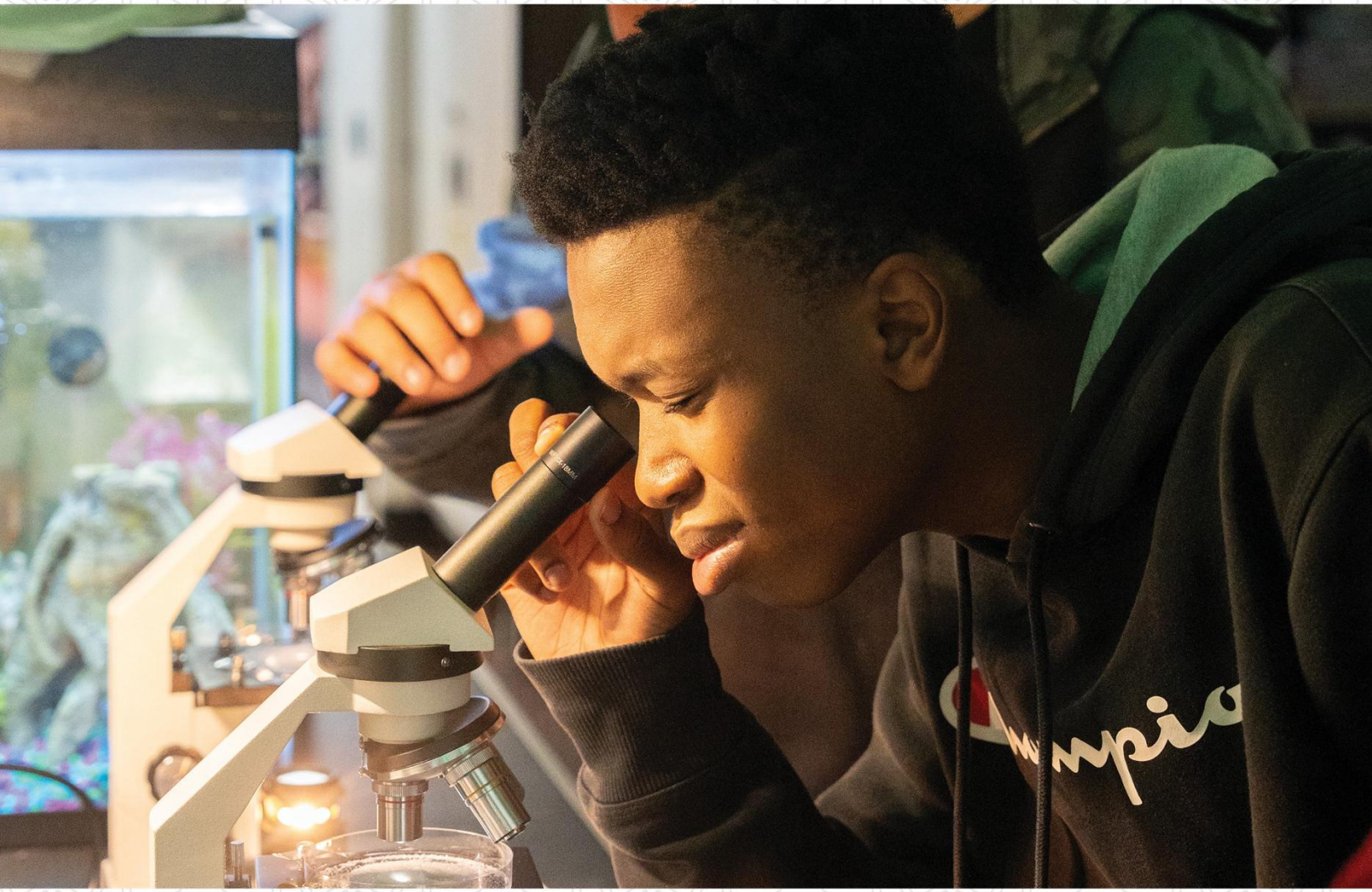
GROVEPORT MADISON SCHOOLS

Student Handbook



2025-2026

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Our Belief Statement

We believe all Cruisers are valuable. We will unconditionally SERVE, SUPPORT, and INSPIRE. Therefore, every Cruiser will maximize their unique PURPOSE, POTENTIAL, and POWER to produce the results they want.

BOARD OF EDUCATION

Seth Bower, President
LaToya Dowdell-Burger, Vice President
Libby Gray, Board Member
John Kershner, Board Member
Kathleen Walsh, Board Member

DISTRICT DEPARTMENTS

Superintendent
Jamie Grube

Treasurer
Adam Collier

Deputy Superintendent
Paul Smathers
- Operations / Facilities / Safety

Director of Instruction and Achievement
Carole Morbitzer
- Curriculum / Professional Development / ESL / Testing and Assessments

Director Innovation and Accountability
Mike Morbitzer
- District and Building Goals / Partnerships / Title IX / Federal Programs

Director of Human Capital
Mark Trace
- Hiring / Licensure

Director of Special Education
Amanda Bernowski
- Special Needs Preschool / IEPs / Special Education

Director of Student Services
Kellie Hayden
- Enrollment / Title IX / McKinney Vento / Student Discipline

Chief Technology Officer
Nate Saum
- Chromebooks / Instructional Technology

Director of Communications & Community Relations
Ty Debevoise
- Strategic Communications / Alerts / Website

Director of Business Services
David Hausmann
- Maintenance / Transportation / Food Services / Classified HR

Director of Food Services
Dan Magee
- School Breakfast and Lunch programs

Director of Transportation
Theresa Ritchie
- Bus routes / Bus issues

IMPORTANT WEBSITES

Groveport Madison School District: https://www.gocruisers.org
Ohio Department of Education: https://www.education.ohio.gov
***ProgressBook*:** https://pa.metasolutions.net/district
FinalForms: https://groveport-oh.finalforms.com
District Facebook page: https://www.facebook.com/gocruisers/

SCHOOL HOURS

High School	7:15 AM – 1:45 PM
Middle Schools	8:15 AM – 2:40 PM
Elementary Schools	9:15 AM – 3:40 PM
Pre-K AM Class	9:00 AM – 11:30 AM
Pre-K PM Class	1:00 PM – 3:30 PM

CONTACT INFORMATION

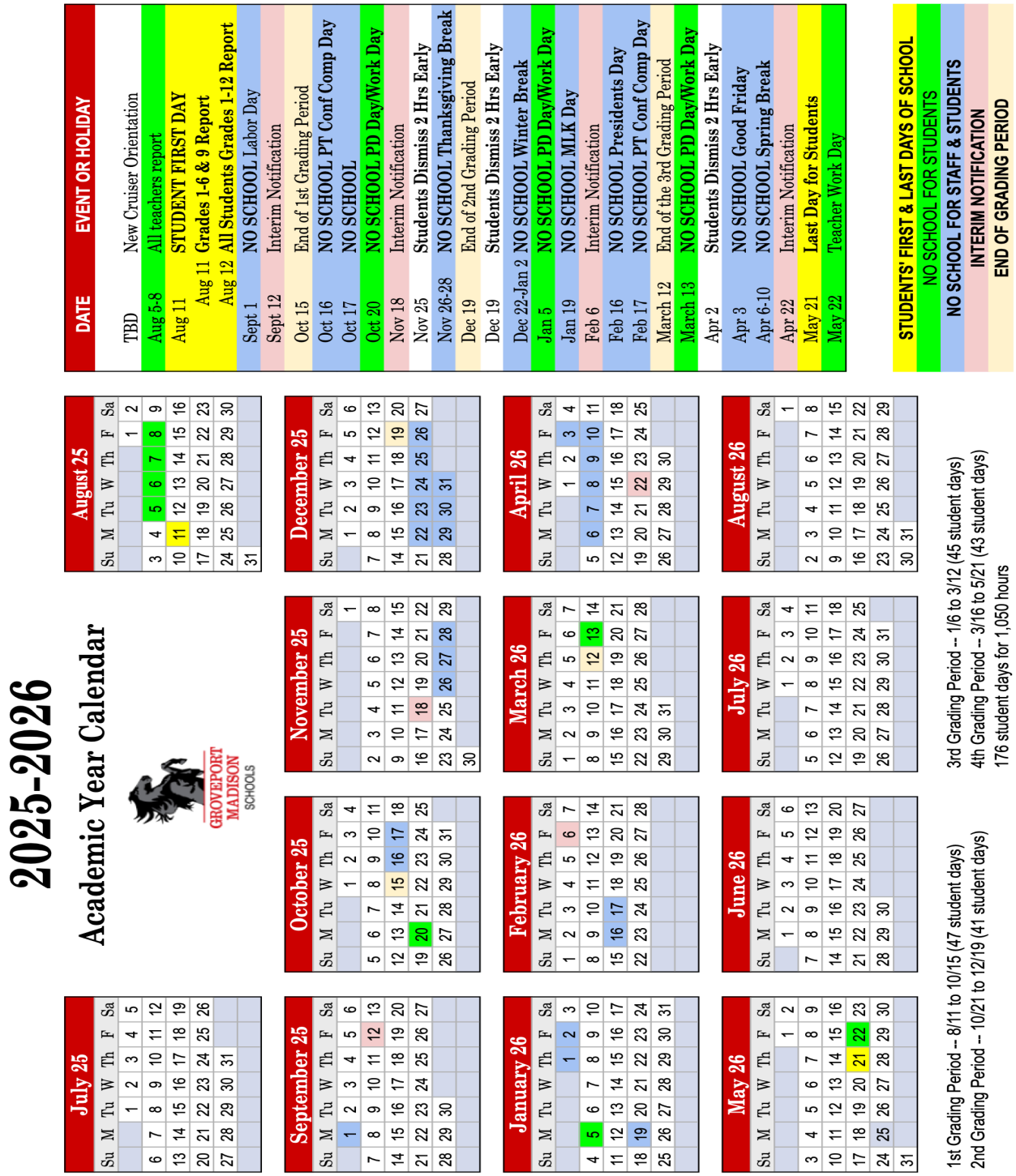
DISTRICT SERVICE CENTER (DSC)

4400 Marketing Place, Suite B
Groveport, OH 43125
614-492-2520

SCHOOL BUILDINGS

Lil' Cruiser Campus Preschool Director: Michael Wong Fax number: 614-916-1148 Main Office: 614-237-8756	**Groveport Elementary School** Principal: April Bray Asst. Principal: Suzanne Robetoy Fax number: 614-836-4680 Main Office: 614-836-4975	**Middle School North** Principal: Chris Mosure Asst. Principal: Ronda Stewart Fax number: 614-833-2033 Main Office: 614-837-5508
Asbury Elementary School Principal: Ryan Wells Asst. Principal: Uziel Diaz Fax number: 614-833-2004 Main Office: 614-833-2000	**Madison Elementary School** Principal: Rian Burnett Asst. Principal: Nathan Evans Fax number: 614-836-4683 Main Office: 614-833-2011	**Middle School South** Principal: Lindsey Himes Asst. Principal: Jodi Guilfu Fax number: 614-836-4956 Main Office: 614-836-4953
Dunloe Elementary School Principal: Tricia Faulkner Asst. Principal: Brian Lowery Fax number: 614-833-2007 Main Office: 614-833-2008	**Sedalia Elementary School** Principal: Lauren King Asst. Principal: Meghan Butcher Fax number: 614-833-2429 Main Office: 614-833-2014	**GM High School** Principal: Jeff Altman Fax number: 614-836-4998 Main Office: 614-836-4964 Asst. Principal: Sam Gamertsfelder Asst. Principal: Chad Gossett Asst. Principal: Tyrone Olverson Asst. Principal: Dr. Jena Salazar-Dailey Asst. Principal: Meghann Steele Athletic Suprv.: Tommy Snyder, 614-836-4968 Attendance Office: 614-836-4970 Counseling Office: 614-836-4967
Glendening Elementary School Principal: Curt Brogan Asst. Principal: Nicholas Sakola Fax number: 614-836-4974 Main Office: 614-836-4972	**Middle School Central** Principal: Casey Martin Asst. Principal: Jennifer Brooks Fax number: 614-836-4999 Main Office: 614-836-4957	

2025-2026 DISTRICT CALENDAR



MESSAGE FROM SUPERINTENDENT JAMIE GRUBE

Dear Parents and Students:

Without question, ensuring your child receives a high-quality education is our highest priority – and we know you share this priority as well. It takes the combined effort of our students, staff, and parents to achieve the goal of student success. By working together and understanding what is required to achieve this success, your child will graduate from Groveport Madison Local Schools with the knowledge, skills, and experiences needed to move into adulthood and be ready to chart their future path.

While our students' academic success is our primary mission, among our top priorities is ensuring our schools are safe, and the environments are suitable for learning.

Students will make wise choices when they know what is expected of them. In addition to outlining those expectations, the Groveport Madison Local Schools *Student Handbook* provides you and your child with necessary information regarding students' rights and the services and support provided by our school district.

The 2025-2026 *Student Handbook* reflects current state law and our Board of Education policies. Occasionally, unexpected changes in state law or Board policies require information in the handbook to be revised or updated. In any such instance, we will communicate changes to you and your child through various means.

Please take the time to carefully read the handbook, and make sure your child understands these expectations. If you have questions about the enclosed material, please get in touch with your child's principal.

Thank you for choosing Groveport Madison Local Schools. We look forward to working with you and your child throughout the coming school year and through their graduation.

Respectfully,

Jamie Grube

FORWARD

Groveport Madison Local School District (GMLS) seeks to use the power of education to improve the opportunities for our students and families. We understand that preparing students for the world of work or for post-secondary education requires social education as much as it does academic education. We value our parents/guardians and actively seek their input and involvement as we plan academic, social, and behavioral lessons for our students. Our code of conduct is based on a system that encourages cooperation, conflict resolution, and communication. Following the expectations of this code of conduct helps students master the types of social skills many employers and post-secondary organizations look for. This handbook exists to help parents/guardians, students, community members and staff members understand how we will work together to create and sustain a positive, cooperative culture in our schools.

The *Student Handbook* applies to all GMLS students

- On school grounds before, during, and after school hours;
- At any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event;
- Whenever a GMLS student represents their school;
- On a school bus, in a school-sponsored vehicle, or at any GMLS bus stop related to all school/district property and vehicles;
- Off property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district;
- On other school campuses that serve as an extension to our program (college campus, career centers, etc.);
- Conduct directed at a GMLS Board member or employee or the property of the Board member or employee;
- The Eastland-Fairfield Career & Technical Schools are extensions of our school program; therefore, students who elect to attend a career school are subject to disciplinary action based upon the student Code of Conduct of either Groveport Madison High School and/or the respective Career School. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

The Board of Education has adopted policies that relate to student activities, student behavior, and student discipline. Students are expected to abide by these policies and guidelines. Students, parents/guardians, and staff members are also expected to acquaint themselves fully with school building procedures. Additionally, removal, suspension, expulsion and appeal procedures are posted in a visible location in each school building located in the main office and are also available to parents/guardians and students upon request.

Notification of the Availability of Free Language Assistance

Any Groveport Madison parent or guardian is eligible to receive free language assistance if they are of limited English proficiency in one or more of the following areas: speaking, reading, writing, and/or comprehending English. A parent/guardian does not need to have limited proficiency in all areas. The Groveport Madison Local School District will generally accept a parent's/guardian's assertion that they need language assistance without requiring additional corroboration.

Electronic Student Forms

GMLS uses FinalForms, an electronic records system to maintain most student data. FinalForms allows parents to enroll their child, complete permission slips, and submit emergency medical information, as well as electronically sign most forms that are required by our schools. FinalForms can be used using most mobile devices and it can be done in the parents'/guardians' native language. Best of all, the data remains in the student's records year-after-year, so there's almost never a need to provide the same information twice.

OUR GOALS FOR BUILDING A POSITIVE SCHOOL CLIMATE

- Build **RELATIONSHIPS** and **COMMUNICATE** caring
- **EMPOWER** students
- Provide a **SAFE** and **SECURE** environment
- Model and teach how to be **RESPONSIBLE**
- Build **TRUST** between students and staff
- Communicate **HIGH EXPECTATIONS** to students
- Teach and show **RESPECT** through social/emotional learning strategies
- Help students establish and demonstrate a positive **ATTITUDE** each day
- Support frequent **COMMUNICATION** with parents, guardians and the community
- Encourage parents/guardians and community members to **BE PARTNERS**
- Teach **CONFLICT MANAGEMENT** and social skill development
- **TEACH** and **ENCOURAGE** expected behaviors

TIPS FOR STUDENT SUCCESS

Helpful Tips for Parents/Guardians

1. **TALK** with your child about school.
2. **SHOW ENTHUSIASM** about school and homework.
3. **SET REALISTIC GOALS** for your child, and then focus on one at a time.
4. **PROVIDE A QUIET PLACE** where homework can be completed.
5. **HELP** your child complete homework. Remember - NEVER do your child's homework!
6. **COMMUNICATE** regularly with your child's teacher.
7. **EXPECT** and **PRAISE** genuine progress and effort.
8. **FOCUS** on your child's strengths in school.
9. **BUILD CONNECTIONS** between what is taught at school and what your child already knows.
10. **LIMIT** your child's television viewing and computer use.
11. **ENCOURAGE** reading and involvement in extracurricular activities.
12. **HELP YOUR CHILD GET ORGANIZED;** break down assignments into smaller, more manageable parts. Set out needed items (clothes, homework, permission slips, etc.) the night before to avoid last minute rushing in the morning.

Student Success: School and Home Working Together

School Begins at Home

A positive, supportive home environment is important for children to experience success at school. Here are several suggestions for how you may prepare your child for a successful school experience.

1. Good nutrition maximizes your child’s day at school. Please provide your child with a nourishing breakfast and lunch.
2. Ensure that your child arrives at school on time in clothing appropriate for the weather.
3. Teach your child to follow behavior expectations of teachers and staff. All teachers and staff (including secretaries, custodians, aides, and cooks) have authority and are responsible for the safety and success of children.
4. Talk with your child about treating other children in the same manner as they wish to be treated (avoid name calling, arguing, etc.).

5. Together with your child, discuss the information in this handbook so that they clearly understand what is expected from them at school.
6. Be involved and supportive with any homework assigned or read nightly.
7. If possible, be an active member of your school community. There are various opportunities to be involved, including membership in the Parent-Teacher Organization or volunteering in your child's classroom.
8. Above all else, tell your child when they are doing a good job in school — praise them for good efforts and good behavior at school. We will do the same at school.

Blended Learning

The following suggestions will go a long way to help your child to be successful with online learning:

- Create a learning space for your child. Set up a quiet home office for your student. Be sure to have access to an electric outlet for the Chromebook.
- Make a schedule and stick to it. Continue the school routine by having students up and ready to start their day at the normal time.
- Reduce distractions as much as possible. Turn off televisions, social media, video games, etc.
- Set up a calendar or daily planner with assignments and project due dates.
- Schedule in-brain breaks and physical activity at least every hour.
- See what accessibility features help your child—read aloud or text to speech, larger print size, use of earphones, etc.
- Communicate with teachers and principal. Having daily or weekly conversations with teachers is vital! Sign up for Class Dojo, Remind, Google Classroom—however, your child's teachers communicate, make sure you reach out.
- Student daily engagement is paramount. Ensure your child connects with their teacher(s) daily. Ask questions, just talk, make it a point to connect.

Study Habits

During conferences, many parents ask, "How can I help my child?" or "Is it better for my child to work on their homework right after coming home from school or later in the evening?" The best reply to this question is, "What is best for your child?" Teachers and parents can work together to develop a plan that ensures successful work habits. This plan may include:

- A consistent, scheduled time of day to complete schoolwork at home.
- A work environment free of distraction, with the appropriate supplies available at all times.
- Developing a plan each day for how to prioritize any assignments.
- If there is no assigned homework, parents should encourage students to read/write independently.

Homework is intended to offer additional practice on content that was covered in class. If your child is spending an excessive amount of time on homework and is becoming frustrated, contact their teacher to discuss the situation.

EDUCATIONAL PROGRAMMING

Equal Education Opportunity

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race, color, disability, religion, sex, ancestry, age, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

Any person who believes that the school or any staff person has discriminated against a student has the right to file a complaint. A formal complaint can be made in writing to the school district's Civil Rights Coordinator, Kellie Hayden, at

kellie.hayden@gocruisers.org. To report harassment or bullying, please download and complete a Harassment Reporting form. Any complaint will be investigated and a response, in writing, will be given to the concerned person within 15 days. The Civil Rights Coordinator can provide additional information concerning access to equal education opportunities. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint. Visit our Notices and Disclosures website for more information regarding our Anti-Discrimination and Anti-Harassment policies.

Multicultural/Inclusionary Education

Throughout the history of our nation, the concept of people of many and varied cultures and backgrounds living and working together to build a better America has been a symbol of pride and hope. The pluralism of cultures has been an essential ingredient in the development of our society and is reflected in the public schools. Historically, the school curriculum reflected most strongly the culture of the majority. However, to help students understand themselves and others, to appreciate and value strengths, weaknesses, likenesses, and differences in all people, the school curriculum and all instructional materials should reflect an inclusionary perspective. A philosophy of education that supports inclusionary practices can only be developed through a total school and community commitment toward providing students with equitable and diverse educational experiences that will prepare them for leadership in the 21st century.

Special Education Identification: Child Find

GMLS is committed to the identification, location, and evaluation, as required by IDEA and federal regulations, of all children between the ages of 3 and 22 who may have disabilities. Disability, in this instance, means such conditions as cognitive/intellectual disability, hearing impairment, speech or language impairment, visual impairment, serious emotional disturbance, orthopedic impairment, autism, traumatic brain injury, specific learning disability, deafness, blindness, multiple disabilities, and other health impairment as defined by federal and state law. (See A Guide to Parent Rights in Special Education.) If you have knowledge of or suspect a child you know has a disability and is not currently receiving special education services, please contact Amanda Bernowski at (614) 492-2520.

Entrance Age Requirements

The Board of Education establishes the following entrance age requirements for students. These requirements are consistent with current statute; further, they reflect sound educational practice because they ensure that all students receive an education appropriate to their age, social development, and physical growth.

Preschool

A child between the ages of three (3) and five (5) is eligible for entrance into preschool if they are identified as a student with a disability. Students that are four (4) years old by August 1 are eligible to participate in the Spring screening to determine appropriateness as a peer role model within the special education preschool classroom. Upon acceptance as a peer role model, a nominal monthly tuition fee of $50.00 is required.

Kindergarten

A child is eligible for entrance into kindergarten if they are aged five (5) on or before August 1 of the year in which they apply for entrance. The Board may admit a younger child to kindergarten if the child satisfies the Board's early entrance criteria under the Gifted Acceleration policy. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age. The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in a public or chartered nonpublic school kindergarten before transferring to the District.

First Grade

A child is eligible for entrance into first grade if they are aged six (6) on or before August 1 of the year in which they apply for entrance. Any student who has successfully completed kindergarten in accordance with R.C. 3321.01(B) shall be admitted to first grade. The Board may admit to first grade a younger child if the child satisfies the Board's early entrance criteria through the Gifted Acceleration policy.

Each child entering the District's kindergarten or first grade program for the first time will be screened by District employees for medical or health problems as well as those related to hearing, vision, speech and communications.

Gifted Education and Services

Gifted education services are offered to students with giftedness in accordance with ORC 3324.03 and the Operating Standards for identifying and serving gifted students as specified in our district plan. Additional information may be found on the District's Gifted and Talented website. Contact Kellie Hayden at kellie.hayden@gocruisers.org with questions.

Reporting Pupil Progress

Student academic progress will be reported to parents on a consistent interval throughout the year. Parent conferences will serve to keep parents informed of pupil progress as well. Parents are urged to contact their child's teacher if concerns arise.

ProgressBook is a web-based program that is available to keep parents informed on their child's academic progress (report cards and interim reports). It provides a comprehensive approach for monitoring student progress. Please contact the school to request printed copies. One of the most powerful features of *ProgressBook* is its ability to enhance ongoing communication between parents and teachers. To learn more about *ProgressBook*, please speak to your child's teacher. Parent-teacher conferences are scheduled twice each year to provide the staff with time to meet with parents after school and in the evening. Please contact your principal or teacher to arrange conferences.

Promotion and Retention

The decision to promote or retain a student is always made after consideration of what is best for the student. The first consideration for student retention is whether the student is able to meet at least minimum levels of knowledge and skills at this grade level, or minimum goals prescribed on the Individualized Educational Program. However, academics are not the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria, and attendance must also be considered on an individual basis. Retention shall occur only if it is viewed as an opportunity for student growth. If deemed necessary, it should occur as early as possible in a student's educational program.

Third Grade Reading Guarantee

Any student who does not attain at least a score in the range designated by the state on a state-approved reading assessment by the end of the third grade may not be promoted to fourth grade unless the student is excused from taking the assessment pursuant to R.C. 3301.0711© or one (1) of the following applies:
Each year, students scoring below the promotion score on Ohio's grade 3 English language arts test are recommended to be retained, except for the following students:

- A student who is an English learner enrolled in U.S. schools for less than three full school years and with less than three years of instruction in an English as a second language program;
- A student whose IEP specifically exempts the student from retention under the Third Grade Reading Guarantee;
- A student who demonstrates reading competency on an alternative assessment for reading approved by the Ohio Department of Education;

- A student whose IEP or Reading Intervention and Monitoring Plan shows the student received intensive remediation in reading for two years, and the student was previously retained in any of grades kindergarten through grade 3;
- A student whose parent or guardian, in consultation with the student's reading teacher and principal, has requested that the student be promoted to grade 4 regardless of the student's score on the Ohio State Test for grade 3 English language arts. A student who is promoted under this exemption must continue to receive intensive reading instruction in grade 4.

Multi-Tiered Systems of Supports (MTSS)

We offer an integrated system of support for all children by having a comprehensive continuum of evidence-based systemic practices to support a rapid response to students' needs, with regular progress monitoring to facilitate data-based instructional decision making.

We have high expectations for students. We use standard-based, rigorous content leading to each student earning college and career readiness. We implement universal screeners and classroom monitoring to ensure students are mastering expected levels of achievement. When students need additional support to reach these academic standards, we use Response to Intervention (RtI) academic practices. (Example data sources: universal screener data, grades, state achievement data, value added data, school instructional walkthrough data, classroom checklist data.)

We create and establish school and classroom climates that provide safe and positive learning environments. We use research based positive behavior intervention support on a daily basis to ensure all students are growing and learning in rich conducive environments. Our students want to come to school on a daily basis because of the climate we create. When students need additional support in attending school, we use Response to Intervention attendance practices. (Example data sources: value added data, school walkthrough data, climate survey data, classroom checklist data, attendance data.)

We believe all students will achieve their full potential. By building relationships with families and students and by understanding students' culture and learning styles, our students will achieve. Believing in the potential of each student, and modeling and teaching a growth mindset and social emotional curriculum, we will support our students' mental health wellbeing. When students need additional behavioral support to reach their full potential, we use Response to Intervention behavior practices. (Example data sources: discipline data, social emotional learning survey data, culture data, school walkthrough data.)

Academic Expectations

Academic Integrity

Academic integrity is an educational institution's moral code. Students are expected to maintain honesty in their work at all times. Academic integrity means adhering to values such as:

- Conveying original ideas and knowledge in coursework;
- Avoidance of cheating or plagiarism;
- Independently completing assignments or recognize collaboration;
- Acknowledging all sources of information;
- Maintaining academic standards and honesty when reporting results of your own research.

Honesty

Groveport Madison students are expected to be honest at all times. Students shall not be involved in activities including, but not limited to, misrepresentation of facts, misuse of privileges, forgery, improper collusion or falsification of information. No student shall place themselves in a position to aid, abet, facilitate, encourage, allow or assist another student in violation the school Code of Conduct.

Falsification

Falsification includes attempts to change, modify, or misrepresent records including, but not limited to hall passes, absence excuses, documents or materials used in daily school operation; sharing false information (i.e., lying); or not properly identifying oneself to school personnel.

Grading Scale

K-5 Standards-Based Grading

Elementary schools use a standards-based grading system. The purpose of the standards-based grading system is to document student achievement of grade level standards/strands, inform families of their child's achievement status by standard/strand, and communicate to families the grade level expectations of the Ohio Standards/Strands. See an example of partial report card below.

The benefit of using this grading system is that teachers are communicating to families' specific expectations of students' learning on specific skills. The standards-based grading system provides an aligned communication between grade level expectations, skills expectations, and state achievement assessments. The grading system also provides feedback to students and families on the student's demonstration of characteristics of a successful learner. More information on K-5 Standards-Based grading may be found in the frequently asked questions section on our Teaching and Learning Department's website.

6-12 Grading Practices

Grades at the secondary level illustrate the mastery of course content by the student. The secondary schools use a traditional numeric grading system which is structured on a 4-point or 5-point value to assign grades to students. Each earned grade equates to a point value from 0.0 to 5.0, which then gives the student an overall Grade Point Average (GPA).

Middle School Grading Scale – Grades 6-8 *

Percent	Grade	Point Value	Range
90-100	A	4	4-5
80-89.99	B	3	3-3.99
70-79.99	C	2	2-2.99
60-69.99	D	1	1-1.99
59.99 and below	F	0	.99 and below

** Middle school students taking high school level courses will adhere to the high school grading scale for those specific courses.*

High School Grading Scale – Grades 9-12

Grade	Percentage	4.0 Scale	AP 5.0 Scale
A	100-93	4.0	5.0
A-	92-90	3.7	4.7
B+	89-87	3.3	4.3
B	86-83	3.0	4.0
B-	82-80	2.7	3.7
C+	79-77	2.3	3.3
C	76-73	2.0	3.0

Grade	Percentage	4.0 Scale	AP 5.0 Scale
C-	72-70	1.7	2.7
D+	69-67	1.3	2.3
D	66-63	1.0	2.0
D-	62-60	0.7	1.7
F	59 and below	0.0	0.0

Class Rank/Grade Point Average (GPA) Calculation

Students should see their high school counselor for class ranking or grade point average (GPA) information.

College Credit Plus

Groveport Madison Local Schools offers all students in grades 7 and up the opportunity to begin taking college courses for both high school and college credit through the College Credit Plus program. Groveport Madison Local Schools pays the tuition for any student who takes and passes classes taken at any Ohio college or university. The District has partnered with Columbus State Community College so that teachers at the high school offer some of the CSCC courses during the regular school day. Students also are free to take courses on the college campus, or through an online delivery system from any Ohio college or university. Students taking courses at a college campus are responsible for providing their own transportation. Students interested in participating in the College Credit Plus program should meet with their school counselor to ensure they complete all the required steps which include, but are not limited to:

- Applying to the college or university of the student's choice;
- Taking required college entrance exams;
- Completing and submitting the CCP Letter of Intent to the school counselor by April 1.

Graduation Requirements

The Groveport Madison Local Schools Board of Education believes the teaching and coursework required for graduation will enable students to be successful upon graduation. In order to receive a diploma and graduate, a student must pass all assessments required by the Ohio Department of Education (ODE) for graduation or the State-approved alternative pathway. Visit Ohio's Long-term Graduation Requirements to learn Ohio Department of Education graduation requirements. A student also must meet the Groveport Madison High School requirements for basic coursework, and earn the total number of twenty (20) credits. Reference our 2025/2026 Program of Studies for the exact criteria for graduation. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessments will be determined by their IEP team.

For the most up-to-date information about graduation requirements, please visit the Ohio Department of Education website at Ohio's Long-term Graduation Requirements.

Diploma

- Students are required to complete the outlined State of Ohio and GMHS graduation requirements, as well as meet required financial obligations to be awarded a diploma.
- Diplomas are awarded at the District's graduation ceremony at the end of the school year. Students who do not attend graduation may pick up their diploma at the school's main office on the Tuesday immediately following graduation.

- Due to alternative pathways, some students may qualify for a diploma midyear. Those students may obtain a transcript indicating their successful completion of all high school requirements, but will receive the diploma at the end of the school year with all of the other graduates.
- Find information about Honors Diplomas and Ohio Seals, including revised criteria for students in classes 2021 and beyond, by visiting ODEW Honors Diplomas.

Accelerated Graduation

- Students may request permission to graduate early. Minor students must have the written permission of their parent and meet with a counselor to develop a plan to complete all graduation requirements.
- A plan should be in place by the end of the student's sophomore year.
- Once a plan is approved, the student is considered a senior.
- A student who requests this option must meet their original graduation requirements.

National Honor Society

The National Honor Society (NHS) and the National Junior Honor Society (NJHS) are prestigious organizations that work to promote Character, Scholarship, Leadership, Citizenship, and Service. NHS and NJHS organize several events to support the community along with working to raise funds for charitable causes. Additionally, members of NHS/NJHS get involved in their own personal service projects, allowing them to not only contribute to others but grow as an individual. Incoming members must be invited and accepted by the faculty board. The NHS/NJHS Induction Ceremonies occur toward the end of the school year.

Student Fees and Fines

Students will be provided necessary textbooks, electronic textbooks and materials for courses of instruction without cost. The Board may, however, need to levy certain charges to students to facilitate the utilization of other appropriate learning materials used in the course of instruction. Charges also may be imposed for loss, damage or destruction of school equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials.

Selective Service (Groveport Madison High School)

The Selective Service System is an independent agency of the United States government that maintains information on those potentially subject to military conscription (i.e., the draft). All male-at-birth U.S. citizens and male immigrant non-citizens, who are between the ages of 18 and 25 are required by law to have registered within 30 days of their 18th birthday, and must notify Selective Service within ten days of any changes to any of the information they provided on their registration cards, such as a change of address.

CODE OF CONDUCT

Groveport Madison Local Schools (GMLS) celebrates and rewards safe, respectful, and responsible behavior within its schools. We believe that when students are aware of what is expected of them, the great majority of our students will make wise choices. Per the Ohio Department of Education, GMLS has established a PBIS Plan (Positive Behavior Interventions and Support).

However, when a student fails to meet expected standards of behavior, the student will be held accountable for their behavior. The Groveport Madison Local Schools ***Student Handbook*** enables students, families, and staff to learn District expectations.

The examples of offenses listed in the GMLS Code of Conduct are not intended to provide a complete list of offenses that may result in disciplinary action. **Any act that disrupts learning and threatens the order, the safety of students, and/or the school environment will be considered for disciplinary action.**

Rights of Students and Parents/Guardians

In public schools, parents/guardians and students have certain rights given by federal and state laws and Board of Education policies. Nevertheless, the individual rights of students will be weighed against the safety and welfare of the majority of students in the schools.

Due Process of Law

As a GMLS student and parent/guardian, you have the right to due process of the law. Before a student is suspended, the student has the right to receive written notice of the reason for the intended suspension and has an opportunity for an informal hearing. Before a student is expelled, the student and the parent/guardian, have the right to receive written notice of the reason for the proposed expulsion and have an opportunity for an informal hearing before the Superintendent or Designee.

GMLS Strives to Provide the Following to our Students:

- a free education in a positive learning environment;
- safe schools in which our students attend;
- an education free of discrimination;
- information regarding all school rules and regulations.

Search and Seizure

Students' rights to decisions concerning searches to persons or property will be balanced by the responsibility of the school to protect the safety and welfare of **all** students. **Lockers are the property of the school system and are on temporary loan to students. There is no expectation of privacy in the contents of the lockers. All lockers are subject to examination by school personnel at any time. The regulation also applies to the use of any school district equipment including furniture, computers and related accessories. The Board also authorizes the use of devices and canines trained in detecting the presence of drugs or weapons when the Administration has reasonable suspicion that illegal drugs, weapons, or devices may be present in a school.**

Notice of Non-Discrimination

Any form of discrimination or harassment can be devastating to an individual’s academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin,

sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) in its educational programs or activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:
Mark Trace, Director of Human Capital
4400 Marketing Place, Suite B
Groveport, OH 43125
(614) 492-2520
For further information on notice of non-discrimination, visit Contact OCR for the address and phone number of the office that services your area, or call 1-800-421-3481.

Rights and Responsibilities of Students

As a GMLS Student, you have the responsibility:

- To know and follow the rules and regulations of Groveport Madison Local Schools;
- To do your part to create a positive environment at your school by working toward academic excellence, striving for perfect attendance, and participating in school activities;
- To respect the dignity and worth of yourself, your fellow students, your teachers and the school staff;
- To respect the authority of teachers, school administrators and other authorized personnel in maintaining discipline;
- To behave in a way that does not disrupt the educational process or lead to physical or emotional harm;
  To learn problem-solving skills to effectively handle conflict situations in an effort to avoid disrespectful and harmful behaviors.

STUDENTS ARE PERSONALLY AND SOLELY RESPONSIBLE FOR THE CARE AND SECURITY OF THEIR PERSONAL BELONGINGS AND THE SCHOOL ITEMS ISSUED TO THEM. THE GROVEPORT MADISON LOCAL SCHOOL DISTRICT AND BOARD OF EDUCATION ASSUME NO RESPONSIBILITY FOR THE LOSS, THEFT, DAMAGE, OR VANDALISM TO A STUDENT'S PERSONAL OR SCHOOL-ISSUED PROPERTY.

Steps to Making Good Choices

- Think it through
- Gather information
- Weigh your choices
- Review what you did
- Learn from your choices

Consequences and Strategies to Correct Behavior

All students have the right to learn. No student has the right to disrupt the learning activities of others. The safety and security of your child is our highest priority. We are committed to providing a safe learning environment.

The GMLS staff is responsible for providing corrective instruction to students who fail to meet the behavioral expectations. Multiple options for correcting student behavior may be selected depending on an individual student's needs. Considerations for action include: age and grade level of the student, disabilities, student's history of misbehavior, specific offense and its seriousness in nature. Each building establishes its own school-wide PBIS Plan that includes activities for teaching and encouraging expected behaviors. The school principal and staff communicate the school-wide PBIS Plan to parents/guardians and students on an annual basis, as well as to new student enrollees.

Extra-Curricular Code of Conduct

The most important goal of the GMLS District extra-curricular program is to provide every participant the opportunity to grow mentally, morally, physically, emotionally, and to further provide for the safety, health and welfare of the participant. It must be remembered that participation in extracurricular activities is not a right but a privilege that may be regulated. **Therefore, all students who participate in interscholastic athletics or other extra-curricular activities at any time must meet the Code of Conduct and conditions that apply which are outlined in this manual.**

Behavioral Intervention Strategies in our District

An intervention strategy is an action designed to help a student overcome academic and/or behavioral barriers to learning. School personnel will use intervention strategies to help prevent or reduce negative behaviors. ***This list is not inclusive of all interventions that a team or administrator may decide to provide for a student***.

1. **Parent/Guardian Contact/Conference**
   Notification and a conference with the parent(s)/guardian(s) should take place regarding the student's behavior for disciplinary actions.

2. **School-Based Behavioral Interventions**
   Examples of interventions include strategies such as the creation of a behavioral contract with the student, participation in anger management training, loss of privilege, re-teaching the behavioral expectation, referral to a school counselor, other support services, and development of a community service plan or a behavior improvement program/plan.

3. **Detention**
   A student may be required to stay after school or assigned to lunch detention as a consequence of their behavior. The detention may include lessons in behavior management created to help a student learn problem-solving skills that will lead them to make positive choices.

4. **Emergency Removal**
   Exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. The emergency removal may be for part of a day and does not count toward suspension days.

5. **In-School Suspension (Alternative Classroom - A.C.)**
   Reassignment of the student from the classroom to an alternative setting will take place. Students assigned to in-school suspension will be excluded from extracurricular activities until the next school day following the completion of their suspension.

6. **Out of School Suspension**
   Removal of a student from school for a period of one to ten days will be decided based upon the level of offense. While students are suspended from school, they may have the opportunity to work on class assignments. During suspension, students are not permitted to participate in extracurricular activities, be on any school property, or ride in any school bus/vehicle. Appeal procedures are available at any school building upon request and are included in the notice of suspension. Classwork will be provided when the outcome decided upon is an out of school suspension. Students in kindergarten through third grade will receive out of school discipline aligned with current laws of the State of Ohio.

7. **Expulsion**
   Removal of a student from school for a period of eleven school days to one calendar year will occur based upon the severity of offense. Students expelled from the district are not permitted to participate in extracurricular activities, be on any school property, or ride in any school bus/vehicle. Expulsion may result in the loss of credit for courses being taken at school, at the Eastland-Fairfield Career & Technical Schools, or at any college or university, whether under an

Education Option, CCP, or at the student's own expense. Expulsion may extend into the following school year. Additionally, any student expelled will not have access to the School of Choice, Community Choice or Open Enrollment Lottery Process for transfer between schools upon their return the following school year, and are not permitted to be on other school campuses that serve as an extension to our program (college campus, career centers, etc.).

8. **Individualized Plan**
   Grades and related academic credit(s) are awarded to students upon successful completion of their assignment.

9. **Other**
   School buildings may also offer other strategies for student intervention based on their positive intervention support plans.

10. **CORPORAL PUNISHMENT WILL NOT BE PERMITTED**

Student Bus Conduct

Students on a bus or other authorized Board of Education transportation vehicle are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

School Bus Safety Rules

Student behavior on the bus is essential to the safety of all passengers. The following is an excerpt from the policies on transportation services, which have been approved by the Groveport Madison Local School Board of Education.

All rules listed below are consistent with school bus regulations developed by the State Department of Education in cooperation with the National Highway Traffic Safety Administration. These rules help ensure a safe and orderly environment on each bus for all students.

Students riding GMLS buses shall:

- always obey and cooperate with the bus driver promptly and respectfully.
- observe the GMLS "Student Code of Conduct" on the bus.
- arrive at the bus stop 5 to 10 minutes before the bus is scheduled for arrival. Buses are on a time schedule and will not return for late students before or after school.
- not behave at the bus stop in a manner which may threaten life, limb, or property of any individual.
- leave or board buses at assigned locations unless they have parental AND administrative authorization to do otherwise.
- when getting on or off the bus, cross the street or highway only when the driver has signaled that the way is clear. Students must remain visible to the driver at all times.
- wait for the bus to come to a complete stop before attempting to get on the bus or before getting up from a seat to get off the bus.
- go directly to an available or assigned seat – do not stand. Students may not change seats without the driver's permission.
- remain seated, keeping aisles and exits clear at all times.
- not open or close the windows on the bus without the driver's permission, and do not put any part of the body out of a bus window.
- not use profane language, eat, drink, spit, nor litter on the bus.
- not throw or pass objects on, from, nor into the bus.

Riding a District-provided school bus is a privilege, and when bus safety rules are not followed, students may lose their privileges to ride a bus to and from school.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or conduct occurring on the bus/vehicle in violation of the Student Code of Conduct.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated personnel.

Surveillance Equipment

The GMLS District is dedicated to a safe and secure school system. For student safety and welfare, the District purchased six weapons detection systems from evolv®. Five units were installed at GMHS, and one is located at the Cruiser Accel location. In addition, video surveillance equipment and other devices are placed throughout the buildings and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

School Resource Officers

The School Resource Officer program is a cooperative agreement between the Groveport Madison Local School District, the City of Groveport, and Madison Township. This program assigns two full-time Police Officers to support the Groveport Madison Local School District. In addition to their law enforcement duties, the School Resource Officers provide mentoring to students, interaction with faculty, and participation in the classroom as guest speakers. The addition of the School Resource Officers has not only provided a safe school environment, but also enhances a positive relationship between students and the police.

POLICY JF

Student Rights and Responsibilities

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. ach exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;

2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;

3. due process of law with respect to suspension and expulsion;

4. free inquiry and expression and the responsibility to observe rules regarding these rights and

5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

Student Religious Liberties Act

In accordance with state law, students may engage in religious expression before, during, and after school hours in the same manner and to the same extent that a student is permitted to engage in secular activities or expression before, during, and after school hours. The District does not prohibit a student from engaging in religious expression in the completion of homework, artwork, or other written or oral assignments. Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work.

The District provides the same access to school facilities to students who wish to conduct a meeting for the purpose of engaging in religious expression as is given to secular student groups, without regard to the content of a student's or group's expression.

Dress Code

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices interfere with the educational program and/or safety of the schools. Grooming guidelines help to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Students must observe general guidelines for dress and appearance including adhering to the following:

- Shorts or skirts that are at least four inches from the inseam;
- Shirts and blouses must not expose the midriff area or inappropriate cleavage;
- Tops and waistlines of bottoms must overlap;
- Pajama pants and/or pants designed for lounge pants, slippers (of any kind), or blankets are not allowed;
- Shoulder straps on sleeveless shirts or dresses must be the width of at least three fingers;
- Dress that promotes hate, profanity, vulgar or negative messages, anything advertising or related to alcohol, tobacco and drugs, or anything sexually explicit is not allowed;
- Transparent garments, open mesh garments, or garments with large open sides are not allowed;
- Shoes must be worn and must not present a safety hazard;
- Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed;
- Items that could be dangerous to persons or destructive to school property such as chains or spikes, will not be allowed;
- Gang- or cult-related items of any kind are not allowed;
- Clothing with holes in inappropriate locations is not allowed;
- Sunglasses, masks, or other items that block the face, are not permitted; *unless, masks are required for public health purposes.
- Headwear of any type that obstructs one's identity or makes it difficult to identify an individual will not be allowed;
- Hooded articles of clothing are permissible only if hoods are down;

- When any dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when any dress or grooming disrupts the educational process by being distracting, indecent, or inappropriate to the educational process, it is prohibited (as determined by the building administrator).

Violation of the dress code can result in removal from class (until the violation can be resolved) and/or disciplinary action.

Infractions That May Result in Disciplinary Action

This list is not inclusive of all possible infractions.

Note: The administration reserves the right to adjust these infractions for an individual student based upon needs, history of misbehavior, the seriousness of the offense, and other relevant factors. The following infractions are prohibited and may result in disciplinary action. Consequences will be at the discretion of school administrators.

1A Unauthorized Use of Internet*

Use of the Internet for purposes other than instructed by staff or during time periods when staff members have disallowed such use. * Refer to Internet Use policy adopted by the Board of Education.

2A Disruptive Behavior

No student can engage in behavior that causes disruption to the learning environment. Conduct such as talking, making noises, throwing objects, play fighting, horseplay, inappropriate displays of affection, or otherwise distracting one or more classmates will be considered disruptive.

3A Dress Code Violations

Any style of dress that contradicts the District Dress Code Policy (see page 22), and/or disrupts the educational process is a violation.

4A Electronic Devices

Student use of cellular telephones, and other personal electronic communication devices, including “look-alike” devices, for receiving and/or transmitting messages is prohibited **during school time unless authorized by a staff member. The district will not assume responsibility for devices that are damaged, lost or stolen when brought to school or after being confiscated for violation of this policy.**

5A Forgery/Fraud/False Identification

Writing the name of another person or changing times, dates, grades, passes or permits; giving false information to school personnel or refusing to give your identification is considered forgery/fraud/false identification.

6A Gambling

Playing any games of chance or skill for money or items.

7A Public Display of Affection

Displays of affection in a physical way to include but not limited to: hugging, kissing, hand holding, sitting in one’s lap, etc.

8A Tardy to school/Class Cuts/Out of assigned area

Arrival to school after the school day has begun, and absences from school or the classroom without parents’/guardians’ and school authorities’ knowledge is a violation of this policy. It is also a violation of this policy for a student to be in an area for which they have not been authorized or areas that are unsupervised.

8A1 Truant
Unexcused absence from school.

9A Disrespect Toward Another Student
Inappropriate touching/conduct of a student, swearing, cursing, or making obscene gestures towards another individual.

10A Personal Profit/Commerce
Selling / exchanging / trading of any item for profit or personal gain.

11A Violations of Acceptable Use Policy
Students are prohibited from violating the Acceptable Use policies of GMLS and from allowing other individuals to use their GMLS-assigned technology (i.e., Chromebook) to violate the Acceptable Use policy.

12A False reporting
A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of an incident of child abuse to children's services or law enforcement agencies.

13A Honor Violation
Students shall not be involved in activities including, but not limited to, misrepresentation of facts, misuse of privileges, forgery, improper collusion or falsification of information. No student shall place themselves in a position to aid, abet, facilitate, encourage, allow or assist another student in violation of the school code of conduct.

14A Falsification
Falsification includes attempts to change, modify, or misrepresent records including, but not limited to hall passes, absence excuses, documents or materials used in daily school operation; sharing false information (i.e., lying); or not properly identifying oneself to school personnel.

15A Hazing
Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. A student shall not cause mental or physical harm or behave in such a manner which would cause mental or physical harm to other students while under the jurisdiction of the school.

18A Aggressive Physical Contact
Shouting, escalated arguing between students, unwillingness to submit to authority, refusal to respond to a reasonable request, or any physical act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).

19A Failure to Serve Discipline
Failure to serve assigned discipline action – Detention and or ISS.

1B Use, Possession, Sale or Distribution of Alcohol
A student shall not possess, use, transmit, sell, conceal, or consume any alcoholic beverage, intoxicant, inhalant, controlled substance, counterfeit controlled substance, or any other drug of abuse. A student shall not consume any alcoholic beverages, intoxicants, or drugs of abuse at any time before the student’s arrival at school or at a school sponsored activity.

A student is permitted to bring prescribed or over-the-counter medication to school with the written permission from parent/guardian and with authorization and supervision of their doctor and school administrator and administrator’s designee in accordance with Board policy.

2B Use, Possession, Sale or Distribution of Drugs other than Tobacco or Alcohol
Prescribed or over-the-counter medication is for the student's use only. A student may not sell or give, or provide prescribed medication, over-the-counter medication, alcohol or drugs to another student.

3B Fighting
Mutual participation in an incident involving physical conflict is a violation.

4B Assault/Unauthorized Touching
Physically attacking another person is considered assault/unauthorized touching. Unprovoked hitting, kicking, shoving or otherwise causing physical pain or harm to another outside the context of a mutual conflict is considered assault/unauthorized touching.

5B Weapons Other than Firearm or Look-Alike
A weapon, device, instrument, material or substance that is used for, or is readily capable of causing death or serious bodily injury.

6B Explosives
Possessing or creating any type of explosive/incendiary device, including fireworks is a violation.

7B False Alarms
Destroying or damaging a fire alarm is considered a violation of this policy. Making bomb threats, either written or verbal, against any school building is prohibited. Tampering with the fire alarm means setting off the alarm when there is no emergency. Tampering with the automated external defibrillator (AED) means opening the cabinet without permission. Threatening to bring a weapon to school or threatening to do bodily injury to staff and/or students is prohibited.

8B Arson
Creating, setting off, attempting to set off, or possessing any type of explosive device is prohibited. Setting fire or attempting to set fire to a school building or property located on school grounds or any property belonging to, rented by, or on loan to the school district is considered Arson.

9B Serious Bodily Injury
An incident that results in serious bodily injury to oneself or others. A bodily injury that involves substantial risk of death; extreme physical pain, disfigurement or impairment of the function of a bodily part.

10B Disrespectful Acts Towards Staff
Swearing, cursing, or making an obscene gesture directly to or regarding a staff member is prohibited. This includes adding inappropriate comments or pictures toward staff on social media sites.

11B Use, Possession, Sale or Distribution of Tobacco or Tobacco Related Products
Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look-alike devices. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.

12B Consensual/Non-consensual Sexual Conduct
Consensual/non-consensual sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational environment (pinching, grabbing, suggestive comments, gestures, or jokes or pressure to engage in sexual activity).

13B Sexting and/or Accessing Sexual Materials

The sending/receiving of explicit messages or images by any electronic device is prohibited. This includes using District-provided technology to send, receive, or access such messages or images regardless of when or where the information was accessed. Students are responsible for all such violations committed with their assigned Chromebooks regardless of whether they actually sent, received, or accessed the messages or images themselves.

14B Plagiarism/Cheating

Using, submitting or attempting to obtain information or answers dishonestly is considered plagiarism/cheating. Taking ideas or writing of others and presenting them as if they were yours are also violations of this policy.

15B Inciting Disobedient Acts/Inducing Panic

Yelling, cheering, plotting, cursing at a visitor, or encouraging acts that if committed are considered unruly, disruptive, or potentially harmful, or videotaping and/or posting inappropriate behavior on a social media site is prohibited.

16B Vandalism

The intentional destruction, altering, or defacing of property without having control of or owning the property is considered vandalism.

17B Trespassing

The act of being on school property without permission or refusing to leave the premises or property is considered trespassing.

18B Extortion

Getting money or a promise by using threat of force is considered extortion. A student must not make a person do anything they do not want to do by using threat or physical force.

19B Insubordination

Behavior that substantially disrupts the orderly learning environment is prohibited. Refusing to follow a request, directions, or instruction of an adult and/or leaving school grounds without permission is also considered insubordination. All other disruptive, aggravating and/or disobedient behavior not mentioned in any other category is a violation of this policy.

20B Theft or Possessing Stolen Property

Taking and/or possessing another person's property without their permission is considered theft and/or receiving stolen property.

21B Bullying/Harassment/Intimidation

Any intentional, repeated act, written or verbal, including gestures, photographs, drawings or any other form of communication used to intimidate, harass, or threaten harm to another person based on race, gender, religious belief, nationality, disability, sexual orientation or any other reason is considered bullying/harassment/intimidation.

22B Incorrigibility

Continually repeating misbehaviors, persistent/habitual behavior that affect the learning and environment of the student and/or those around them, or refusing to correct or reform behavior is considered a violation of this policy.

23B Gang Activity

Gangs are groups of two or more persons that initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment. Gangs are not tolerated by GMLS. Incidents involving hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm are prohibited. Students wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student are subject to disciplinary action.

24B Use, Possession, Sale or Distribution of Firearm

A firearm is any weapon which will, 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 machine gun. Firearm look-alikes should not be reported with this code.

25B Firearm Look-Alikes

Any item that resembles a firearm but does not have the explosive characteristics of a firearm (toy gun, cap gun, etc.).

Board of Education Procedures and Rules

It is not the intention of this manual to be all inclusive of the District's policies. The procedures listed below are for reference only and can be obtained in their entirety at the GMLS district office. Board policies are available on the GMLS website.

Due Process Rights (Policies JGD, JGDA, JGE)

Student Suspension (Policy JGD)

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

No period of suspension is for more than 10 school days. 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 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 community service or is assigned alternative consequences, 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.

Out-of-school suspensions for students in grades pre-K through three may only be issued for serious offenses in accordance with State law.

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 District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's 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.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so in writing within 5 school days of the notice of suspension. Suspensions issued by an assistant principal can be appealed to the building principal as the Board's designee. Suspensions issued by a building principal can be appealed to the appropriate director as the Board's designee. The student may be excluded from school during the appeal process.

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.

Student Expulsion (Policy JGE)

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling 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.

Expulsions for students in grades pre-K through three may only be issued for serious offenses in accordance with State law. The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. 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.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

Students Subject to Emergency Removal

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy JGDA - Emergency Removal.

Emergency Removal of Student (JGDA)

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal,

assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

Students Subject to Permanent Exclusion

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy JGE - Permanent Exclusion of Nondisabled Students.

Student Conduct on District-Managed Transportation (JFCC)

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 vehicle and after the student leaves the vehicle at the end of the school day.

Policies and procedures for student conduct on District-managed transportation are designed to ensure the safety and welfare of all passengers and are developed cooperatively with administrators and transportation personnel.

Students on District-managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established regulations for rider 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 District-managed transportation privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended suspension from District-managed transportation and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board’s policy regarding suspension from District-managed transportation privileges must be posted in a central location in each school building and made available to students upon request.

Regulations regarding conduct on District-managed transportation, as well as general information about the school transportation program, are available to all parents and students.

Weapons (Policy JFCJ)

Weapons in the School

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other weapons.

The definition of a firearm is any weapon (including a starter gun) which 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 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that 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.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.

2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.
Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under State criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and State law.

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.

Violent Conduct (Policy JFC)

Student Conduct (Zero Tolerance)

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 with 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 that 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 that 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 student code of conduct is made available to students and parents and is posted in a central location within each building.

Bomb Threats (Policies JFC/JFCJ)

Hazing and Bullying (Harassment, Intimidation and Dating Violence) Policy JFCF

Hazing means doing any act or coercing 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.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/ designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance, the Superintendent/ designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Hazing and Bullying (Harassment, Intimidation and Dating Violence) – (Policy JFCF-R)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials. When the behavior involves allegations of sexual harassment, the Title IX sexual harassment grievance process will be followed, as applicable. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process. To report harassment or bullying, please download and complete a Harassment Reporting form.

School Personnel Responsibilities and Complaint Procedures

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, up to and 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 email 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 “cyberbullying”), such as the following:

    A. posting slurs on websites, social networking sites, blogs or personal online journals;

    B. sending abusive or threatening emails, website postings or comments and instant messages;

    C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and

    D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.

6. excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day. To report harassment or bullying, please download and complete a Harassment Reporting form.

Complaints

1. **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; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. **Informal Complaints**
   Students, 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, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. **Anonymous Complaints**
   Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

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

Intervention Strategies

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

   School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the

purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. **Administrator Responsibilities**

A. **Investigation**

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

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such 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.

When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the applicable nondiscrimination grievance procedures are implemented where applicable.

B. **Non-disciplinary Interventions**

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

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

C. **Disciplinary Interventions**

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.

Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

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

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board 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 time lines.

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

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

Reports to the Victim and Their Custodial 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 custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial 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 State law or common law that may apply.

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

Student Absences and Excuses (Policy JED)

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

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

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or dental appointments.

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

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory

obligations have been met for such excusal);

2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);

3. observation of religious holidays consistent with the truly held religious beliefs of the student or the student's family;

4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);

5. college visitation;

6. pre-enlistment reporting to military enlistment processing station;

7. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active-duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;

8. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;

9. absences due to a student being homeless or

10. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student’s absence that day regarding that student’s absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up for missed work. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student’s driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Student Absences and Excuses (Policy JED-R)

Students Habitually Absent – Loss of Driving Privileges

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours in a school month or a total of at least 90 hours in a school year, the following procedure applies.

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges will be suspended or denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent. The hearing may be conducted by electronic means if requested by the parent. Notices may be sent by registered mail, regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.

2. The notice from the Superintendent to the student includes the scheduled time, place, date and participation method of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place, date and method.

3. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines "legitimate excuses" for absence from school to include, but not be limited to:

    A. enrollment in another school or school district in Ohio or another state;

    B. possession of an age and schooling certificate (work permit);

    C. a bodily or mental condition that prohibits attendance or

    D. participation in a home education program.

4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the registrar of motor vehicles and the juvenile judge. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of motor vehicles and the county judge must comply with State and Federal law.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges remains in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by State law. In accordance with State law, a student whose driving privileges have been denied can file a petition seeking their reinstatement.

Truancy (Policy JEDA)

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and notify the child's parent in writing of the legal consequences of being a "habitual" truant. The written notice may be delivered by regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with a nonmedical excuse or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

When a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the

student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parents. If the student's parent is unresponsive, the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum, a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint With Juvenile Court

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;

2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and

3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Use of Electronic Communications Equipment by Students (Policy JFCK)

Use of Electronic Communications Equipment by Students

Recognizing the impact of student cellphone use on student mental health and achievement and the distractions cellphones present within the school day, use of student cellphones must be as limited as possible during school hours. Further, other Personal Electronic Devices (PEDs) present the same or similar distractions during the school day. Both cellphones, as "personal electronic communications equipment," and PEDs have the potential of disrupting the orderly operation of the district's schools. The district has created this policy to govern students' possession and use of cellphones and other personal electronic devices in the school building or on the school grounds or premises during the school day.

Definitions
As used in this policy:
"Personal electronic communications equipment" means any device that is powered by batteries or electricity and that is capable of receiving, transmitting, or receiving and transmitting communications between two or more persons or a communication from or to a person. A cellphone is an electronic communications device.

"Personal Electronic Devices (PEDs)" means any portable electronic device that records, stores, or transmits information. A PED can be capable of communicating with other communication devices but some PEDs are not electronic communications equipment.

"School building" means any building in which any of the instruction, extracurricular activities, or training provided by a school is conducted.

"School day" means the time from a student's arrival to the school building, school grounds or premises on a scheduled day of instruction to the dismissal of students at the conclusion of the scheduled day of instruction or the student's early dismissal approved by the school office.

"School grounds or premises" means either of the following: The parcel of real property on which any school building is situated, OR any other parcel or real property that is owned or leased by the board of education and on which some of the instruction, extracurricular activities, or training of the school is conducted.

The personal electronics communication equipment and PEDs that are governed by this policy include but are not limited to:

- Existing and emerging mobile communication systems and smart technologies (cellphones, smartphones, smart watches, etc.)
- Personal Digital Assistants (PDAs)
- Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, multipurpose mobile devices, etc.)
- Portable internet devices (mobile messengers, tablet computers, etc.)
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.
- Personal headphones or earbuds

Students are prohibited from using any of the personal electronics devices and PEDs listed above during the school day unless the devices are specifically approved for student learning; are needed during an emergency that imperils student, staff, or visitor lives; or to monitor or address a health concern if included in a student's Individualized Education Program or Plan (IEP), a 504 plan or other reason deemed appropriate by the Superintendent/designee to monitor a student health concern.

Students may possess personal electronic communications equipment and/or PEDs but they must be powered off and out of sight in a closed backpack/purse/gym bag, etc., or in a locker or device provided by the district unless directed to present or use the device by a building teacher or administrator. The Board reserves the right to restrict all student cellphone use during the school day. A person who discovers a student using a device in violation of this policy is required to report the violation to the building principal.

The District assumes no liability if a student's phone or electronic communications device is damaged, lost or stolen. Notice of this policy is posted in a central location in every school building, in the student handbooks and posted in a prominent location on the District website.
This policy aligns with and supports Policy EDE and Policy JFCF. Together, policies EDE and JFCF prohibit hazing, bullying, harassment, intimidation, dating violence, and threatening or humiliating behavior, including by electronic means.

The Board directs the Superintendent/designee to develop procedures governing student use of cellphones and PEDs, in general, that specifies progressive and serious disciplinary measures. Such measures must be included in all student handbooks. Students violating District procedures or building regulations for use of cellphones and other electronic communications devices may have their phone or device confiscated and may be subject to discipline. The Superintendent and building principals are authorized to determine specific locations and situations where use of a PCD is absolutely prohibited.

The best way for parents/guardians to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day, as designated by school personnel or the building principal.

Family Educational Rights and Privacy Act (FERPA)

Student Records (Policy JO)

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

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within 45 days or earlier after the receipt of the request for access. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or

eligible student's request;

3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and

4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. *(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

Student Records (Policy JO-R)

1. Each student's official school records include the following.

    A. Records to be retained permanently

        i. name and address of parent(s)

        ii. verification of date and place of birth

        iii. dates and record of attendance

        iv. course enrollment and grades

        v. test data

        vi. date of graduation or withdrawal

    B. Records of verifiable information to be retained during the student's school career

        i. medical/health data

        ii. individual psychological evaluation (gathered with written consent of parent(s))

        iii. individual intelligence tests, tests for learning disabilities, etc., (counselor-administered)

        iv. other verifiable information to be used in educational decision making

2. Maintaining student records

    A. Transcripts of the scholastic record contain only factual information. The District confines its record keeping to tasks with clearly defined educational ends.

    B. Items listed under 1-A are retained for 100 years. Those listed under 1-B are retained during the student's enrollment and destroyed after graduation unless the school code imposes other restrictions.

    C. Teacher and staff comments on student records are confined to matters related to student performance. Value judgments are excluded from the record.

    D. Student records are considered as current educational and/or therapeutic tools and are available for use as such.

The following definitions of terms pertain to this statement of policy.

Student — any person who attends or has attended a program of instruction sponsored by the Board.

Eligible student — a student or former student who has reached age 18 or is attending a postsecondary school.
Parent — either natural parent of a student, unless his/her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent(s).

Dates of attendance — means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Education records — any records (in handwriting, print, tapes, film or other medium) maintained by the District, an employee of the District or an agent of the District that are related to a student, except:

1. a personal record kept by a school staff member that meets the following tests:

    A. it is in the sole possession of the individual who made it;

    B. it is used only as a personal memory aid and

    C. information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute;

2. an employment record which is used only in relation to a student's employment by the District (employment for this purpose does not include activities for which a student receives a grade or credit in a course);

3. alumni records which relate to the student after he/she no longer attends classes provided by the District and the records do not relate to the person as a student and

4. peer-graded papers before they are collected and recorded by a teacher.

Personally Identifiable Information — any data or information which makes the subject of a record known, including the student's name, the student's or student's family's address, the name of the student's parent or other family members, a personal identifier such as a student's Social Security number or a biometric record, other indirect identifiers, such as the student's date of birth, place of birth or mother's maiden name, other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Annual Notification

Within the first three weeks of each school year, the District publishes in a notice to parents and eligible students their rights under State and Federal law and under this policy. The District also sends home with each student a bulletin listing these rights; the bulletin is included with a packet of material provided to parents or eligible students when the students enroll during the school year.

The notice includes:

1. the right of a parent(s) or eligible student to inspect and review the student's education records;

2. the intent of the District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent(s) or the eligible student, (2) as directory information or (3) under certain limited circumstances, as permitted by law;

3. the right of a student's parent(s) or an eligible student to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s)' or eligible student's request;

4. the right of any person to file a complaint with the Department of Education if the District violates FERPA and

5. the procedure that a student's parent(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

An administrator arranges to provide translations of this notice to non-English-speaking parents in their native language.

Location of Education Records

The District identifies and documents the locations and custodians of education records.

Procedure to Inspect Education Records

Parents or eligible students may inspect and review education records to which they are entitled to have access upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (See the schedule of fees for copies.)

Since a student's records may be maintained in several locations, the school principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school principals accommodate their wishes.

Parents or eligible students should submit to the student's school principal a written request, which identifies as precisely as possible the record or records that he/she wishes to inspect.

The principal (or other custodian) contacts the parent(s) of the student or the eligible student to discuss how access is best arranged (copies at the exact location or records brought to a single site).

The principal (or other custodian) makes the needed arrangements as promptly as possible and notifies the parent(s) or eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or earlier after the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites or health, a parent(s) or eligible student cannot personally inspect and review a student's education records, the District arranges for the parent(s) or eligible student to obtain copies of the records. (See information below regarding fees for copies of records.)

When records contain information about students other than a parent(s)' child or the eligible student, the parent(s) or eligible student may not inspect and review the records of the other students.

Fee for Copies

The District does not deny parents or eligible students any rights to copies of records because of the following published fees. When the fee represents an unusual hardship, it may be waived, in part or entirely, by the records custodian. The District reserves the right to make a charge for copies, such as transcripts, which it forwards to potential employers or to colleges and universities for employment or admissions purposes. The District may deny copies of records (except for those required by law) if the student has an unpaid financial obligation to the District.

Federal law requires the District to provide copies of records for the following reasons:

1. when the refusal to provide copies effectively denies access to a parent(s) or eligible student;

2. at the request of the parent(s) or eligible student when the District has provided the records to third parties by the prior consent of the parent(s) or eligible student or

3. at the request of the parent(s) or eligible student when the District has forwarded the records to another district in which the student seeks or intends to enroll.

The fee for copies provided under Federal law may not include the costs for search and retrieval. This fee is 5 cents per page (actual copying cost less hardship factor).

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience is 5 cents per page (actual search, retrieval copying cost and postage, if any).

Directory Information

The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity or when disclosure is otherwise prohibited by law. Such information includes:

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

Within the first three weeks of each school year, the District publishes the above list, or a revised list, of the items of directory information that it proposes to designate as directory information. For students enrolling after the notice is published, the list is given to the student's parent(s) or to the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they have two weeks in which to advise the District in writing (a letter to the Superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records are appropriately marked by the record custodians to indicate the items that the District designates as directory information about that student. This designation remains in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

Use of Student Education Records

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the following criteria to determine who are school officials. An official is a person:

1. duly elected to the Board;
2. certificated by the state and appointed by the Board to an administrative or supervisory position;
3. certificated by the state and under contract to the Board as an instructor;

4. employed by the Board as a temporary substitute for administrative, supervisory or teaching personnel for the period of his/her performance as a substitute;

5. employed by, or under contract to, the Board to perform a special task such as a secretary, a treasurer, Board attorney or auditor for the period of his/her performance as an employee or contractor or

6. a contractor, consultant, volunteer or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that the outside party:

    A. performs an institutional service or function for which the District would otherwise use employees;

    B. is under the direct control of the District with respect to the use and maintenance of education records and

    C. abides by the legal requirements governing the use and redisclosure of personally identifiable information from education records.

School officials who meet the criteria listed above have access to a student's records if they have a legitimate educational interest in those records. A "legitimate educational interest" is the person's need to know in order to perform:

1. an administrative task required in the school employee's position description approved by the Board;

2. a supervisory or instructional task directly related to the student's education or

3. a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

NOTE: The District must use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. A district that does not use physical or technological access controls to records must ensure that its administrative policy for controlling access to education records is effective and that it remains in compliance with the legitimate educational interest requirement.

The District releases information from or permits access to a student's education records only with a parent's or an eligible student's prior written consent, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure under the following conditions:

1. when students seek or intend to enroll in another school district or a postsecondary school. The District makes reasonable attempts to notify the parent or eligible student at their last known address unless the disclosure is initiated by the parent or eligible student or unless the District's annual notification includes notice that the District forwards education records to other education entities that request records in connection with a student's transfer or enrollment. Upon request, the District provides copies of the records and an opportunity for a hearing (upon the condition that the student's parents be notified of the transfer, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record);

2. when certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;

3. when parties who provide, or may provide, financial aid for which a student has applied or received, need the information to:

    A. establish the student's eligibility for the aid;

    B. determine the amount of financial aid;

C. establish the conditions for the receipt of the financial aid or

D. enforce the agreement between the provider and the receiver of financial aid;

4. if a State law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials;

5. when the District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid or improve instruction;

6. when accrediting organizations need those records to carry out their accrediting functions;

7. when parents of eligible students claim the student as a dependent;

8. when it is necessary to comply with a judicial order or lawfully issued subpoena; the District makes a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure under this provision, except when a parent is party to a court proceeding involving child abuse or neglect or dependency, and the order is issued in the context of that proceeding;

9. if the disclosure is an item of directory information and the student's parent(s) or the eligible student has not refused to allow the District to designate that item as directory information for that student;

10. the disclosure is in connection with a health and safety emergency;

11. the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the educational agency or institution under 42 U.S.C. 14071 and applicable federal guidelines and

12. to an agency caseworker or other representative of a state or local child welfare agency when the agency is legally responsible for the care and protection of the child. Information obtained will not be disclosed by the agency to any other agency or individual, unless they are engaged in addressing the education needs of the child and authorized by the agency to have access and the disclosure is consistent with the State laws applicable to protecting the confidentiality of the student's education records.

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

The District records the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

1. the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and

2. parties to whom the District disclosed the information.

The District is required to permit the Ohio Department of Education (ODE) to have access to personally identifiable information about a student if ODE needs the information to:

1. notify the District or school attended in the District of threats or descriptions of harm included in the student's response to an achievement test question;

2. verify the accuracy of the student's achievement test score or

3. determine whether the student satisfies the alternative conditions for a high school diploma.

District officials may release information from a student's education records if the student's parent(s) or the eligible student gives his/her prior written consent for the disclosure. The written consent must include at least:

1. a specification of the records to be released;

2. the reasons for the disclosure;

3. the person or the organization or the class of persons or organizations to whom the disclosure is to be made;

4. the parent(s) or student's signature and

5. the date of the consent and, if appropriate, a date when the consent is to be terminated.

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The District does not release information contained in a student's education records, except directory information, to any third parties, except its own officials, unless those parties agree that the information is not redisclosed, without the parent(s)' or eligible student's prior written consent.

Records of Requests for Access and Disclosures Made From Education Records

The District maintains an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. the name of the person who or agency which made the request;

2. the interest which the person or agency has in the information;

3. the date on which the person or agency made the request;

4. whether the request was granted and, if it was, the date access was permitted or the disclosure was made and

5. in the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and the parties to whom the agency or institution disclosed the information.

The District maintains this record as long as it maintains the student's education record.

The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent(s) or eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

Procedures to Seek to Correct Education Records

Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights.

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" is used to describe a record that is inaccurate, misleading or in violation of student rights. The term "correct" is used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" is used to describe the parent(s) of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct the education records for a requester, the District may make a decision to comply with the request for change at several levels in the procedure.

First-level decision. When a parent of a student or an eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should immediately ask the record custodian to correct it. If the records are incorrect because of an obvious error and it is a simple matter to make the record change at this level, the records custodian makes the correction. If the records are changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the records to the requester's satisfaction, or the records do not appear to be obviously incorrect, he/she:

1. provides the requester a copy of the questioned records at no cost;

2. asks the requester to initiate a written request for the change and

3. follows the procedure for a second-level decision.

Second-level decision. The written requests to correct a student's education records through the procedure at this level should specify the correction that the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he/she believes the item:

1. is inaccurate and why;

2. is misleading and why and/or

3. violates student rights and why.

The request is dated and signed by the requester.

Within two weeks after the records custodian receives a written request, he/she:

1. studies the request;

2. discusses it with other school officials (the person who made the record or those who may have a professional concern about the District's response to the request);

3. makes a decision to comply or decline to comply with the request and

4. completes the appropriate steps to notify the requester or moves the request to the next level for a decision.

If, as a result of this review and discussion, the records custodian decides the records should be corrected, he/she effects the change and notifies the requester in writing that he/she has made the change. Each such notice includes an invitation for the requester to inspect and review the student's education records to make certain that the records are in order and the correction is satisfactory.

If the custodian decides the records are correct, he/she makes a written summary of any discussions with other officials and of his/her findings in the matter. He/She transmits this summary and a copy of the written request to the Superintendent.

Third-level decision. The Superintendent reviews the material provided by the records custodian and, if necessary, discusses the matter with other officials such as the school attorney or the Board (in executive session). He/She then makes a decision concerning the request and completes the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the Superintendent notifies the requester in writing of the reasons for the delay and indicates a date on which the decision will be made.

If the Superintendent decides the records are incorrect and should be changed, he/she advises the record custodian to make the changes. The record custodian advises the requester of the change as he/she would if the change had been made at the second level.

If the Superintendent decides the records are correct, he/she prepares a letter to the requester, which includes:

1. the District's decision that the records are correct and the basis for the decision;

2. a notice to the requester that he/she has a right to ask for a hearing to present evidence that the records are incorrect and that the District grants such a hearing;

3. advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense and

4. instructions for the requester to contact the Superintendent or his/her designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District is not bound by the requester's positions on these items but may, as far as feasible, arrange the hearing as the requester wishes.)

Fourth-level decision. After the requester has submitted (orally or in writing) his/her wishes concerning the hearing officer, the time and place for the hearing, the Superintendent, within a week, notifies the requester when and where the District will hold the hearing and whom it has designated as the hearing officer.

At the hearing, the hearing officer provides the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records is incorrect as shown in the requester's written request for a change in the records (second level).

Within one week after the hearing, the hearing officer submits to the Superintendent a written summary of the evidence submitted at the hearing. Together with the summary, the hearing officer submits his/her recommendation, based solely on the evidence presented at the hearing, that the records should be changed or remain unchanged.

The Superintendent prepares the District's decision within two weeks of the hearing. That decision is based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The District's decision is based solely on the evidence presented at the hearing. The Superintendent may overrule the hearing officer if he/she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent takes one of the following actions.

1. If the decision is that the District changes the records, the Superintendent instructs the records custodian to correct the records. The records custodian corrects the records and notifies the requester as in the context of the second-level decision.

2. If the decision is that the District does not change the records, the Superintendent prepares a written notice to the requester, which includes:

    A. the District's decision that the records are correct and will not be changed;

    B. a copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision and

    C. advice to the requester that he/she may place in the student's education records an explanatory statement that states the reasons why he/she disagrees with the District's decision and/or the reasons he/she believes the records are incorrect.

Final administrative step in the procedure. When the District receives an explanatory statement from a requester after a hearing, it maintains that statement as part of the student's education records as long as it maintains the questioned part of the records. The statement is attached to the questioned part of the records and whenever the questioned part of the records is disclosed, the explanatory statement is also disclosed.

Student Surveys (Policy JOA)

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at the beginning of each school year that their children may be involved in Board-approved third-party surveys. The school must also give parents the opportunity to opt their child out of the activity. A student shall not be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;

2. mental or psychological problems of the student that are "potentially embarrassing" to the student or the student's family;

3. sex behavior or attitudes;

4. illegal, anti-social, self-incriminating or demeaning behavior;

5. critical appraisals of other individuals with whom respondents have close family relationships;

6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;

7. religious practices, affiliations or beliefs of the student or the student's parent or

8. income (other than that required by law to determine eligibility for participation in a program and/or for receiving financial assistance under such program).

Parents have a right to inspect a survey created by a third party before that survey is administered by the school to students. Parents are notified by the school when a survey is to be administered and will have at least two weeks to review the materials.

In order to protect student privacy rights when a school survey is to be administered that contains one of the prohibited eight items identified in this policy, parents have the right to inspect the survey. If parents do not want their child to be a participant in the survey, they must notify the school.

The collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose, is prohibited. This does not include personal information collected for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions such as:

1. postsecondary institutions or military recruiters;
2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by K-12 schools;
4. tests and assessments used by grades K-12 to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students, or to generate other statistically useful data for the purpose of securing these tests and assessments, and the subsequent analysis and public release of the aggregate data from these tests and assessments;
5. the sale by students of products or services to raise funds for school or education-related activities or
6. student recognition programs.

For specific events, the school must notify the parents annually of the projected or approximate dates of the following activities:

1. the collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose;
2. the administration of a survey containing any of the eight items identified in this policy and
3. annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

Recruiters in the Schools (Policy KKA)

The Board will not impose any restriction on the presentation of career information to students that is not uniformly imposed on representatives of the armed forces, skilled trades, institutions of higher education, career-technical education providers, business, industry, charitable institutions, and other employers or prohibit the presentation of information or recruitment of students by those representatives for employment, employment training, or education on the District's campus. The Board provides equal access to any of the District's employment or placement services to all of the entities described in this policy. Scheduling of recruiting visits to the District is announced to the student body in advance. The District provides at least two opportunities per school year for recruiters to present information in person to all students in grades nine through 12, individually or in a group setting.

All group meetings are scheduled through the principal’s office. Classroom teachers who schedule recruiters as a career awareness activity should coordinate these activities through the principal’s office.

Names, addresses, school email addresses and telephone listings of secondary school students must be released to a recruiting officer of the armed forces unless a parent or student (age 18 or older) submits a written request not to release the information. The District notifies parents and students (age 18 or older) of their right to submit a written request not to release such information.

All recruiters are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

Visitors (Policy KK)

Visitors to the Schools

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits to specific classrooms must be scheduled with the teacher and administrator, in advance, to avoid any unnecessary disruption to classroom instruction or activities and may be limited in duration and scope.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. (Authorization is not needed for school programs, assemblies, graduations and athletic events.)

All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings, loitering on the grounds and/or creating disturbances anywhere on District property.

Accessibility

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go.

All notices, signs, schedules, and other communications about school events must contain the following statement: "In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the principal if they require reasonable accommodation."

Volunteers (Policy IICC)

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the classified staff responsible for the conduct of those programs and activities.

Each volunteer must note that they:

a. are required to abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which they are exposed except as authorized by law);
b. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
c. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of their volunteer services;
d. may not accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of their official duties as a volunteer on behalf of the Board.

All volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times, and that they will have to provide a set of fingerprints so that a criminal records check can be conducted before they can begin their duties, or as a condition of continued service as a volunteer at the discretion of the Board. If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses listed below and/or described in R.C. 109.572 (A)(1), the volunteer will be informed either that the Board is no longer interested in maintaining their volunteer service or that the volunteer will be assigned to duties for which they will not work unsupervised with children.

Offenses

No person is to be accepted or maintained as a volunteer if they have been convicted of any of the following offenses:

a. aggravated murder, murder, voluntary manslaughter, involuntary manslaughter
b. felonious assault, aggravated assault, assault
c. failing to provide for a functionally impaired person
d. aggravated menacing
e. patient abuse or neglect
f. kidnapping, abduction, child stealing, criminal child enticement
g. rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of minor in nudity-oriented material or performance
h. aggravated robbery, robbery
i. aggravated burglary, burglary
j. abortion without informed consent
k. endangering children
l. contributing to the delinquency of children
m. domestic violence
n. carrying concealed weapons, having weapons while under disability, improperly discharging firearm at or into a habitation or school
o. corrupting another with drugs
p. trafficking in drugs
q. illegal manufacture of drugs or cultivation of marijuana
r. funding of drug or marijuana trafficking
s. illegal administration or distribution of anabolic steroids
t. drug possession offenses (that are not a minor drug possession offense)
u. placing harmful objects in or adulterating food or confection.

School Volunteers (Policy IICC)

The Board believes one of the greatest resources available may be found in the citizens of the community who have special knowledge and talents to contribute to the District. The use of citizens as volunteers within the school program enhances the educational process not only for students, but for the community as well. Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating the learning process and provide resource persons who have expertise in various areas.

Recruitment and selection of volunteers is done at the District and building level. Interested individuals should contact the building principal or his/her designee for building specific opportunities and contact the District office for District opportunities. The interests and abilities of the volunteers are considered when making assignments.

All volunteers shall be registered with the District office and at the appropriate building. Standard procedures for record keeping include hours contributed by various volunteers, types of services or donations made and an application kept on file at the local school for any volunteer who works directly with students, especially in tutorial relationships.

The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check may be conducted at any time. Volunteers serving in positions with direct unsupervised access to students must submit a satisfactory background check, this includes chaperones for field trips, volunteer coaches and other positions deemed necessary by the District. Volunteers may also be subject to Board approval.

In accordance with State law, the District may require additional background checks for any prospective volunteer.

Homeless Students (Policy JECAA)

Admission of Homeless Students

The Board believes that all school-aged students, including homeless students and unaccompanied youth, have a basic right to equal educational opportunities. Accordingly, the District must enroll each homeless student or unaccompanied youth in the District in the school determined to be in the student's best interest. Enrollment is defined by the McKinney-Vento Homeless Assistance Act as attending classes and participating fully in school activities.

A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. sharing the housing with other people due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
7. migratory students living in circumstances described above and
8. an unaccompanied youth who is homeless and not in the physical custody of a parent or guardian.

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. The District presumes that keeping the homeless child or youth in the school of

origin is in the child or youth's best interest, unless doing so is contrary to the request of the student's parent or guardian, or the unaccompanied youth. When considering the school of best interest, the District considers student centered factors related to the homeless child or youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or the unaccompanied youth.

The District complies with a request made by a parent(s) regarding school placement regardless of whether the student lives with the homeless parent(s) or is temporarily residing elsewhere.

The Board ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the identification, enrollment, retention and success in school of homeless students including barriers to enrollment and retention due to outstanding fees or fines, or absences;

2. the District does not segregate homeless children or youth into separate schools or separate programs within a school, based on the student's status as homeless;

3. it appoints a District liaison, able to carry out their duties, who ensures that homeless students are identified and enroll and succeed in school and ensures the liaison is trained in compliance with law;

4. it provides training opportunities for staff on identifying and serving homeless students;

5. homeless children or youth are immediately enrolled even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, records of immunization and other required health records, proof of residency or other documentation, or if the student has missed application or enrollment deadlines during any period of homelessness;

6. homeless children or youth are provided with education, nutrition and transportation services that are at least comparable to the services provided to non-homeless students and

7. homeless students and unaccompanied youth meeting the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities including: magnet school; summer school; career and technical education; advanced placement; online learning and charter school programs.

The liaison carries out all duties required by law, ensures compliance with the subgrant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

A student who ceases to be homeless may continue to receive services until the end of the period of time for which the service was originally intended to be provided, which may be the end of the school year or the end of a program cycle.

Information about a homeless child or youth's living situation is part of the student education record and is not considered directory information.

The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

For families needing assistance with homelessness, contact Kellie Hayden at kellie.hayden@gocruisers.org.

Children and Youth in Foster Care
Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy JECAA.

STUDENT HEALTH SERVICES AND REQUIREMENTS

The School Board of Groveport Madison Local Schools recognizes the responsibility of the school to help protect the health of the students.

School Health Information for Parents

Illness or Serious Injury

If your child has a fever of 100 degrees or more, vomits or has diarrhea, is too ill to be at school or has a serious injury, you will be notified to pick up your child. If a child demonstrates symptoms of an illness that may be contagious, the child will be isolated pursuant to Board of Health guidelines.

Please update your phone numbers and/or employment information even when your child is in high school, as they could have a life-threatening emergency and not be able to tell us the phone number where to reach you. Parents can easily update their contact information through their FinalForms account.

In general, a student may return to school after an illness if the following circumstances do not conflict with our School Board Policies:

- They feel well enough to participate in class;
- They are no longer contagious;
- They are free of fever, diarrhea or vomiting for a full 24 hours, without medication;
- When blood or drainage is contained in a bandage and there is no seepage;
- They have a doctor's note to return to school, if it does not conflict with our School Board Policies or the Ohio Department of Health Communicable Disease Manual;
- We will comply with state and local health guidelines.

Emergency Forms

State Law requires each student to have an Emergency Medical Authorization (EMA) on file. Schools use the information provided on the EMA to contact parents. It is very important that this form be completed in your SchoolCare account. Be sure to give past medical history, as this information could be needed in an emergency.

Parents, please remember to:

- List your emergency contact phone numbers - DO NOT put down daycare as an emergency contact;
- **Notify the school if your home, cell or work phone number changes during the school year;**
- Notify the school if you move or change a job.

Groveport Madison Local Schools has transitioned all medical forms to our SchoolCare digital health platform.

Your Child's Medical Needs at School

It is the parent's responsibility to provide the school, along with the proper documentation from a physician, any medical concerns and or diagnosis the student may have. The school will not be able to administer care or provide special arrangements for the child without this documentation. Please inform the school of any health problems that are new developments throughout the school year, such as seizures, food allergies, bee sting reactions, asthma, etc.

If your child has an injury requiring special accommodations during the school day, you must bring a note from the physician. The physical education teacher and school nurse will need a note excluding the child from gym class, and another note when the child can resume class.

The parent must keep the bus driver informed of any health concerns of which they feel the bus driver should be aware. Please feel free to contact the bus garage staff at 614-836-4788.

SchoolCare App

Groveport Madison Local Schools has partnered with SchoolCare to manage student health information. SchoolCare, a digital health platform, communicates directly with parents to ensure they know all about their student's healthcare at school. Parents will receive immediate alerts when their child visits the school nurse, when their child's medication is running low, or when immunization deadlines are approaching. SchoolCare information and is both HIPAA and FERPA compliant.

Please submit your child's health forms to us through the SchoolCare app so that school nurses will get the information they need to take good care of your child while they're at school. Just follow the link to create your SchoolCare account and complete the health registration process for your child(ren):

1. Check your inbox. Use the email invitation that is sent to you from activation@schoolcare.com and click on the link to begin.
2. Create a password and log into your SchoolCare account.
3. Once you have logged in, you will see "My Family." Click on the orange sign-up button to begin registration for your child.

If you need further assistance with your account, please contact support@schoolcare.com.

Food Allergies

An allergic reaction to certain foods can result in serious life-threatening consequences. In instances in which a student has a known food allergy, the parent/guardian is responsible for contacting the student's health care provider to complete the Groveport Madison Local Schools Allergy Action Plan. The Allergy Action Plan must be immediately provided to the school's office, who will provide copies to District staff who require information (cafeteria staff, school nurse, etc.). The parent/guardian also has a responsibility to make their student aware of the allergy, the general treatment measures necessary, and to inform the student to avoid situations where the allergen may be present.

Students who are served a District-provided meal will be provided with appropriate food substitutions and they will be separated from other students. Students who bring their own lunch are still required to have a physician-signed Allergy Action Plan. Any questions regarding this policy should be directed to the school's nurse.

Screenings

The district administers health screenings according to the Ohio Department of Health and Ohio Law. It is the responsibility of the parents to contact the school in writing, within one week of the child starting school in the district of any objection to health screenings. These screenings could consist of vision, hearing, scoliosis, body mass index, lice checks, blood pressure checks, and daily health monitoring.

Contagious Diseases/Conditions

- **Coronavirus or COVID-19**
  Your child must stay home, in accordance with CDC guidelines. Return to school as listed in CDC guidelines, found online at CDC.

- **Chicken Pox**
  Your child must stay home until all the chicken pox scabs are dry, and no new pox appear. This usually takes five to seven days. Parents/guardians must notify the school nurse if your child gets this disease, **even if your child had the vaccine to prevent it.**

- **Conjunctivitis (Pink Eye)**
  Consider contacting your doctor if your child has redness in the white part of their eye, if it itches or hurts, and has yellow or green discharge. This may be bacterial pink eye. If the eye is red, itches, and has clear discharge, this could be viral pink eye. Both types are very contagious. Your child may return to school 24 hours after the start of medication, with a note that they have been seen and treated by a physician.

- **Pediculosis (Head Lice)**
  Head lice, or Pediculus humanus capitis, are tiny parasitic insects that live on human heads and feed on human blood. If a child in the District is found to have live head lice, the child's parent/guardian will be contacted to have the child treated and to pick them up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal to be sure they are free from bugs before being allowed back in school.

- **Impetigo**
  Impetigo is a contagious skin infection caused by a bacterium that spreads quickly. Impetigo appears as red sores that can occur anywhere on the body but children typically get them on their faces, especially around the nose and mouth. The sores start out as small blisters that turn to a grainy, yellowish crust. Symptoms need to be treated with an antibiotic to prevent scarring or spreading. Students with impetigo may return to school 24 hours after medicine is started and there is no oozing. The student must provide a note to the school office showing a physician treated them.

- **Ringworm**
  In patients with ringworm, a highly contagious fungus causes a red raised rash in the shape of a circle. The student is excluded from school until medicated for 24 hours and may only return to school with a note from the physician stating they have been treated.

- **Scabies**
  This highly contagious mite causes skin problems that is treated with a prescription medication and must be reapplied in 7 days. Most physicians require that the entire family be treated. Students may return to school after medication is applied for the first time, with a physician note that they have been treated.

- **Strep Throat or Scarlet Fever**
  Consider contacting your physician if your child has had a sore throat lasting more than 3 days, as it may be strep. Your child may return to school after being treated with medication for 24 hours, provided they have a physician note, proving they have been treated.

- **Tuberculosis (TB)**
  Tuberculosis (TB) test results are required if:
  1. The student was born in a country outside of the United States.
  2. The student has been in a foreign country for 30 days or more in the past year.

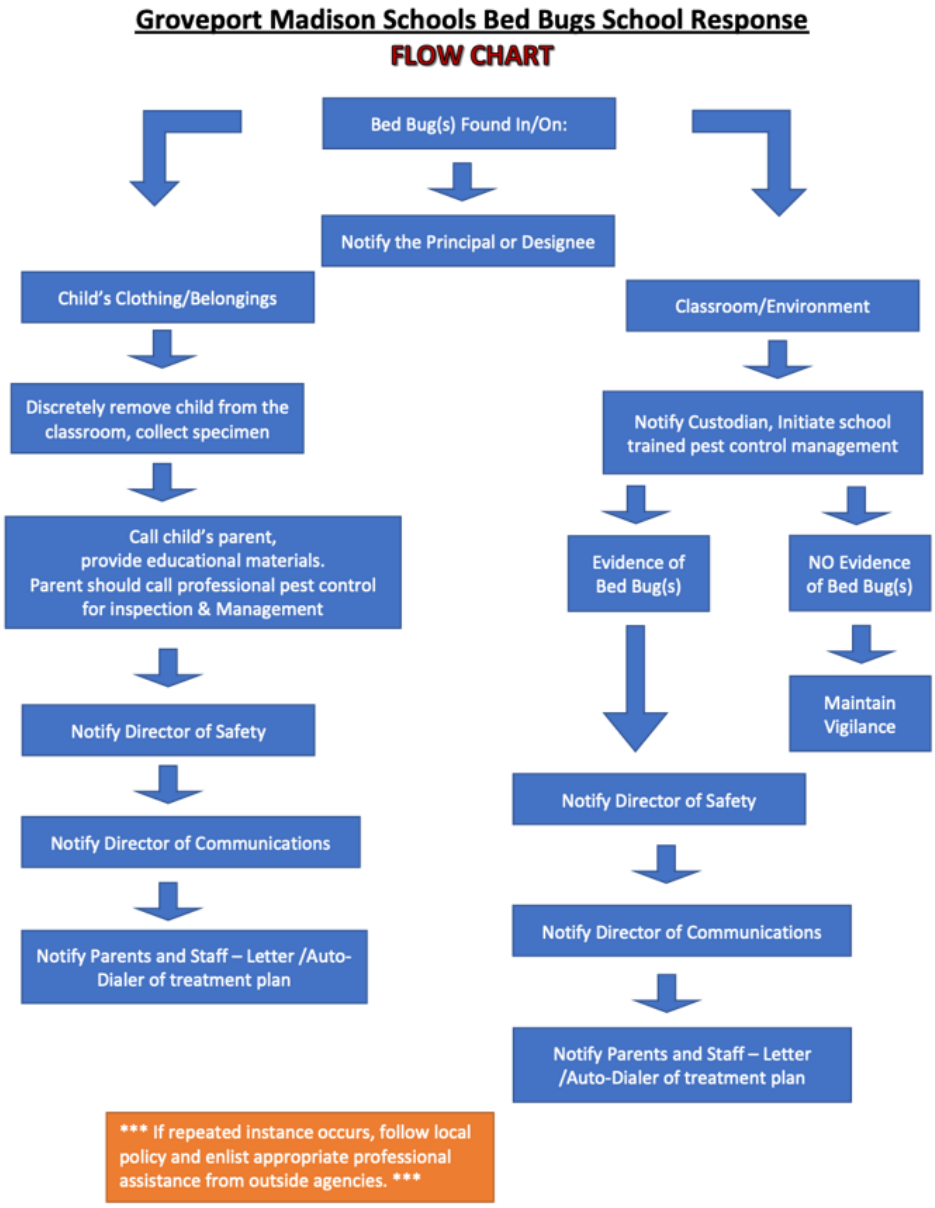
The test must show whether the result was positive or negative and how many millimeters the induration is.

- **Bed Bugs**

The person designated by the principal, may do examinations for bed bug infestation. At this time, public health scientific evidence does not show that bed bugs spread disease. Students will not be excluded from school due to bed bugs. If a suspected bed bug is found on a student or their belongings school principal or principal designee will privately follow these guidelines.

1. Discreetly remove the student from the classroom so a qualified individual can perform an inspection of the student's clothing and other belongings (including but not limited to: shoes, jackets, hats, books, backpacks, school supplies, etc.). If evidence of bed bugs is found, the staff/designee will place the student's unneeded items, such as book bags, into a large plastic bag and tightly seal the bag. If the student has siblings or other household members in the school system, they will be checked for evidence of infestation.
2. Check areas where the student sits or affected belongings may have been placed for extended periods of time for evidence of bed bugs. If a questionable bug(s) is seen, attempt to collect the specimen(s) using a tissue or a piece of gauze. Try not to crush the bugs. Additional bugs found after specimen collection, or if identification is not necessary (i.e., you know it is a bed bug) should be discarded by placing them in a sealed bag and disposing of the bag in the trash.
3. Do not send the student home. The parents are to be notified by the principal or the principal designee, if the specimen is a confirmed or suspected bed bug.
    - Suggest clean, freshly laundered (on high heat setting) and sealed change of clothing be sent to school (as long as needed).
    - Send only essential items to school with the student and inspect items upon arrival at school. If possible, the school could offer to keep non-essential items overnight to help ensure the items remain bed bug free.
    - Suggest keeping school items sealed in a plastic bag or tote at home and limit items going back and forth from home to school until infestation is treated.
    - Send home Bed Bugs Do's & Don'ts Checklist (available in school clinic or at https://aging.ohio.gov/care-and-living/health-and-safety/Health-and-safety-resources/bed-bugs)
4. Vacuuming procedures to follow where bed bugs are found:
    - Vacuum affected areas where bed bugs are found during normal, after-school cleaning schedule, including floor and baseboards.
    - Sprinkle about ¼ to ½ cup of talcum powder on the last section of floor to be vacuumed.
    - Remove the vacuum bag and place in a tightly sealed plastic garbage bag for disposal.
    - Do not use the same vacuum bag if moving to an uninfected area.

    * If further environmental controls are deemed necessary, a licensed pest control company should be contacted by the Office of Business and School Improvement.
5. After positive identification, the school principal, designee should provide the student's classroom (elementary schools only) with the following information:
    - Parent/Guardian notification letter



Immunizations

Ohio State Law requires that immunizations must be complete when a child attends school. There are medical, religious and personal exemptions that are accepted, but they must be hand written and turned in yearly to the school nurse to keep on file. All students have 14 days to show compliance with the current state immunization requirements. If the school does not have proof of the shot requirements, the student will be excluded until proof is shown. Please update the school with a copy of your child's shot record if an immunization is received from your doctor or health clinic anytime during their school years (grades K-12). All upcoming 7th-graders must have updated Tdap and Meningococcal (MCV4) vaccines. Upcoming 12th-graders must have a second Meningococcal (MCV4) vaccine.

Blood Borne Pathogens

The Groveport Madison Local Schools' Board of Education recognizes that staff/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is extremely low, the Board regards any such risk as serious. The school district seeks to provide a safe educational environment for students and has taken appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. The staff is taught to assume that all body fluids are potentially infectious and to follow universal precautions to reduce risks and minimize and/or prevent the potential for accidental infection.

A bloodborne pathogen is a pathogenic microorganism that is present in human blood and can cause disease in humans. These microorganisms include, but are not limited to, Hepatitis B and C Viruses (HBV and HBC) and Human Immunodeficiency Virus (HIV). Whenever a student has contact with blood or other potentially infectious material, the child must immediately notify the nurse/clinic aide. Staff will assist your child in cleansing the exposed area. The parents of a student who is exposed will be contacted regarding the exposure and encouraged to consult with the student's physician concerning any necessary post-exposure testing or treatment. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when their child has bled at school and a staff member has been exposed to their blood. Any testing is subject to laws protecting confidentiality.

I NEED TO STAY HOME IF:

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE A BAD SORE THROAT	I HAVE BEEN IN THE HOSPITAL
Temperature of 100.0 or higher	**Within the past 24 hours**	**Within the past 24 hours**	**Body rash with itching or fever**	**Active live lice present**	**Redness, itching, and/or "crusty" drainage from eye**	**Persistent, painful; with/without white patches**	**Hospital stay and/or ER visits**

I CAN GO BACK TO SCHOOL WHEN:

I am fever free for 24 hours without the use of fever-reducing medication such as Tylenol or Ibuprofen.	**I am free from episodes of vomiting for 24 hours and have resumed a normal diet.**	**I am free from episodes of diarrhea for 24 hours and have resumed a normal diet.**	**Rashes of unknown origin have been evaluated by a physician and provided a copy of physician orders to school.**	**I have treated lice with appropriate treatment and live lice are no longer present.**	**I have seen a physician and have been on medication for 24 hours.**	**I have seen a physician and been on medication for 24 hours.**	**I have provided the school with physician orders instructing staff on how to provide care for me at school.**

Media and Internet Release Fo

Throughout the school year, students may be highlighted in off adison Local Schools (GMLSD) activities and achievements. For example, st rain teachers and/or increase public awareness of our schools thro and brochure, as well as in newspapers, radio, and televisio

I certify that I have r s terms and conditions

Plea

- ❑ d media or any other

e said r use of ll not

tatives

- ❑ No, **I D** al Schools

Parent Signature ___

SAMPLE
Form will be completed in FinalForms Account.

Chromebook Agreement

Groveport-Madison School District ("District") is pleased to provide its students with Chromebook computers. The use of this equipment is a privilege, not a right. In exchange for the privilege of using this equipment, the District requires each student and their parent or legal guardian to agree to the following:

1. The Chromebook you will be issued is the property of the District. The Chrome ilable to you as a learning tool, and is to be used for educational purposes only. As a resu net Rules and Expectations included below and comply with all other District
2. You are responsible for the Chromebook, and t, you agree to follow the General Handling and Requi
3. If the Chromebook is costs associated wit
4. If the will be person theft to the poli
5. Parents/g theft of the Chrome
6. Students who **tery charge** unless
7. The Chromebook modify any applic educational purpos determines the app
8. Students cannot use t activity that violates copyright laws. Any mu gally purchased and owned by the student/parent.
9. Before being issued a Chro guardian must provide a signed copy of this Agreement. Parents/Guardians must als formation section of the document attached to this Agreement.
10. You will return the Chromebo rict immediately upon request. If you withdraw from the District for any reason, you are required to immediate turn the Chromebook. Failure to return the Chromebook to the District upon request or withdrawal may result in a hold being placed on the student's academic records pursuant to District policy. The District may take appropriate legal action to recover the Chromebook or replacement costs (including costs to replace software).
11. Because the Chromebook is the property of the District, you have no right to privacy when it comes to using the Chromebook. All files, content, browsing history, and any other information stored on the Chromebook may be monitored or inspected by the District at any time. If you misuse the Chromebook, you may be subject to disciplinary action(s), and the District may rescind the privilege of using it.

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Form will be completed in FinalForms Account.

Chromebook Agreement (continued)

12. The Children's Online Privacy Protection Act, or COPPA, is a federal law that allows parents to control what information is collected online from their children under the age of 13. Groveport Madison Local Sch contract with third-party website operators to offer online programs solely for the benefit of our studen ol system – for example, homework helplines, individualized education modules, online researc or web-based testing services. In these cases, the schools may act as the parent's a n of kids' information on the parent's behalf. The school's ability to consent for xt. If you choose to opt out of these programs, please contact your sc

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Internet Rules and Expectations

- The District's A
- Any in
- trict officials can
- net/Network

General H

- Do
- Do n
- Store an result
- Make s clean, so rcial liquid or s
- When a ch g it from the Chromeboo from mishandling.
- If you have p er for help.

Parent/Guardian Inform

- The Chromebook ended to be a family computer or to be used by siblings in any way that wou nt.
- Parents/guardians vising student Internet use while at home; the filtering services we implement on the D do not transfer to home use. Parents/guardians should monitor the use of the Chromebook at home sure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
- Use of Internet resources — including online curriculum content purchased by the District — will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the Internet while at school, please contact your school administration to discuss the matter.

The student and parent acknowledge they have read all of the above terms, and that they agree to follow them.

Student Internet Acceptable Use Form

Parent/Guardian and Student Signature Form

This form must be filled out and returned in order for your child to use Internet services provided by the district.

The school's information technology resources, including email and Internet access, are provided for e tional purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must:

1. Respect and protect the privacy of others:
   - Use only assigned accounts;
   - Not view, use, or copy password
   - Not distribute private i
2. Respect and protect the i
   - Obser
   - permission of the
4. messages
   legal

Students may, if in

1. Design and
2. Use direct c er's permission;
3. Install or dow under the supervision of a teacher;
4. Use the resour

Consequences for Violatio ult in disciplinary action, including the loss of a student's privileges to use the school's information techno

Supervision and Monitoring: and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Neither students nor their families have an expectation of privacy in the use of the District's technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

SAMPLE
Form will be completed in FinalForms Account.

Groveport Madison Local Schools
Directory Information Withhold/Release Form

SAMPLE
Form will be completed in FinalForms Account.

The items listed under **Directory Information** may be released in accord al Rights and Privacy Act of 1074 (FERPA), as amended. Under the provisions of FERPA, a ld the disclosure of Directory Information.
The Board of Education designates the followi t's education records as "Directory Information."

- Directory Informatio
- Student's na
- Stude
- E
- Aw

Please consid m this institution not organizations w transaction-by-tr t for employment purp

Note to students ab ter graduation if you have requested that t **ation to potential employers.**

Groveport Madison Loca formation listed below, but cannot assume responsibility to contact y hat information. Regardless of the effect upon you, Groveport Madison Local S oring your request for information to be withheld.

Directory Information Autho ease

- ❑ I hereby authorize the ease of my child's Directory Information as noted above.
- ❑ I do not authorize Directory Information to be released for my child and understand the ramifications of this decision.

From the date this form is received in the Principal's Office, we will honor your request to Withhold Directory Information until you request in writing that you wish to remove the Withhold Directory Information designation. You may authorize the release of information in writing on a transaction-by-transaction basis without removing the Withhold Directory designation. (See above).