempt to cause damage to private property while such student is on school premises, under school authority (including buses) or while at any school-sponsored activity, function, or event.

**7. Damage to School Property** — A student shall not knowingly or with reckless disregard cause or attempt to cause damage to school property including but not limited to buildings, ground, equipment or materials. In accordance with State law, parents may be liable for payment for the cost of repair or replacement of any such property damage caused by the acts of their children.

**8. Dangerous Weapons** — Students are prohibited from bringing a fire-arm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored event, the superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 USCA Section 921) which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the devices described above.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored event. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to a school-sponsored activity, the superintendent shall expel the student from school, subject to the same conditions stated above.

**9. Disruptive Activity** — A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct cause disruption or obstruction of any lawful mission, process or function of the school. A student shall not engage in such conduct that may cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school if such a disruption or obstruction is reasonably certain to result. A student shall not urge other students to engage in such conduct that may cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably certain to result there from. This provision applies to extracurricular as well as curricular activities.

**10. Student Dress Code:**

Dress code guidelines are necessary to secure the safety of students and provide a healthy environment free from distractions and conducive to learning.

No hats, hoods, bandanas, head-coverings, or sunglasses. Students may not wear anything that conceals their identity or obscures their face, except for religious and/or medically-necessitated reasons.

Clothing or jewelry with offensive images or language, including profanity, hate speech, pornography, alcohol, tobacco, drugs, firearms, or related material is prohibited. Clothing or jewelry relating to illegal activities is prohibited.

Students may not wear clothing that exposes private body parts or underwear/undergarments. Student clothing should be long enough to cover the belly button.

Shoes will be worn at all times and not cause excessive wear or damage to school property.

Students may not wear clothing items or accessories with sharp pieces or points which could be a safety hazard for students.

Students will be expected to comply with stipulations placed on them by areas of our academic/extracurricular programs that consider standards of dress as necessary parts of their program (example: field trips, athletic squads, work programs, laboratories, etc.

In circumstances that might be considered dangerous to a student wearing a particular mode of dress or hairstyle (e.g laboratory situations), the student may be required to wear special clothing or protective gear.

On special Spirit/Theme Days, exceptions to the above may be made. Any exceptions will be announced in advance.

Students in violation of Dress Code policy will be required to change clothes and could face additional consequences if violations continue:

11. **False Information** — A student shall not give or assist in giving false or fictitious information to any police department, fire department, school official, or other person acting in an official and lawful capacity.

12. **Fighting** — A student shall not engage in physical or verbally abusive provocative activities or conduct directed toward another person which leads or, under the circumstances, could lead to harm to such other person or bystander. A student violating this rule will receive three (3) days out-of-school suspension for the first offense, five (5) days out-of-school suspension for the second offense and ten (10) days out-of-school suspension and possible expulsion for the third offense.

13. **Frightening, Degrading or Disgraceful Acts** — A student shall not while on school premises, under school authority (including buses) or while at any school-sponsored activity, function, or event, engage in any act or conduct which, under the circumstances, a reasonable person would believe does or is intended to frighten, degrade or disgrace the person toward whom the act or conduct is directed. A student shall not, while on school premises, under school authority (including buses) or while at any school-sponsored activity, function, or event, or with reckless disregard engage in any act or conduct which causes another person to reasonably believe that such student will cause physical harm to the

person or property of such other person. (Some examples of degrading acts are racial, ethnic, or religious slurs.)

14. **Gambling** — A student shall not engage in any form of gambling on school premises, under school authority (including buses), or while at any school-sponsored activity, function, or event.

15. **Hazing** — A student shall not subject any other students to do any act or coerce another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

16. **Insubordination** — A student shall not fail to comply with directions of the principals, teachers, or other authorized school personnel, nor shall a student be disrespectful of principals, teachers or other authorized school personnel, during any period of time when properly under the authority of school personnel.

17. **Leaving School Premises** — A student shall not leave school premises before the hour of dismissal except where individual school policy otherwise provides or without first obtaining the consent of an administrator.

18. **Misrepresentation, Forgery, and Plagiarism** — A student shall not, orally, or in writing, use or sign the name of another person, or falsify times, dates, grades, addresses, or other data on school records or in correspondence or other written material directed to the school or school personnel.

19. **Repeated Violations** — A student shall not repeatedly refuse to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

20. **School Bus Rules and Regulations** — All students are expected to abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled athletic transportation.

21. **Sexual Harassment** — In April 2024, the Office of Civil Rights issued revised Title IX regulations that are set to become effective after the publication date of this document. Due to the significant nature of the changes to policy with these new regulations, parents, students, and staff are directed toward Board Policy ACA, ACAA and Board Regulation ACA-R for the most accurate, up to date versions of the policy. These updates are located on the Granville EVSD website. Questions should be directed to the Director of Human Resources. Sexual harassment has no place in the Granville Exempted Village School District and will not be tolerated. Sexual harassment consists of sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between supervisors or those supervised, between coworkers, between employees and students, between students, or between any student or employee and a member of the public visiting our schools when:

- a. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or educational development;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or



- c. such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual innuendo directed from an employee to a student, or from a student to an employee, whether or not it meets the above sexual harassment definition, will not be tolerated.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- a. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- b. Physical assault.
- c. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- d. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- e. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- f. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- g. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- h. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- i. Consensual sexual relationships where such relationship leads to favoritism of a subordinate individual with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity.

**22. Theft** — A student shall not take or attempt to take into his or her possession property of the school district or property of another student, teacher, visitor, or employee of the school district without privilege to do so.

**23. Unauthorized Sale or Distribution** — A student shall not sell, distribute, or attempt to sell or distribute any object or substance which has not been properly authorized for sale or distribution to any person on school premises.

24. **Unauthorized Use of Fire** — A student shall not cause any flame, spark, or other form of fire to be ignited without authorization to do so.

25. **Use of Profane, Vulgar or Abusive Language or Gestures** — A student shall not use, display, or wear profane, vulgar, abusive or other words or gestures which under the circumstances are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities.

26. **Valuable Personal Property and Equipment** — Cell phones, Apple watches, and other technological devices are permitted in the building; however, they must be kept out of sight and silenced during the school day so as not to interfere with the educational process unless specifically instructed by the teacher or a staff member. The school is not responsible for lost/stolen phones, electronic devices, or other valuable personal property.

27. **Violation of Law** - A student shall not violate any law or ordinance when on school premises, while under school authority (including buses) or at any school-sponsored activity, function, or event. Conceivable action which may properly be subject to discipline, the superintendent or a building principal shall have the authority to suspend or expel a student for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

### **GMS Positive Behavior Intervention and Supports**

Granville Schools are committed to providing a positive learning environment for all students and following a research-based practice known as Positive Behavior Interventions and Supports (PBIS). Our Portrait of a Graduate work guides our implementation of a PBIS Framework. PBIS is a framework that guides school teams in the selection, integration and implementation of evidence-based practices for improving academic, social and behavior outcomes for all students. The PBIS process emphasizes four integrated-elements: data for decision making, evidence-based interventions and practices that support varying student needs (multi-tiered), systems that efficiently and effectively support implementation of these practices, and continual progress monitoring to ensure outcomes are met.

### **GMS Fix it Ticket System**

Students are expected to conduct themselves in such a manner that the rights of those who wish to learn will not be disrupted. It is impossible to write a code of conduct in such detail as to anticipate every type of misconduct that could possibly occur. Therefore, a school wide Fix it Ticket system will be used to monitor and correct inappropriate behavior with consequences that focus on the behavior, not the student. This Fix it Ticket system is in effect during the time that a student is under the supervision of school personnel, coaches, and activity sponsors, before, during and after school hours. Listed below is the recommended number of Fix it Tickets for various violations. Other inappropriate actions which are not listed here, or as defined by individual teacher requirements, may result in Fix it Tickets. Each case should be handled on an individual basis. The administration will assign consequences for major violations which include, but are not limited to, one or a combination of the following: additional Fix it Tickets, After School detention, community service, referral to outside agency and/or law enforcement, emergency removal, suspension, and/or recommendation to expel.

Students may not carry any of the following during the school day: book bags/backpacks (unless medical or other reason approved), laser pointers and pagers. Small chromebook bags are allowed. Students may access their cell phone before/after school and during lunch, **although we strongly encourage**

***students to actually converse with one another at lunch.*** Otherwise, the cell phones should be out of sight/not used unless given permission by a staff member. ***Cell phones and other electronic devices should not be accessed in the restrooms, locker rooms, and between classes.***

**Minor Violations: (Could result in issuance of Fix it Ticket points)**

Defiance, Disrespect, Disruption, Bullying (Teasing/Messing Around), Inappropriate Language, Minor Physical Contact, Property Misuse, Technology Violation.

**Major Violations: (Result in a referral to Administration)**

Threats, Harassment, Intimidation, Intent to Harm, Sexual Harassment, Hateful/Racist Comments, Possession of Illegal Items, Vandalism, etc....

**GMS Fix it Ticket Accumulation Penalties**

Fix it Tickets accumulate over the course of the school year. Consequences will be assigned as follows:

3 Fix it Tickets: Lunch Detention

6 Fix it Tickets: 1 Hour After School Detention

9 Fix it Tickets: 2 Hour After School Detention

12 Fix it Tickets: 1 Day In-School Restriction

Over 15 Fix it Tickets: Team Meeting with possible additional consequences

In-school suspension or an out-of-school suspension could be assigned for repeated violations.

**After School Detention**

After-school detention has been established as an alternative to a Saturday school. It will run once a week for one hour, 3-4pm, or 2 hours from 3-5pm in a specified classroom. Detention will always be supervised by school staff. Detention takes priority over any practices, games, rehearsals, etc. Students must serve the entire one or two hours in order to receive credit. During that time, students will complete a reflection activity that allows them to reflect on their behavior, and develop alternative actions to the situation in the future. Furthermore, students must come prepared to study, read or complete school work.

**Bus Regulations**

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period not to exceed one school year. The only due process required is the student

must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

### **Conduct at School Activities, Assemblies/Pep Rallies**

1. Students will not throw any materials onto the field of play.
2. Obscene cheers or language are not permitted.
3. Cheers will not be allowed that treat our opponents in a negative manner.
4. Students will not be allowed to wear clothing or have materials in their possession that reflect in a negative way on our opponents or us.
5. Behaviors that represent Granville Middle School/Granville Schools in a negative manner will not be allowed.

Violation of the above will result in one or more of the following:

1. Immediate removal from the extracurricular activity.
2. Denial of the privilege to attend any of the activities where the behavior occurred.
3. Denial of the privilege to attend any extracurricular activity.
4. Suspension and/or expulsion.

### **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. repetitive and 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 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**

### **Formal Complaints**

Students and/or their parents 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.

### **Informal Complaints**

Students, parents or guardians 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.

## **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 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.

## **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 a 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 his/her report be anonymous.

**B. Nondisciplinary 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 actions. 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 PARENT 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 parent 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 HIS/HER CUSTODIAL PARENT OR GUARDIAN**

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/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 parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians 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.

## **Network and Internet Access Agreement for Students**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. The Board of Education is pleased to provide Internet services to its students.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the building policies.

## **STUDENT CODE OF CONDUCT**

The due process rights of all users will be respected in the event there is a 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 Internet connection ("Network") for educational purposes. 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 action 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. Parent 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 exhaustive, 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 program;
2. Telecommunications;
3. General information.

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 use.

### **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 his/her 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 appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The District shall monitor the user's online activities, through direct observation and/or technological means, to endeavor to ensure that users are not accessing such depictions or any other materials that are inappropriate for the educational setting. To the extent practical, 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 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; or use of specific monitoring tools to review browser history and network, server, and computer logs.

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

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

## **Access**

Selected Network resources are intended only for the use by their 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 the Network only under the supervision of a staff member.

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 e-mail 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, but a location 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 user. The Network, however, could also be abused. 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:

1. 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.
2. Users shall not misrepresent themselves on the Network (e.g. logging in as someone else).
3. 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.
4. Users shall not create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials.
5. Users shall not reveal any personal information beyond directory information about themselves, other students, or District employees, including social security numbers, passwords, etc.
6. 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.

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.

8. 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.

9. Users shall not engage in cyberbullying. "Cyberbullying is the use of technology to harass, threaten, embarrass, or target another person." (<http://kidshealth.org/parent/positive/talk/cyberbullying.html>) Cyberbullying includes, but is not limited to the following:

- a. Posting slurs or rumors or other disparaging remarks about a student on a website or blog;
- b. Sending e-mail, instant messages, or text messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- c. Using a camera or phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
- d. Posting misleading or fake photographs of students on web

### **Web Sites**

Web sites created for school community organizations through the Network or linked to District's web site 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 Electronic Communications Equipment, Policy JFCK**

In accordance with BOE Policies, students using personal electronic communications equipment are to follow all rules as established and only connect or attempt to connect to networks designated for student use/BYOD. Policy EDEB, Bring Your Own Technology Program. See BYOD guidelines & Frequently Asked Question

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.

### **WIRELESS COMMUNICATION DEVICES**

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions. WCDs may be permitted in buildings where approved WCD zones have been established or prior approval has been given by a staff member.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the administrator or coach/advisor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student has a special health circumstance (e.g., an ill family member, or his/her own special health condition).
  
- B. The student is using the WCD for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

The use of WCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms and/or swimming pool.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy XXXXX – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography). Any search will be conducted in accordance with Policy XXXX – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A staff member who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Students may use school phones to contact parents/guardians during the school day with permission of the principal.

## **SUBSTANCE ABUSE POLICY**

### **Philosophy Statement:**

The Granville School District believes that the unlawful use or possession<sup>1</sup> of mind/mood altering substances<sup>2</sup> is wrong and harmful.

The District also believes that the use of or possession of drug paraphernalia,<sup>3</sup> counterfeit drugs,<sup>4</sup> or non-alcoholic beer may lead to facilitation of illegal activities, students consuming unknown substances, and other detriments to person and community.

The District recognizes that mind/mood altering substance use may lead to addiction, a treatable medical disease. Therefore, in developing this policy the Granville School Board has tried to maintain a balance between compassion and aid to the students suffering from alcohol and/or other mind/mood altering substance use and the safety and protection of the academic environment of students who wish to learn.

Additionally, the Granville School Board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their place as educators and not perform the duties of police or diagnostician. It is important to recognize that the Granville Schools do not offer a treatment program. Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead, our goals are education/ prevention, intervention/referral and support/guidance.

The Granville Schools' Board of Education is responsible for establishing a substance abuse policy and directing its implementation. It carries these duties out through the District Administrators and Safe, Drug Free Schools Program. The Granville School Board calls upon the administrators, faculty, staff, parents and students to collectively insure the policy's success.

### **Policy:**

No student shall possess; consume or use; show signs of use or consumption;<sup>5</sup> distribute;<sup>6</sup> or buy any substance which is represented as or understood to be a mind/mood altering substance while at school, on school property, at any school-related function, held on or off school premises, or while riding authorized school transportation.

Likewise, no student shall consume or use, or show signs of consuming or using any mind/mood altering substance prior to entering upon school property or participating in any school function.

Furthermore, no student shall possess, use, distribute or buy any non-alcoholic beer, counterfeit drug, or drug paraphernalia while at school, on school property, at any school-related function, held on or off school premises, or while riding authorized school transportation.

### **Penalties:**

The school penalties for violation of any part of this policy shall be:

#### **First Offense**

1. Law enforcement officials will be notified as permitted by law.
2. The Building Principal will suspend<sup>7</sup> the student for ten (10) days, out of school, in compliance with all requirements of law. The suspension may be reduced to no less than five (5) days if the following occur:
  - a. The student proceeds to be evaluated by a chemical dependency professional approved by the school.
  - b. The student agrees to follow any other recommendations of the school.
  - c. The chemical dependency professional satisfactorily notifies the Building Principal of the foregoing.

#### **Second Offense**

1. The Building Principal will recommend that the Superintendent expel<sup>8</sup> the student in compliance with all requirements of law.
2. Law enforcement officials will be notified as permitted by law.

### **DEFINITION OF TERMS**

<sup>1</sup>Possession: Possession includes, without limitation, retention on the student's person without any

attempt to distribute. This not only includes articles being found on one's person, but also in purses, wallets, back-packs, lockers, desks or vehicles on school property.

<sup>2</sup>Mind/Mood Altering Substances: Mind/mood altering substances shall include all alcoholic beverages, all pills, and all other drugs or other substances which have the effect of exciting, relaxing, or otherwise changing moods. Examples include but are not limited to: beer, wine, wine coolers, liquor; household aerosols, solvents, adhesives and fuels used as inhalants; steroids, marijuana, hashish, cocaine in all forms, hallucinogens, opiates, heroin, barbiturates, stimulants, and designer drugs. (Designer drugs are those drugs with an altered molecular structure but otherwise identical to another recognized drug.)

<sup>3</sup>Drug Paraphernalia: Drug paraphernalia includes any utensil or item as defined by ORC 2925.12 and 2925.14 and/or that which in the school's judgment can be associated with the use of mind/mood altering substances. Examples include, but are not limited to: roach clips, pipes, rolling papers, measuring scales, razor blades, and syringes. Drug paraphernalia may also include pagers, beepers, and other devices as defined by ORC 3313.7537.

<sup>4</sup>Counterfeit Drugs: Counterfeit drugs are those non-prescription substances that may have mind/mood altering properties. (Also referred to as "drug look-alikes.")

<sup>5</sup>Show Signs of Use or Consumption: Signs of use or consumption may include behavioral observations such as uncoordinated physical movement, slurred speech, etc. Signs may also include physical manifestations such as alcohol on breath, dilated pupils, etc., regardless of whether there are any observable behavioral changes.

<sup>6</sup>Distribute: Distribution includes, without limitation, delivering, selling, offering to sell, giving as gift, passing, or sharing.

<sup>7</sup>Suspend: Specific policies and procedures for suspension will apply the same as in any situation where such action is deemed appropriate for a student of the Granville Schools. Refer to those policies in the Student Handbook.

<sup>8</sup>Expel: Specific policies and procedures for expulsion will apply the same as in any situation where such action is deemed appropriate for a student of the Granville Schools. Refer to those policies in the Student Handbook.

### **GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT TOBACCO POLICY**

**Philosophy Statement:** The Granville School District believes that tobacco is the number one cause of preventable death, disease, and disability in the United States. The District further believes that tobacco is one of the most widely available and commonly used drugs, and that its use results in the most widespread drug dependency. In particular, the District is aware that the great majority of adult tobacco users began using before they reached adulthood. In response, it is the policy of the Granville Schools to provide discipline as well as positive action to address tobacco use and/or dependency by its students.

**Policy:** No student shall possess, use, distribute or buy any smoking or smokeless tobacco products or paraphernalia, or simulated tobacco products (e-cigarette, Juuls, etc.) or paraphernalia (Juul pods, etc.) while at school, on school property, at any school-related function held on or off school premises, or while riding authorized school transportation.



**Penalties:** The school penalties for violation of any part of this policy shall be:

### **First Offense**

1. The Building Principal will notify the Granville Village Police and/or Juvenile Court of the student's violation of Ohio Revised Code Section 2151.87(b), Tobacco Prohibition for Minors. The Granville Village Police will take appropriate steps to file charges for violation of this law.
2. Students will receive a five-day in-school suspension, reduced to three days in-school suspension if Nicotine School is attended and verified.
3. The student will have their school parking permit, if applicable, revoked for the next 45 school days. If there are not 45 days left in the school year, the remainder will carry over to the following school year.
4. The student will have their open lunch privileges, if applicable, revoked for the next 45 school days.
5. The student will have their late arrival/early dismissal, if applicable, privileges revoked for the next 45 school days.

### **Second Offense**

1. The Building Principal will notify the Granville Village Police and/or Juvenile Court of the student's violation of Ohio Revised Code Section 2151.87(b), Tobacco Prohibition for Minors. The Granville Village Police will take appropriate steps to file charges for violation of this law.
2. The Building Principal will suspend<sup>3</sup> the student for five days in-school suspension-
3. The student will have their school parking permit, if applicable, revoked for the next 90 school days. If there are not 90 days left in the school year, the remainder will carry over to the following school year.
4. The student will have their open lunch privileges, if applicable, revoked for the next 90 school days.
5. The student will have their late arrival/early dismissal, if applicable, privileges revoked for the next 90 school days.

### **Third Offense**

1. The Building Principal will notify the Granville Village Police and/or Juvenile Court of the student's violation of Ohio Revised Code Section 2151.87(b), Tobacco Prohibition for Minors. The Granville Village Police will take appropriate steps to file charges for violation of this law.
2. The Building Principal will suspend the student for five days, out of school, in compliance with all requirements of law. The suspension may be reduced to two days out of school if Nicotine School is attended and verified.

### **DEFINITION OF TERMS**

<sup>1</sup>**Possession** includes, without limitation, retention on the student without any attempt to distribute. This not only includes articles being found on one's person, but also in purses, wallets, back-packs, lockers, desks or vehicles on school property.

<sup>2</sup>**Distribute:** Distribution includes, without limitation, delivering, selling, offering to sell, giving as a gift, passing, or sharing.

<sup>3</sup>**Suspend:** Specific policies and procedures for suspension will apply the same as in any situation where such action is deemed appropriate for a student of Granville Schools. Refer to those policies in the Student Handbook.

## ACADEMIC CODE OF INTEGRITY

### **STATEMENT OF PHILOSOPHY**

We believe that a life of honesty and integrity should be at the core of all human endeavors. Building character and academic integrity, as well as promoting academic success, is a priority at GMS. In a society where the lines between honesty and cheating are blurred, we challenge students to make honest decisions in their academic, extracurricular, and social commitments. Therefore, cheating, plagiarizing, and lying are unacceptable behaviors for a person of character.

**VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY** – violations must be observed or verified by a Granville Exempted Village School District employee.

1. Using, as your own, the work, ideas, and information provided, knowingly or unknowingly, by others.
  - a. Sharing and/or copying homework, labs, projects, and/or all other assignments.
  - b. Bringing in and/or using unauthorized information during class time, including information stored in an electronic or technological device.
  - c. Sharing and/or copying test/quiz answers.
  - d. Using friends'/siblings' papers or work from previous years as your own.
  - e. Knowingly taking credit for an assignment to which you did not contribute.
  - f. Fabricating or "fudging" data, information, or sources to pass off made up material as the result of genuine efforts.
  - g. Changing answers during trade and grade (graded assignment) or grade-your-own.
  - h. All other requirements as defined by an individual teacher (including artificial intelligence software).
2. "The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers" (South Lakes High School, 2006).
  - a. Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
  - b. Copying another's work.
  - c. Using another's ideas without proper citations.
  - d. Incorporating portions of another's writing within the context of your own work.
  - e. Failing to acknowledge a source of information.
  - f. Using "unique" phrases without citations.
  - g. Using graphics, charts, diagrams, and illustrations without citations.
  - h. All other requirements as defined by an individual teacher.

**RESPONSIBILITIES:** Supervision of the Policy is the joint responsibility of the faculty, students, and parents.

1. Student Responsibilities
  - a. Accept responsibility for what they know and what they don't know.

- b. Prepare adequately for all forms of evaluation (for example: quizzes, tests, exams, and projects).
  - c. Take advantage of opportunities for help from teachers and tutoring programs.
  - d. Consult the teacher when any questions arise regarding the use of sources.
  - e. Understand the Academic Integrity Policy including the violations and consequences.
  - f. Understand how to properly cite a resource.
  - g. Initiate the appeal process if necessary.
2. Teacher Responsibilities
- a. Teachers should:
    - i. Create an environment conducive to academic integrity, which may include:
      - 1. Monitor student behavior closely during tests.
      - 2. Separate student desks as much as possible.
      - 3. Consider presenting tests in various formats and using a variety of assessment techniques.
    - ii. Review the Policy with students, making students aware of the Policy at the beginning of each course.
    - iii. Administer the consequences stipulated by the Policy.
    - iv. Ensure that the Policy is being applied consistently throughout the class.
  - b. When an incident of cheating occurs, first talk with the student about the incident, contact the parent(s), and then report that incident to the Ast. Principal using the referral form.
3. Parent Responsibilities
- a. Read and discuss the Policy with their child to assure that he/she understands the provisions of the Policy.
  - b. Encourage their child to keep high standards of behavior with regard to integrity, honesty, and personal responsibility, and to refrain from behavior which will result in disciplinary action by the school.
  - c. Promote the belief that learning is its own reward, and that grades are less important than the expectation that one should do the best that one can.
4. Administrator Responsibilities
- a. Assure that all faculty, students, and parents receive and understand the Policy.
  - b. Establish a school-wide environment which encourages academic integrity.
  - c. Assist teachers in enforcing the Policy.
  - d. Maintain accurate records of Policy violations.
  - e. Administer the consequences stipulated by the Policy.
  - f. Ensure that the Policy is being applied consistently throughout the school.

**CONSEQUENCES FOR STUDENTS WHO VIOLATE THE POLICY:** offenses accumulate throughout their middle school career.\*

### 1st Offense

1. Using the referral form, teacher contacts parents & reports the incident to the Ast. Principal.
2. Assistant. Principal notifies school counselor, parent (for a follow-up), principal and Coaches/Student Council Advisor if applicable.
3. Student involved forfeits credit for the assignment, assessment, project, etc. not to exceed 10% of the quarter grade. A plagiarism violation requires satisfactory completion of the written assignment/essay in order to earn a maximum of 50% on the written assignment/essay.
4. Student Council members receive a one-month suspension.

5. Lose eligibility for student-of-the-month/student ambassador program.

## **2nd Offense**

1. Using the referral form, teacher contacts parents & reports incident to the Assistant Principal.
2. Assistant Principal notifies school counselor, parent (for a follow-up), principal and Coaches/Student Council Advisor if applicable.
3. All interested parties – student, parents, teachers, administrator, and counselor – may meet to discuss violations of the policy and/or a letter will be sent home.
4. Student involved forfeits credit for the assignment, assessment, project, etc. not to exceed 10% of the quarter grade. A plagiarism violation requires satisfactory completion of the written assignment/essay in order to earn a maximum of 50% on the written assignment/essay.
5. Student will be removed from Student Council.

## **3rd Offense and Beyond**

1. Using the referral form, teacher contacts parents & reports incident to the Ast. Principal.
2. Assistant Principal will notify principal immediately.
3. Student involved forfeits credit for the assignment, assessment, project, etc. not to exceed 10% of the quarter grade. A plagiarism violation requires satisfactory completion of the written assignment/essay in order to earn a maximum of 50% on the written assignment/essay.
4. The administrator will immediately notify the student's parents and issue a one day in-school suspension.
5. The student's teachers will also be notified of the cause of the suspension. The administrator will hold a conference with the student and his/her parents.
6. Consequences for any additional violations of the Policy will be discussed at that time.
7. A letter listing the offenses will be included in the student's file that is sent to GHS.

\*Students who commit a second offense before the first is discovered/reported will receive the following consequences:

1. Both violations will receive first offense consequences.
2. An additional violation will be treated as the third offense and will receive the appropriate consequences.

## **TEACHER REFERRAL PROCESS**

Referral forms will be available to teachers in both the school counselor's office and the main office, work room, etc. Teachers are to report all violations of the Policy.

### **GHS ACADEMIC CODE OF INTEGRITY**

(applies to GMS students taking GHS level courses like Alg or above, French 8/Spanish 8, Bio and above, etc.).

## **STATEMENT OF PHILOSOPHY**

We believe that a life of honesty and integrity should be at the core of all human endeavors. Building

character and academic integrity, as well as promoting academic success, is a priority at GHS. In a society where the lines between honesty and cheating are blurred, we challenge students to make honest decisions in their academic, extracurricular, and social commitments. Therefore, cheating, plagiarizing, and lying are unacceptable behaviors for a person of character.

**VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY** – violations must be observed or verified by a Granville Exempted Village School District employee.

1. Using, as your own, the work, ideas, and information provided, knowingly or unknowingly, by others.
  - a. Sharing and/or copying homework, labs, projects, and/or all other assignments.
  - b. Bringing in and/or using unauthorized information during class time, including information stored in an electronic or technological device.
  - c. Sharing and/or copying test/quiz answers.
  - d. Using friends'/siblings' papers or work from previous years as your own.
  - e. Knowingly taking credit for an assignment to which you did not contribute.
  - f. Fabricating or "fudging" data, information, or sources to pass off made up material as the result of genuine efforts.
  - g. Changing answers during trade and grade (graded assignment) or grade-your-own.
  - h. All other requirements as defined by an individual teacher.
  
2. "The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers" (South).
  - a. Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
  - b. Copying another's work.
  - c. Using another's ideas without proper citations.
  - d. Incorporating portions of another's writing within the context of your own work.
  - e. Failing to acknowledge a source of information.
  - f. Using "unique" phrases without citations.
  - g. Using graphics, charts, diagrams, and illustrations without citations.
  - h. All other requirements as defined by an individual teacher.

**RESPONSIBILITIES:** Supervision of the Policy is the joint responsibility of the faculty, students, and parents.

1. Student Responsibilities
  - a. Accept responsibility for what they know and what they don't know.
  - b. Prepare adequately for all forms of evaluation (for example: quizzes, tests, exams, and projects).
  - c. Take advantage of opportunities for help from teachers and tutoring programs.
  - d. Consult the teacher when any questions arise regarding the use of sources.

- e. Understand the Academic Integrity Policy including the violations and consequences.
  - f. Understand how to properly cite a resource.
  - g. Initiate the appeal process if necessary.
2. Teacher Responsibilities
- a. Teachers should:
    - i. Create an environment conducive to academic integrity, which may include:
      - 1. Monitor student behavior closely during tests.
      - 2. Separate student desks as much as possible.
      - 3. Consider presenting tests in various formats and using a variety of assessment techniques.
    - ii. Review the Policy with students, making students aware of the Policy at the beginning of each course.
    - iii. Administer the consequences stipulated by the Policy.
    - iv. Ensure that the Policy is being applied consistently throughout the class.
  - b. When an incident of cheating occurs, first talk with the student about the incident, contact the parent(s), and then report that incident to the Assistant Principal using the referral form.
3. Parent Responsibilities
- a. Read and discuss the Policy with their child to assure that he/she understands the provisions of the Policy.
  - b. Encourage their child to keep high standards of behavior with regard to integrity, honesty, and personal responsibility, and to refrain from behavior that will result in disciplinary action by the school.
  - c. Promote the belief that learning is its own reward, and that grades are less important than the expectation that one should do the best that one can.
4. Administrator Responsibilities
- a. Assure that all faculty, students, and parents receive and understand the Policy.
  - b. Establish a school-wide environment that encourages academic integrity.
  - c. Assist teachers in enforcing the Policy.
  - d. Maintain accurate records of Policy violations.
  - e. Administer the consequences stipulated by the Policy.
  - f. Ensure that the Policy is being applied consistently throughout the school.

## **CONSEQUENCES FOR STUDENTS WHO VIOLATE THE POLICY:**

Offenses accumulate throughout their high school career.\*

### **1st Offense**

1. Using the referral form, teacher reports incident to the Assistant Principal.
2. Assistant Principal notifies school counselor, parent, and National Honor Society Faculty Council.
3. Student involved forfeits credit for the assignment not to exceed 10% of the quarter grade.
4. If the student commits a plagiarism violation, then satisfactory completion of the written assignment/essay in order to earn a maximum of 50% on the written assignment/essay; otherwise, the written assignment/essay receives a 0% and the reduction limit of 10% is forfeited.
5. Student forfeits eligibility for induction first year into NHS.

### **2nd Offense**

1. Using the referral form, teacher reports incident to the Assistant Principal.
2. All interested parties – student, parents, teachers, administrator, and counselor – meet to discuss violations of the policy.
3. Student involved forfeits credit for the assignment not to exceed 15% of the quarter grade.
4. If the student commits a plagiarism violation, then satisfactory completion of the written assignment/essay in order to earn a maximum of 50% (35% if a repeat plagiarism violation) on the written assignment/essay; otherwise, the written assignment/essay receives a 0% and the reduction limit of 15% is forfeited.
5. Student forfeits eligibility for induction into NHS.

### **3rd Offense and beyond**

1. Using the referral form, teacher reports incident to the Assistant Principal.
2. Student involved forfeits credit for the assignment not to exceed 20% of the quarter grade.
3. If the student commits a plagiarism violation, then satisfactory completion of the written assignment/essay in order to earn a maximum of 50% (35% if a repeat plagiarism violation) on the written assignment/essay; otherwise, the written assignment/essay receives a 0% and the reduction limit of 20% is forfeited.
4. The administrator will immediately notify the student's parents and issue a one-day in-school suspension.
5. The student's teachers will also be notified of the cause of the suspension. The administrator will hold a conference with the student and his/her parents.
6. Consequences for any additional violations of the Policy will be discussed at that time.
7. A letter listing the offenses will accompany any transcript requested within five years of graduation.

### **\* Students who commit a second offense before the first is discovered/reported will receive the following consequences:**

1. Both violations will receive first offense consequences.
2. An additional violation will be treated as the third offense and will receive the appropriate consequences.

### **TEACHER REFERRAL PROCESS**

1. Referral forms will be available to teachers in both the guidance office and the main office. Teachers are to report all violations of the Policy.

Works Consulted:

Mountain Lakes High School. "Honor Code." 7 Feb. 2006

<https://www.mtlakes.org/hs/honcode.pdf>.

South Lakes High School. "South Lakes High School Code of Academic Integrity." 6 Feb. 2006

<https://www.fcps.k12.va.us/SouthLakesHS/backpack/Code%20of%20Academic%20Integrity.pdf>.

## **Student Rights and Responsibilities**

### **Introduction**

Students are entitled to basic civil liberties (such as freedom of expression, association, assembly, and the right to petition) except those which endanger the health or safety of the students, or disrupt the educational process, or might be libelous, or contain profanity or obscenity, or advocate racial or religious prejudice, or advocate the use of force or violence or opposition to the democratic process. The community is entitled to responsible action in the exercise of these civil liberties. It is the purpose of the schools not only to encourage the use of these liberties, but to inculcate a sense of responsibility and good citizenship within its students.

### **Freedom of Expression**

- A. Student Publications – Students are permitted to join together within the school to produce such publications as they wish, provided they identify themselves to the publication. Faculty advisors must serve as consultants on style, grammar, format, suitability of materials, and the general philosophy and purpose of the publication. The principal may for good cause prohibit publication or distribution of material.
- B. School Communications – Reasonable access shall be made available to recognized student groups for announcements and statements to the student body through the public address system, bulletin boards, handbills, publications, and personal contact. The administration, faculty, and student organizations shall jointly establish guidelines as to the manner, time, and place for using these communication techniques.
- C. Forums – Open forums are encouraged to provide students with the opportunity to speak or hear others speak on topics of general interest. Classrooms, school assemblies, and co-curricular organizations are the most appropriate forums, but not the only ones, for the oral exchange of ideas. These forums may be restricted, or prohibited, by the principal or faculty advisor for good cause.
- D. Personal Appearance – A student is expected to maintain reasonable standards of dress and grooming. If at any time the principal feels that a student's dress or appearance may cause disruption and/or interfere with the normal school and class activities, may endanger the health or safety of the student or other persons, or is indecent, the student shall be required to correct the problem. Upon failure of the student to comply, the principal may take appropriate disciplinary action. Instructors in certain areas may require special dress and grooming standards if safety or health factors are involved.

### **Freedom of Association**

- A. Co-curricular Activities – Students may organize associations or groups within the school for political, social, athletic, and other lawful purposes. No group or association may deny membership to any student because of race, religion, or nationality. All co-curricular associations or groups must have a faculty advisor and present to the principal a complete current



membership list. The affiliation of any co-curricular group or association with any out-of-school association that advocates or whose leaders advocate the use of violence or force to accomplish its ends or advocates the forceful overthrowing of government is prohibited. In addition, no co-curricular group or association may affiliate with a fraternity or sorority or with an out-of-school association that is formed for unlawful purposes.

- B. Out-of-School Activities – No disciplinary action will be taken by the school against a student for participation in out-of-school activities except when:
  - a. the student participated in an out-of-school activity contrary the attendance guidelines;
  - b. the student claims to represent the school or one of its organizations without authorization from the principal.
- C. Student Government – The function and powers of student governments are to be determined within each school and with the following minimum structure:
  - a. the organization, operation, and scope of the student government should be specified in a written constitution which students have helped to formulate;
  - b. All students shall have the right to vote and the opportunity to hold office.

### **Student participation in school affairs**

The Board of Education believes that students should be invited to participate in the governance of school activities at levels appropriate to their ages and competencies because:

- A. students should have a part in the determination of activities which so deeply affect their lives;
- B. as an institution fundamental to the operation of a democratic society the schools should strive to exemplify the democratic ideal of citizen participation in decision making;
- C. as part of their educational development, students should assume some of the responsibility of planning and executing the activities of the schools;
- D. students are a valuable resource whose contributions can materially aid and benefit the schools.

Suggestions for the improvement of the schools may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the educational goals of the District.

### **Student-Sponsored Publications**

The Board encourages student publications as classroom-related learning experiences in such courses as English and journalism and as extracurricular activities. These allow for coverage of student activities and the writing and printing of original literary and artistic productions; however, certain necessary guidelines are established to regulate the publication and dissemination of student publications.

### **School-Sponsored Publications**

School publications afford an educational experience for students interested in this activity and should provide an opportunity for the sincere expression of all facets of student opinion. These guidelines are as follows.

1. Faculty advisors advise on matters of style, grammar, format and suitability of materials.
2. The school publication reflects the policy and judgment of the student editors. Material of a controversial nature should not be prohibited unless it:

- a. threatens to disrupt the educational process of the school, damage other individuals or advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use);
  - b. threatens any person or group within the school or advocates unlawful discrimination;
  - c. advocates violation of the law or official school regulations;
  - d. is considered false or libelous, based upon available facts and
  - e. is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.
3. The final decision as to the suitability of material rests with the principal after consultation with the student editor and faculty advisor. Parties have the right of appeal to the Superintendent.

### **Public Complaints and Grievances**

Any person or group having a legitimate interest in the schools of this District shall have the right to present a request, suggestion, complaint, or grievance concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the School District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures shall be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

### **Matters Regarding a Professional Staff Member**

1. The Administration and each bargaining unit member shall make every effort to resolve parental complaints concerning members through various avenues of personal conferences and contacts between the member, pupil, parent, principal and/or other appropriate staff personnel. If such conferences do not lead to understanding and resolution of the problems involved, a parent may pursue further action by submitting a complaint against a member which must be in writing, signed, and dated, to the employee's immediate supervisor.
2. Further action shall be initiated by the following procedure:
  - a. If requested by the complainant or member, a meeting involving the member, the member's immediate supervisor, and the complaining parent will be arranged as soon as possible to discuss the complaint.
  - b. If no resolution is reached, either the complaining parent or member may appeal to the Superintendent who shall attempt to resolve the problem. If either party is not satisfied with the disposition, they may appeal to the Board.
  - c. In each of the steps above, a member and/or parent may request and be accompanied by counsel and/or representative of his/her choosing provided notification is given by either party to the other no less than twenty-four (24) hours in advance of the meeting.

- d. All complaints received by a Board member or the Superintendent which may result in action being taken against the member shall be referred to the employee's immediate supervisor.
  - e. In the event of an uncooperative complaining parent, the above procedure will still be followed to the maximum extent possible with the further understanding that no action will be taken against a member on the basis of the complaint unless its allegations are independently corroborated by credible evidence.
3. Any parental complaints that are placed in official personnel files shall be treated in accordance with the appropriate provisions of this Agreement. All such complaints must be signed and dated. A copy of any such document shall be given to the member(s) involved at the time they are placed in the personnel file.

## **Search and Seizure**

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

## **SEARCHES OF SCHOOL PROPERTY ASSIGNED TO A STUDENT**

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.

3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

### **SEARCHES OF A STUDENT'S PERSON OR PERSONAL PROPERTY BY SCHOOL PERSONNEL**

Principals and their designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence which indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

### **SEARCHES OF STUDENT PROPERTY BY LAW ENFORCEMENT OFFICIALS**

A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

### **INTERROGATIONS BY LAW ENFORCEMENT OFFICIALS**

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.

4. The administration shall notify the parent(s) of the student to be interviewed by the law enforcement officials, if the law enforcement officials have not, before the student is questioned so that the parent(s) may be present if they so desire.
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).
7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters which are properly in the realm of a law enforcement agency.

## **GMS General Information**

### **AUTOMOBILES**

Middle school students are not permitted to drive vehicles to school.

### **AFTER SCHOOL**

Students are not permitted to stay after school (after 3:00pm) unless they are being supervised by a coach, staff member, approved adult, etc.

### **BACKPACKS**

Due to limited space as well as physical growth and development of our students, all backpacks should remain in lockers.

### **BEFORE SCHOOL**

Students are not to be in the building before 7:35 am unless supervised by a coach, advisor or staff member.

### **DANCES (if we have them)**

Dances are sponsored by the GMS Student Council (when there is enough student interest). Dances are after school.

### **Expectations:**

1. Students are not permitted to leave and re-enter before the end of the dance. If a student wants to leave early, we must have a note, email, phone call, etc. Transportation home should be arranged in advance. Students who are not promptly picked up may not be allowed to attend the next dance.
2. Proper behavior is expected at all times and school rules apply.
3. Students will have access to their lockers before/after dances.
4. Unless announced in advance, school dress code applies.
5. Students are expected to dance appropriately.
6. If these rules are not followed, students may be asked to leave the dance.

### **Announcements**

Weekly announcements, highlighting important events and dates, will be e-mailed to families, posted on

schooling (for students) and, at times, announced during school day. Sign-up for emails by going to the District Web page.

### **Electronic Surveillance**

GMS Utilizes an electronic surveillance system by way of security cameras. Cameras are placed in common areas where there is no reasonable expectations of privacy and shall not include locker rooms. The building principal and dean of students shall be responsible for the management, audit and use of electronic surveillance.

### **Emergency Closing of School/Delays**

In the event of severe weather or other emergencies that could close or delay school, notification will occur through the District's School Messenger phone system and also by local radio and TV stations.

### **FINANCIAL OBLIGATIONS**

Students who have financial obligations at the end of the year shall receive a statement with a record of the obligation placed in the student's cumulative file. Grade cards will be withheld until the obligation is met. Obligations for which grade cards may be held include but are not limited to the following: unpaid school fees; missing or defaced library or textbooks; athletic uniforms and equipment; and other school related obligations. However, if there is a financial hardship, please contact the principal.

### **Food and Beverages**

Students are allowed to carry a water bottle. Furthermore, students are permitted to have healthy snacks throughout the day. Certain classrooms are prohibited from having food in them, such as science, art and technology. Students really should not come to school with drinks such as Red Bull, Monster, etc.

## **FOOD IN THE CLASSROOM POLICY**

Guidelines for a Healthy Classroom: Holiday parties, snacks and special occasions at school provide a unique opportunity to help make healthful eating fun and exciting for children. Schools can take advantage of classroom celebrations to serve foods that taste good, deliver nutrients, and provide students with an opportunity to learn about nutrition. Baked "sweet treats": cookies, cakes, cupcakes, doughnuts, and brownies, etc... are often associated with celebrations. In the interest of promoting healthy eating, it is suggested that only one such sweet treat be offered at classroom parties.

**Classroom Snacks:** Snacks can be part of the daily classroom routine, if they foster healthful eating and effective learning. Parents are asked to send in "snack size" servings of healthy items such as fresh dried fruit, raw vegetables, wholegrain crackers and low fat cheese.

**Curricular Assignments:** Food may be served in the classroom if the food is an essential part of a curricular assignment. Students may receive grades/points for participating in these assignments. Grades/points may not be awarded to students for bringing food into the classroom that is not related to curricular assignments.

**Classroom Incentives/Rewards:** Routine or short-term classroom rewards cannot be food-based. Depending on classroom environment and teacher discretion, non-food and/or food items may be used to acknowledge achievement or reinforce classroom goals, as long as such rewards serve as the culmination of a long-term goal, project, activity or assignment.

As a courtesy to children with particular food needs, teachers will alert parents about occasions in which food will be served in the classroom in time for parents to make necessary arrangements.

**Holiday Celebrations:** Traditionally, Granville Schools have celebrated three holidays per school year - Halloween, Winter Break and Valentine's Day.

### **Fund Raising:**

Any class, group or organization must have prior approval of the principal for fund raising projects.

### **Library Media Center:**

The goal of our library media center is to provide a passport to understanding. There are many ways to discover the joy of learning!

The library environment will encourage student centered learning with participation and involvement. Guidance and support will be given by the media specialist as needed. Before using the library media center, each student must agree to respect the rights of other students and teachers. All materials and equipment must be handled properly. Students who do not utilize the opportunity to learn may have their library privilege restricted or suspended.

### **Lockers/Locks**

Each student is assigned an academic hall and PE locker. Lockers are the property of, and under the control of, the Granville Middle School. Students are expected to maintain the lockers in a sanitary condition. No one may use his or her locker to store anything that is unlawful or which may create a health or safety hazard. Lockers may be inspected from time to time, and if deemed necessary by the principal or a representative, the locker and its contents may be searched. Locker security is only as good as students keep it. The school takes no responsibility for items missing or stolen from student lockers. Students should keep their lockers locked.

### **Lost And Found**

Students should be extremely careful with personal property. They should bring to school only those items which are necessary for the activities of the day. All lost and found articles should be taken to the main office. Students should check with the secretary when looking for lost books and clothing. There are lost and found bins located in each locker room as well.

### **Lost or Damaged Textbooks/Books**

Students are provided with textbooks to help them achieve goals for each course. It is the responsibility of the students to maintain the condition of the textbooks that have been issued to them. If a student loses or damages a textbook that cannot be used, the student will be charged the replacement amount for that particular textbook. If a student does minor damage to a textbook, they will be charged  $\frac{1}{4}$  of the replacement amount. If a student does significant damage to a textbook, the student will be charged  $\frac{1}{2}$  the price of the replacement cost of that textbook.

### **Project Center Before School**

The Project Center opens daily at 7:35am (on regular school days) for students to complete homework, study and/or work in small groups on projects. Staff members supervise during this time. Students report to the cafe during late arrival time.

## **Safety Drills**

GMS complies with all fire, tornado and school safety laws and will conduct them in accordance with state law.

## **Student School Work Policy**

Students are expected to complete all assignments on time. However, any student who does not meet the announced deadlines regarding outstanding work may not be allowed to attend assemblies, pep rallies, field trips, year-end activities, etc.

## **Student Records**

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

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

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or a student of any age who is enrolled in a postsecondary institution.

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

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that a reasonable attempt is made to notify the student's parents of the transfer, of their right to receive a copy of the record if desired, and of their right to have a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.



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

The Board does not permit disclosure of disciplinary information to post-secondary institutions or other interested groups without permission from the student and their parent/guardian. Students should keep in mind that some college applications may request this information. We strongly encourage families to ensure that students self-report discipline information when requested on such applications. Failure to do so could impact the admissions process for the student.

### **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 if left lying around and not locked up. The school is not liable for any loss or damage to personal valuables.

### **Visitors**

All visitors must report to the office and receive administrative approval to remain in the building or be on school grounds. Each visitor must sign in and obtain a visitor's pass in the office.

### **Annual Notification of Rights under FERPA Granville Exempted Village Schools**

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

1. The right to inspect and review the student's education records within 45 days after the District receives a request for access.
  - a. Parents or eligible students should submit to the school principal (or appropriate District official) a written request that identifies the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  - a. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of the privacy rights of the student. The parent(s) or eligible student shall write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the privacy rights of the student. The school principal shall decide whether he/she will amend the record within a reasonable time of the request, not to exceed forty-five (45) days after the request is made. If the school principal decides to grant the request, he/she shall amend the record accordingly. If the school principal decides not to amend the record as requested by the parent or eligible student, the school principal shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when they are notified of the right to a hearing. If, as a result of any hearing held, it is determined that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the record shall be amended accordingly, and the parent or eligible student shall

be notified of the amendment in writing. If, as a result of any hearing held, it is determined that the information in the education record is not inaccurate, misleading, or otherwise in violation of the student's privacy rights, the parent or eligible student shall be so informed and shall be advised of the right to place a statement in the record commenting on the contested information and/or stating why he or she disagrees with the decision of the District. If the District places such a statement in the student's education records, the District shall maintain the statement with the contested part of the record as long as the record is maintained and shall disclose the statement whenever it discloses the portion of the record to which the statement relates.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception that permits disclosure without consent is disclosure to School officials with legitimate educational interests. A School official is a person employed by the Board as an administrator, supervisor, teacher, instructor, or support staff member (including health or medical staff and school resource officers); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task, including but not limited to an attorney, auditor, medical, educational or other consultant; or therapist.

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

The District also discloses student education records without consent of the parents or eligible student under the following circumstances:

1. Upon request, to officials of another school, school district or system, or post-secondary education institution in which a student has enrolled or seeks or intends to enroll. In addition, the School may disclose a student's education record to another educational agency or institution if the student receives services from the other educational agency or institution;
2. To authorized federal officials or state or local educational authorities;
3. The disclosure involves necessary information in connection with financial aid for which the student has applied or which the student has received;
4. The disclosure is to state and local officials or authorities and is allowed to be reported or disclosed pursuant to a state statute adopted before November 19, 1974, if the allowed reporting and disclosure concerns the juvenile justice system and the system's ability to effectively serve the student prior to adjudication; and, where disclosure of information is permitted by a state statute adopted after November 19, 1974, the state official and authorities to whom the records are disclosed certify in writing to the school that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the student's parent;
5. To organizations conducting studies for or on behalf of, educational agencies or institutions in order to develop, validate or administer predictive tests, administer student aid programs, or improve instruction;
6. To accrediting organizations to carry out their accrediting functions;
7. The disclosure is to parents of a dependent student, as defined in the Internal Revenue Code;
8. To comply with a judicial order or subpoena;
9. In a health or safety emergency, where necessary to protect the health and safety of the student or other individuals; or

10. The disclosure is to the parent of a student who is not an eligible student or to the student.

“Directory information” is personally identifiable information that is contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Subject to this definition, the District has designated the following personally identifiable information in a student’s education record as “directory information” and will disclose that information without prior written parental or eligible student consent, except when the request is for a profit-making plan or activity: a student’s name, major field of study, dates of attendance, current grade level, participation in officially-recognized extra-curricular activities and sports, height and weight if a member of an athletic team, date of graduation, honors and awards received, and the current and previous educational institution attended by the student.

In addition to the above, the District releases the names, addresses, and telephone listings of secondary students to military recruiters for any branch of the United States Armed Forces, or to an institution of higher learning, that requests such information, unless the secondary student or parent of the secondary student requests that such information not be released without prior parental consent.

Parent(s), guardian(s) or eligible students shall provide notice to advise your school principal by September 30, 2011, in writing, of any or all of the above items that should not be released without the parent’s or eligible student’s prior consent.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

## **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 whose 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:

- a Parent/Guardian
- a Director of Student Services or designee
- a Building EL Specialist
- a At least one of the student’s general education teachers

The purpose of the Initial EL Meeting:

- a To review the results of the assessment, including whether or not the student qualifies for EL services.

<sup>a</sup> If the student qualifies for services, team members will discuss the proposed English Learner Plan (EL Plan) developed by the EL Specialist.

<sup>a</sup> 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:

- <sup>a</sup> The building EL Specialist who will be working with the student
- <sup>a</sup> A current general education teacher of the student
- <sup>a</sup> The Director of Student Services or designee
- <sup>a</sup> The parent/guardian
- <sup>a</sup> 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 SERVICES**

### **HEALTH 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– grade 9 , 11, and all students new to the district

Hearing– grade 9 & 11 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.

### **IMMUNIZATION LAW:**

Granville Exempted Village Schools follows 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, parents/guardians must submit a letter to the school listing the immunization objections and the reason for them. This letter must be submitted the year of required immunizations.



Immunization requirements are:

- 5 doses of DTaP (unless the fourth dose was given after the fourth birthday)
- 4 doses of Polio vaccine (unless the third dose was given after the fourth birthday)
- 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)
- 1 Tdap Grades 9-11 (For grades 10-11, 1 Td is acceptable) 2 Meningococcal (by the time they are seniors)
- For 7<sup>th</sup> grade and next Men. after turn 16yr but required for senior year
- Need 2 varivax same as MMR

## **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 louse 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**

### **PROCEDURES**

Students needing medication are encouraged to receive the medication at home, if possible. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a medication administration training program conducted by a licensed health professional and considered appropriate by the Board, can administer prescription medications to students.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the medication be administered to the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
  - a. the name and address of the student
  - b. the school and class in which the student is enrolled
  - c. the name of the medication and the dosage to be administered
  - d. the times or intervals at which each dosage of the medication is to be administered
  - e. the date on which the administration of the medication is to begin

- f. the date on which the administration of the medication is to cease
  - g. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and special instructions for administration of the medication, including sterile conditions and storage
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the medication to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
  4. The person authorized to administer the medication receives a copy of the statement described above.
  5. The medication is received by the person authorized to administer the medication to the student for whom the medication is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional. The person designated by the Board establishes a location in each school building for the storage of medications to be administered. All such medications shall be stored in that location in a locked storage place. Medications which require refrigeration may be kept in a refrigerator in a place not commonly used by students.
  6. Granville High School students may carry over the counter medications as long as they are in the original container and only used for themselves.

No person who has been authorized by the Board to administer a medication and has a copy of the most recent statement which was given to him/her prior to administering the medication is liable for administering or failing to administer the medication, unless such person acts in a manner which constitutes "gross negligence or wanton or reckless misconduct."

A person employed by the Board is not required to administer a prescribed medication to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a medication to a student if the employee objects, on the basis of religious convictions, to administering the medication

### **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.

## **Chromebook Handbook**

### **Your Responsibilities**

- You will follow all policies as outlined in your student handbook as well as the Internet Safety and Network Acceptable Use policies.
- You and your parents will sign the Chromebook agreement forms.
- You will pay the annual technology fee
- You will keep your Chromebook protected and in a safe location.
- You will not lend or let family, friends or acquaintances borrow your device.
- You will only use your Chromebook for educational purposes
- You will bring your Chromebook to school every day with a full charge
- You will protect your network accounts and passwords. Under no circumstances will you share your login credentials or passwords with others.
- You will not alter, add or delete any of the applications placed on your device that are not approved by Granville Schools
- You will not in any manner disable or circumvent the protection tools as well as the web filter.
- You will immediately relinquish your Chromebook for inspections if requested by staff.
- You are permitted to connect your Chromebook to your home Wi-Fi or Public Hotspots.
- You will obey and follow all local, state and federal laws
- You will not share or download copyrighted material
- You are expected to take your device home every day regardless of whether it is needed.

### **Care of Your Chromebook**

Protecting your Chromebook is your responsibility. A protective bag is recommended and it the responsibility of the family.

Vinyl stickers and other decorations are permissible on the top cover of your device. Any ornamentation or decorations cannot obscure or cover any identifying labels, or markings. The decorations must also be removable. You cannot for example, use a paint marker to decorate your device.

You should always carry your device securely, preferably in a bag. You should not carry the device with the screen open. You should never carry the Chromebook by the screen.

You will secure your Chromebook when it is not on your person. You cannot for example leave your Chromebook in unlocked locker or unsupervised area.

You should not use cleansers of any type to clean your Chromebook. A simple microfiber cloth can be used to clean the screen. You can also take your Chromebook to the repair area in your building to have the Technology staff clean your device

Your Chromebook should not be used in wet environments such as bathrooms and kitchens.

You must avoid excessive temperature changes. Your device should not be left in a hot car or unheated space.

You will not attempt to repair the Chromebook nor will you take the Chromebook to a third party repair center.

Do not rest or leave your device on soft surfaces such as beds, couches, or carpeted floors.

## **Repair and Troubleshooting**

You should immediately contact the Technology department if you are experiencing problems with your Chromebook, its operating system or our other services. You should take your device to the Star room in the High School and the library [GW1] in the Middle School. You can also contact the Technology Help Desk by sending an email to: [helpdesk@granvilleschools.org](mailto:helpdesk@granvilleschools.org)

Loaner Chromebooks will be provided as long as they are available. A loaner cannot be guaranteed and does not remove your responsibility for course work in your classes if one cannot be provided.

The cost to repair any damage from intentional or negligent use will be the responsibility of the family.

Accidental damage will be covered once by the school. Any damage after the first instance is the responsibility of the family

Power adapters that are damaged or lost are the responsibility of the family

A Chromebook may be “wiped” during repair. The school district does not accept responsibility for any document loss due to a reimaging process.

## **Your Chromebook and School**

You are required to bring your Chromebook to school every day. The device should be fully charged when you arrive at school.

- You will not be able to contact your parents, friends or acquaintances to bring your Chromebook to school if you forget it. You can request a Chromebook from the library as long as they remain available
- Repeatedly forgetting your Chromebook or bringing it to school without being fully charged will result in disciplinary action

You understand that there is no implication of privacy when using a school Chromebook, another device or our network. Granville Schools may without prior notice, access, monitor and record your Chromebook and network use.

Sound must be muted at all times unless a teacher requires sound as a part of instruction.

Chromebooks will not be configured for printing. We encourage all students to submit all work digitally through our LMS or email. Printing kiosks will be provided in libraries for items that must be printed.

You are encouraged to use your Chromebook outside of school.

The Chromebook remains the property of Granville Exempted Village School District and is only loaned to you while at Granville Schools.

## **Cloud Services**

Chromebooks are cloud based devices. This means that they work best when connected to the internet. We provide access to multiple cloud based app suites for teachers and students. We have chosen to omit tools from both suites when they overlapped with other tools or were not appropriate for K12 education.

## **Office 365**

Office 365 is our primary suite. The tools are the most common in businesses across the world.

- Word – Word Processor
- Excel – Spreadsheet
- PowerPoint – Presentations
- Forms – Forms and Survey tools
- OneDrive – Your document storage
- Outlook - Email
- OneNote – Note Taking and Organization

Student email addresses are their graduation date, initial of first name, last name followed by “@granvilleschools.org”. A middle initial may be used in case of duplicate names

Example, Nelson Mandela, Graduating in 2018: 18nmandela@granvilleschools.org

## **G Suite**

G Suite is a large suite of tools and most of their offerings are also available for you to use. G Suite was previously known as Google Apps for Education. One omission from the suite is Gmail, which is not available due to email being provided through Office 365.

- Docs – Word Processor

- Sheets – Spreadsheet
- Slides – Presentations
- Forms – Forms and Survey tools
- Drive – Your document storage

The choice of tools is largely up to you and your teachers. You must know how to log into Office 365 and access your email at a minimum. Teachers will not send email to private or personal email addresses. You should always choose Office 365 if you are unsure of what tool to use.

Both G Suite and Office 365 provide a minimum of 1 Terabyte of storage. All of your documents should be stored in the respective cloud storage locations.

Student logins for G Suite are the same format as Office 365 with the addition of gm in front of Granville Schools.

Example, Nelson Mandela, Graduating in 2018:

18nmandela@gm.granvilleschools.org

Remember that students do not have email through G Suite. Even though their login is in the form of an email address, no email capabilities are enabled.

## **Chrome Store**

Students are permitted to install any web apps or extensions that are provided under the Granville Schools section of the Chrome Web Store. This store is available on all Chromebooks.