



Granville High School 2026-2027

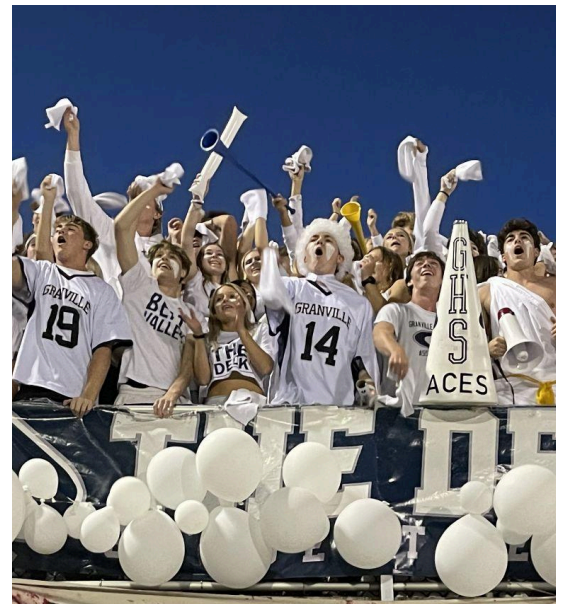


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FOREWORD

The Student Handbook was developed to provide specific information about certain policies and procedures relevant to being a student at Granville High School. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. If you have questions that are not addressed in this handbook, you are encouraged to talk to building administration. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Current board policies and administrative guidelines are available on the district's website. This handbook is updated as of June 30, 2026.

WELCOME

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

Granville Exempted Village Board of Education/Administration

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Mr. Eric Lennartz	Director of Technology
Mr. Scott Lofton	Operations Supervisor
Mr. Brian Petrie	Human Resources Director & Title IX Coordinator

Granville High Front Office/Athletic Personnel

Mr. Scott Hinton	Principal
Mrs. Katie Beach	Assistant Principal
Ms. Lori Browning	Administrative Assistant
Ms. Tiera Cramer	Attendance Aide
Mrs. Jessica Wills	Athletic Director
Mr. Chad Gossett	Assistant Principal of Student Support & Activities
Mrs. Laura Whittington	Administrative Assistant
Mrs. Elizabeth Adams	School Counselor
Mr. Matt Durst	School Counselor
Mr. Cody Masters	School Counselor
Mrs. PJ Kadlic	Administrative Assistant

ALMA MATER

So, here's to dear old Granville, here's to the Blue and White.
O, may we always cherish all its standards ever bright.
Yes, here's to dear old Granville, we raise our voice in song,
To tell to all from far and near, to Granville we belong.

FIGHT SONG

Oh, when the Granville Aces fall in line,
We're going to win this game another time,
And for old G.H.S. we'll yell and yell,
And for the Blue and White we'll yell and yell and yell!
We're going to take the ball right down the (field/floor),
We're going to raise that score and then some more,
We're going to lay those _____ on their sides,
Yes, by gosh,
FIGHT! FIGHT! FIGHT!

NON-DISCRIMINATION STATEMENT:

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

SEXUAL HARASSMENT POLICY:

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Brian Petrie, Director of Human Resources & Operations
Address: 130 N. Granger Street, Granville, Ohio 43023
Phone number: 740-587-8114
Email: bpetrie@granvilleschools.org

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or

3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation. It is not considered retaliation if the District imposes a punishment under a zero-tolerance policy that always imposes the same punishment for conduct regardless of the circumstance.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Legal

Civil Rights Act, Title VI; 42 USC 2000d et seq.

Civil Rights Act, Title VII; 42 USC 2000e et seq.

Education Amendments of 1972, Title IX; 20 USC 1681 et seq.

Executive Order 11246, 1965, amended by Executive Order 11375

Equal Pay Act; 29 USC 206

34 CFR 106

ACADEMIC INFORMATION

SCHOOL COUNSELING

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

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

HOME INSTRUCTION

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

STUDENT LOAD

Students may not have more than one study hall and seniors may not have more than one and a half study halls. Extenuating circumstances that might justify an exception to this policy can be appealed to the principal.

WORK BASED LEARNING

Granville High School defines work-based learning as “sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that fosters in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction. Work-based learning credit does not count towards the 21 credits required for graduation. Students who are approved for Work-based learning must complete ODEW’s [OhioMeansJobs Readiness Seal](#) paperwork in the first semester of their Work-based learning experience.

Work-based learning consists of different categories under the guidance of the Ohio Department of Education and Workforce.. Students who are interested in possible work-based learning opportunities should speak to their counselor. . Students must log a total of 62.5 per quarter for work-based learning in-school and out of school placements. Students participating in the Early Student Mentorship Program will need to log at least thirty (30 hours per quarter) . Students not achieving the required hours will receive an F on the transcript.

GHS Work Based Learning Opportunities

In-School Work

Students may complete work inside of the school building during a designated period of the day. Students must have a cooperating staff member who will complete the mandatory evaluation form each nine weeks. Students will receive a ½ credit per semester for completion of WBL opportunity. All WBL courses will be pass/fail and cannot be counted towards required elective credits for graduation. Periods 1-8 available

Early Student Mentorship Program

Students may report to GIS or GES during designated class periods to work with younger aged students as a mentor. Students will be assigned to a classroom teacher for the entire semester. Part of the mentor attendance will be reporting to the assigned GIS/GES teacher. Students will be assigned to a teacher within the first two weeks of school after training and expectations are set. Assigned teachers will be required to complete an evaluation form each nine weeks for the mentors. Students are responsible for their own transportation to and from GIS/GES. Students will receive a ½ credit per semester for completion of WBL opportunity. All WBL courses will be pass/fail and cannot be counted towards required elective credits for graduation. Periods 2-8 available

Out of School Work

This opportunity is reserved for 11th and 12th grade students.. Students must work at least 62.5 hours per nine weeks. Students must provide proof of employment by completing the proof of employment form. Students must submit work logs each quarter to receive passing credit. Students are responsible for their own transportation. Students will receive a ½ credit per semester for completion of WBL opportunity. All WBL courses will be pass/fail and cannot be counted towards required elective credits for graduation.

AUDIT OF COURSE WORK

Course work may be audited. Audit is encouraged as a means of broadening a student's basic knowledge.

1. No credit is earned for audited courses and no grades are received.
2. A student must attend all sessions once commitment is made and must meet all class requirements.
3. The teacher and principal must approve the request.
4. Students registering for course credit will have priority over audit requests.
5. Audits must be initiated and approved within the first five days of the class.
6. The teacher reserves the right to remove a student who audits the class.
7. Extenuating circumstances that might justify an exception to this policy can be appealed to the principal.

CORRESPONDENCE COURSES

Credit may be earned through correspondence/online courses provided:

1. For remedial reasons, a counselor can initiate enrollment in correspondence/online school at any time.
2. A student should not be enrolled in more than two correspondence/online schools or courses at a time. This means that the student must complete all tests and the final exams for the two courses before registering for another course.
3. The student is responsible for all expenses.
4. Granville High School will accept correspondence/online courses for the purpose of acceleration from Educere only with prior approval of the principal. Credit will be accepted for remediation courses from courses approved by the Administration.

5. Extenuating circumstances that might justify an exception to this policy can be appealed to the principal.

EDUCATIONAL OPTIONS

The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District. The Superintendent/designee shall prepare a plan of educational options for use in meeting special needs. Such options may include, but not be limited to, distance learning, online coursework, tutorial program, independent study, correspondence courses, educational travel, mentorship programs, summer school, and early college entrance.

Prior approval of the educational option application by the Superintendent/designee is required before a student participates in one of the available educational options. Prior permission of a parent or guardian shall also be required before a student under age 18 participates in one of the available educational options.

Participation in an educational option shall be in accordance with an instructional plan, which will be developed, based on the individual student's needs. The instructional plan includes:

1. instructional objectives that align with the District's curriculum requirements;
2. a description of the criteria and method for assessing student performance and
3. an outline of specific instructional activities, materials and learning environments.

Participation must be subject to the oversight of a credentialed teacher who will review the instructional plan, provide or supervise instruction and evaluate student performance. Student performance shall be evaluated as either pass or fail, or by awarding letter grades relative to the instructional objectives set forth in the instructional plan. Credit shall be granted to the student upon successful completion of the program. The credit shall be placed on the student transcript. Credits earned from educational options may be counted toward graduation requirements in accordance with applicable State law and administrative code.

CREDIT FLEXIBILITY

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from "seat time" to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills.

In accordance with State law, the District must develop and implement a credit flexibility plan that enables students to earn high school credit by:

1. completing coursework;
2. testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved option and/or
4. any combination of the above

The Superintendent/designee develops the District's credit flexibility plan consistent with the provisions of the following regulation. Credit flexibility plans must be approved by the building administration.

COLLEGE CREDIT PLUS (CCP)

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

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

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

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

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

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

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

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

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

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

The Superintendent's decision is final.

SUMMER SCHOOL

Credit toward graduation is possible through attendance in a regular summer school program. Approval by the principal is necessary prior to enrollment. Students shall not study in summer school those courses taught by GHS unless for the purposes of remediation. Remediation is defined as failing or in jeopardy of failing the course at GHS. Extenuating circumstances that might justify an exception to this policy can be appealed to the principal

RETAKE A CLASS

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

1. If the student completes all of the course work, the student will receive the higher of the two grades. The higher grade will be the grade used to compute all GPA information. The repeated course with the lower grade will have the grade removed from GPA calculation, **but** not removed from the transcript. If a student fails, the "F" is reflected on the transcript and affects GPA.
2. No change in the grade will be posted on the transcript or used to compute GPA information until the student has completed all coursework and the teacher has provided the office with the grade for the course. No exceptions will be made with this policy.
3. Grades earned through summer school, remedial classes, or correspondence/online providers will not replace the grade earned at GHS.

SCHEDULE CHANGES

Students who want a schedule change prior to the start of the school year must complete the schedule change form (Google). If a student wants a schedule change after the start of the school year they need to email their school counselor. Schedule changes can only be made due to one of the following reasons:

1. Acceptance into College Credit Plus and/or Licking County Scholars
2. An error exists in the students schedule. Ex: no lunch, double scheduled a period
3. Dropping levels of a course. Ex: Dropping AP course
4. Student who finish a corresponding or summer school course
5. An original request by the student was not able to be met
6. Other situations as approved by the principal

Classes changed/dropped after the end of the second full week of the semester for first semester/full year or second full week of second semester for second semester exams will be reflected on the transcript as

either WP (withdraw passing) or WF (withdraw failing if the course grade was an F at the time of the decision to drop/change).

CAREER & TECHNOLOGY EDUCATION CENTERS OF LICKING COUNTY (C-TEC)

C-TEC is an extension of Granville High School. A GHS student attending C-TEC is a member of both schools. Consequently, a GHS student attending C-TEC is entitled to the same athletic and extracurricular activities as a GHS student who chooses to stay at GHS. A GHS student attending C-TEC will graduate from both schools. GHS will award the diploma and C-TEC will award the vocational certificate from the Ohio State Department of Education. GHS provides bus transportation to and from C-TEC daily. C-TEC has an articulation agreement with Central Ohio Technical College. Depending on the program, students may earn college credit at COTC. Specific details available upon request.

GRADES

The Board of Education recognizes that a system of grading student achievement can help the student, teachers, and parents to assess how well the student is achieving the goals of the District's program. The teachers must discuss their grading procedures with each class at the beginning of the school year.

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

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

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

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

GRADE COMPUTATION AND CREDIT

To compute the semester grade for a course, double each nine weeks grade then add the mark for the semester exam and divide this total by five. To compute the final grade for a yearlong course, double each nine weeks grade, add in the semester and final exam grades then divide by ten.

A student shall be granted credit for a two-semester (year) course only if the yearly average is a "D-" or higher. Also, yearlong courses must be successfully passed for the year before the credit is earned.

WEIGHTED GRADES

Students enrolled in certain CCP or any AP courses who earn a C or higher for the final grade will receive the benefit of a weighted grade (see Weighted Grade Scale). This does not apply to Advanced classes.

WEIGHTED GRADE SCALE

A+ 5.00	98-100%	B+ 4.33	87-89%	C+ 3.33	77-79%	D+ 1.33	67-69%
A 5.00	93-97%	B 4.00	83-86%	C 3.00	73-76%	D 1.00	63-66%
A- 4.67	90-92%	B- 3.67	80-82%	C- 1.67	70-72%	D- 0.67	60-62%

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

UNWEIGHTED GRADE SCALE

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

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

Subject	Grade	Units	Quality Points	INSTRUCTIONS	
				1	List courses
U.S. History	A-	0.50 x 3.67 =	1.835	2	List Grade
Biology	C+	0.50 x 2.33 =	1.165	3	List Credits (Units)**
Algebra II	B	0.50 x 3.00 =	1.500	4	List Grade Equivalents
Spanish I	C-	0.50 x 1.67 =	0.835	5	Multiply Units of Credit x Grade Equivalent
Art I	D+	0.50 x 1.33 =	0.665	6	This equals the Quality Points
				7	Total Units & Total Quality Points
				8	Divide Total Quality Points by Total Units
TOTAL		2.5	6.000	9	This equals your Grade Point
		Average GPA			
		2.40 GPA			

HONOR ROLL AND MERIT ROLL ELIGIBILITY

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

INCOMPLETE GRADE FOR THE NINE WEEKS

When an “I” (incomplete) grade is assigned, students shall have ten (10) school days, counted from the last day of the grading period to complete assigned work. When an extension of these limits is necessary due to extreme conditions, permission to carry the incomplete can be granted by the Principal. Students who do not complete all work will not have met the requirements of the course and may be assigned a failing grade for that grading period.

POWERSCHOOL

PowerSchool is an integral instrument of communication between the students, parents, and teachers of the Granville Schools. Activating PowerSchool will automatically trigger interim reports to be emailed home halfway through each grading period, if your student has a grade lower than a C-. Parents and students have the ability to track the academic progress in each class during a nine-week grading period. Although PowerSchool is an excellent resource for communication, please realize there are limitations as to how this information can be used. Nine week’s grades can fluctuate because of the various assignments and weights of each assignment. Due dates for assignments can change for a variety of reasons, including progress of a particular class, interruptions to the school year, and the need to re-teach material. Knowing these limitations, it is important for parents to continue the practice of monitoring completed work and reviewing graded assignments.

It is the belief of the Granville School District that as students progress through the system they should begin to develop skills that include the organization and tracking of assignments and progress in each class. Students will develop these skills at various rates and competencies. As the students reach their high school years, it is important to prepare students for post-secondary experiences that will not afford them the benefit of the Schoology. At the high school level PowerSchool and Schoology should serve as a reminder and verifier.

Using a student’s I.D. number and PIN, parents and students may access a student’s grade and attendance information through the Granville District Schools’ website. PowerSchool will be shut down for short periods of time throughout the year as grades for the quarters are being entered.

PowerSchool will not be officially used until the third Friday of the school year. Although some teachers may choose to use PowerSchool before this date, they are not required to do so. Teachers will be required to post the grades of “normal assignments” within seven (7) days of the assignment due date to PowerSchool. “Normal assignments” are defined as but not limited to, homework, tests, daily work, small group assignments, etc. For the purpose of this requirement, days equal calendar days, not school days.

Teachers will be required to provide an approximate date as to when the grade for “large assessments/projects/assignments” will be posted to PowerSchool. Although the posting to PowerSchool will be longer than the 7-day requirement, teachers should post missing “large assignments” on PowerSchool within four (4) days the assignment was collected. For the purpose of this requirement, days equal calendar days, not school days.

Please note that for the purpose of these guidelines, days equal calendar days, not school days. Extended teacher absences and/or extended school breaks may lengthen the timeline as to when grades shall be

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

CLASS RANK

Students attending Granville High School are not ranked by cumulative averages. A valedictorian and salutatorian will not be designated.

- Deciles will be determined by student GPA at the completion of the junior year.
- Class rank will be maintained internally and released upon request for some scholarship applications and admission to the U.S. Military Academies.
- For graduation, we will recognize students who are in the various national honor societies by having the students wear a cord signifying membership.
- Two Seniors will be selected through an audition process to provide the graduation addresses.

Ohio Governor's Merit Scholarship (GMS) program provides the opportunity for the top students of the graduating class to earn a four-year scholarship if the student remains in the state of Ohio for their higher education. The percentage of students offered as of 26-27 is the top 5%. The ranking is determined by the student's GPA at the end of their junior year. The number of GMS awards per year is determined by the Ohio Department of Higher Education (ODHE). In the case of a GPA tie, Granville High School will utilize the following in order to break the tie:

- (1) Score on the state-funded ACT given at Granville High School in the winter of Junior year;
- (2) Number of AP courses taken at GHS
- (3) Number of CCP courses taken at GHS

TRANSCRIPTS

Transcripts can be requested at the GHS website. Under the Alumni & Proof of Graduation Transcripts link, proceed to 'Click Here to Access the Transcript Request Release Form'. The counseling office will process the transcript, including all the required information, and mail the transcript within one week of receiving the request. Final transcripts for seniors are processed during the two-week period following the receipt of final grades. Any and all obligations must be met for the final transcript to be sent.

GRADUATION INFORMATION

In order to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. Each student must demonstrate, unless exempted, at least a proficient level of skill on the tests required by the State Board of Education to graduate.

GRADUATION REQUIREMENTS

Twenty-one (21) units of credit in the areas below is a requirement for all students.

Subject Area	Ohio Diploma	Recommended for College Preparation
English	4	4
Social Studies	3	
<i>Must take U.S. History, World History and Government (can also be AP or CCP courses in the same content)</i>		
Mathematics	4	4
<i>Students are required to have 4 math credits for graduation. Completion of Algebra II is required as a part of the four math credits for graduation.</i>		
Science	3	4
<i>1 unit of a life science (lab course), 1 unit of a physical science (lab course) and one (1) unit of advanced science are required.</i>		
Health	$\frac{1}{2}$	$\frac{1}{2}$
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
<i>Students may waive their physical education requirement by participating in at least two seasons of extracurricular, fully-funded athletic teams, marching band, or cheerleading. By waiving this requirement, these students will be required to take an additional $\frac{1}{2}$ credit elective during their high school career</i>		
Technology/Fine Arts/ Global Language/Business	1	2 (same Global Language) 1 (Fine Art)
<i>Students must take 2 semesters (1 credit) of Fine Arts in grades 7-12.</i>		
Additional Credits/Financial Literacy	5	
<i>Students must take a Financial Literacy component in a given course in grades 9-12.</i>		
Successful Completion of Senior Research Paper		
Total Credits Required	21	

To enhance your chances for admission to the university and academic program of your choice, you are encouraged to take the most rigorous curriculum available that is appropriate for you. Required courses are marked with an asterisk (*) in the course selection guide for each department.

In addition to the curricular graduation requirements noted in the previous section, all students must fulfill the following requirements set forth by the Ohio Department of Education based on graduation year.

In order to graduate from Granville High School, students attending GHS less than full-time must earn a minimum of 12 credits from Granville High School (through traditional, credit flex, and/or CCP

coursework). Additionally, they must meet the requirements for graduation set forth by the State of Ohio and the Ohio Department of Education.

Per district policy, credit earned via homeschool courses or non-accredited institutions may be received as pass/fail credit, letter grades, or not recognized for credit.

Additionally:

- Part-time students who wish to graduate from GHS are encouraged to communicate this desire as early as possible in their high school career. They **MUST** inform their school counselor prior to the start of their junior year.
- The school district has the final decision on the acceptance/denial of homeschool credits towards graduation requirements. For parents who are homeschooling and decide to enroll their student at GHS, the superintendent will determine the appropriate grade level placement for each student. For high school students, the superintendent will evaluate which credits **MAY** be applied toward the district's requirements for graduation.
- Only students who have successfully completed requirements for graduation may participate in commencement exercises.

EARLY GRADUATION

Students considering early completion of high school (6 semesters) are required to make an appointment with their school counselor to discuss the reason(s) for early graduation, course sequencing, educational options, etc. Interest in early high school graduation must be communicated to the high school principal. The principal may honor this request if all conditions for high school graduation are met and the student fulfills the high school graduation requirements. Students interested in early graduation must schedule an appointment with their counselor prior to the end of their 5th semester.

A student who completes the requirements for early high school graduation may participate in the graduation ceremonies with his/her designated class or the class graduating in the year in which s/he completes the District's requirements for high school graduation.

TESTING INFORMATION

THE PRELIMINARY SCHOLASTIC ASSESSMENT TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)

The PSAT/NMSQT is administered in October for a nominal fee. Taking the test is the first step necessary to enter the scholarship programs administered by the National Merit Scholarship Corporation (NMSC). Sophomores and juniors who plan to go to college are urged to take this test, since it attempts to measure the academic skills necessary for success in college. The test consists of verbal and mathematics sections. African-American students who wish to participate in the National Achievement Scholarship Program for outstanding African-American students must take this test. **Test fees are paid online after registration through the counseling office.**

THE ADVANCED PLACEMENT EXAMINATION

The Advanced Placement Examinations are offered annually to give high school students opportunities to demonstrate college level achievement. The examinations, administered in May, are three hours or less in

length. It is possible through these examinations to gain college credit. **Students register and pay for the exams online.**

SEMESTER AND FINAL EXAM GUIDELINES FOR STUDENTS

1. Students need only be present at GHS when they have an exam.
2. Students must remain in the same room for the entire test session.
3. If a student is late to an exam, their time to take the test is the remaining time.
4. The exam schedule will be posted for each semester with the transportation schedule.
5. If school is canceled, the exam schedule will be in effect immediately upon the opening of school, regardless of the day. We will maintain the published order of exams.
6. Semester or final exam sessions may be rescheduled only with Principal approval.

SENIOR EXAMINATION EXEMPTION

Seniors will be exempt from taking senior exams if they have an A average for the second semester of a yearlong course. They must have missed no more than seven (7) non-medical school days for the year in the class in which they have an A average for the second semester. School field trips and verified post-secondary visits do not count towards the seven (7) absence occurrences. Each teacher is responsible to provide seniors with the information that would show the students they are exempt from that particular class exam.

ATTENDANCE

Ohio Law requires all persons between 6 and 18 years of age to attend school until graduation from an accredited high school. It is essential that students assume the obligation to attend their classes regularly and on time. Frequent absences result in decreased academic interest and achievement. Regular and punctual attendance is an important habit contributing to success in high school, college, and career. **Students who are 18 years of age and are living at home or with a guardian are under the jurisdiction of that home. They may not write their own notes to excuse themselves from school or classes.**

ALTERNATE LEARNING EXPERIENCE (ALE): Parents and guardians can submit a form for Granville Schools to consider a family vacation as an excused absence under our Alternative Learning Experience (ALE) policy. Students can be approved for a maximum of 5 days of ALE excused absences per year. You can fill out one form for all students in your family, with a maximum of 5 student slots available in this form. If more students are required, fill out a second form for any remaining students. Forms need to be submitted 10 days in advance of the student absences. Forms may be rejected if students have excessive absences, poor academic standing, or the vacation dates are during state mandated testing windows. Students on an ALE are not permitted to participate in extracurriculars for the dates covered by the ALE. [ALE form](#)

ABSENCES

Attendance at school is essential for students to thrive. Every missed day is a lost opportunity for learning, directly impacting a student's academic performance, social-emotional development, and their work

habits. When a student needs to be absent for any reason, it is imperative that families report the absence to Safe Arrival.

State law defines a “chronically absent” student as missing at least 10% of the minimum number of hours required in the school year. Time missed from school for any reason including medical, excused and unexcused absences contribute to chronic absenteeism. The district will mail a letter to families when students are approaching or meet 5% absenteeism (45-50 hours). If a student meets the 10% absenteeism threshold, the student and family will be contacted that “chronic absenteeism” has been met. The district may schedule an Attendance Intervention Team (AIT) meeting for students who are approaching the “chronic absenteeism” threshold. An AIT will be held for all habitually truant students and students who meet 15% absenteeism.

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

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

EARLY DISMISSAL FROM SCHOOL

Students with an appointment (e.g. doctor, dentist) are to bring a note from home to give to the office before first period, or the parent must enter information via Safe Arrival. Before leaving the building, students must report to the main office and sign out. Failure to check out in the office will result in an after-school detention. Upon returning to school, students must report to the main office, sign in, and obtain a pass before going back to class. Under no circumstances is a student permitted to leave the building without reporting to the main office.

ENTERING & EXITING THE BUILDING:

When students are entering or exiting the building outside of the normal start and dismissal times of the school day they are required to sign in or sign out of the building in the front office regardless of the reason or age of the student. Failure to abide by the sign in and sign out procedures will result in school consequences. Students with late arrival will sign in at the front desk.

EXCUSED ABSENCES

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 excused include, but are not limited to (Board Policy JED):

1. Personal illness of the student;

2. Illness in the student's family necessitating the presence of the child;
3. Quarantine for contagious disease;
4. Emergency or other set circumstances in which the judgment of the Superintendent constitutes a good and sufficient case for absence from school, which may included by not be limited to absences due to documented medical, behavioral or dental appointments;
5. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
6. Death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
7. Up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04;
8. Traveling to attend an enrichment activity or an extracurricular activity-(applies to absences of up to 5 school days per year) with approval of a submitted Alternative Learning Experience (ALE) form completed at least ten (10) days before the absence begins;
9. Post-secondary visitation—students must return with evidence of the visit such as a proof of attendance note from the college visited. The first three (3) the student will be marked as present if proof is provided;
10. Pre-enlistment reporting to a military enlistment processing station, for which a student may be marked as “present” if the absence is used to fulfill a graduation requirement;
11. 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;
12. 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;
13. Absences due to a student being homeless;
14. Attending a driver education course outside of core curriculum (applies to absences for two hours per day up to eight hours maximum, which cannot exceed four consecutive days or can be nonconsecutive) or
15. As determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up for missed 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. Post-secondary visits are only excused if evidence of the visit is provided to the GHS office. The first three visits are excluded from the absence hour calculation. College visits that do not provide evidence of attendance will be designated as unexcused absences.

ABSENCE PROCEDURES AND HOMEWORK REQUEST

When a student is absent, the parents or guardians must report the absence via Safe Arrival by 8:00 a.m.

The following information is requested:

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

In situations where it is impossible for the parent or guardian to contact the school, the student, when returning from an absence, must bring a note written by the parent or guardian to the office. The note should explain the cause of the absence. Failure of the parent or guardian to provide a written or verbal notification to the school will result in the absence being classified as unexcused.

Students should check Schoology for work. Students are also encouraged to send Schoology messages and/or email their teachers for assistance with makeup work.

MAKE-UP WORK FOR ABSENCES

1. Assignments and class work missed because of absences shall be made up within a period of time equal to the same amount of time of the absences.
2. If missed work is not made up within the aforementioned time, points may be deducted for each day it is late.
3. Students who fail to complete make-up work in the allotted time may either be assigned a failing grade for the missing work or receive an incomplete for the nine-week period.
4. Absences during a long-term project will not affect the date the project is due for that particular student.
5. Exceptions to the make-up policy can be granted by the principal.

ABSENCES DUE TO FIELD TRIPS & OTHER SCHOOL SPONSORED EVENTS

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

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

WITHDRAWAL

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

SENIOR PICTURES

The district photographer will take a picture of every senior on the school picture day. This photograph will be used for the yearbook and composite.

STUDENT ACTIVITIES

EXTRACURRICULAR ACTIVITIES PHILOSOPHY

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

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

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

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

EXTRACURRICULAR ACADEMIC ELIGIBILITY REQUIREMENTS

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

1. A student must qualify under all rules established by the Ohio High School Athletic Association (OHSAA).
2. A student must earn a 2.0 grade point average for a nine-week period to be eligible for interscholastic competition. The GPA will be applied separately for grades 7-8 and grade 9-12 and calculated each grading period. Eligibility can be maintained, gained or lost each grading period. A student's eligibility will be determined by examining each nine-week GPA independent of the previous grading period. Semester and final exams are not to be calculated in the nine week GPA assessment.
3. Academic probation may be granted upon request by the student's parents if the following procedures are followed.
 - a. The parents and student develop a written academic improvement plan stating specifically the ways the student will improve his/her grades.
 - b. The parents and student meet with the Athletic Director and have the academic improvement plan approved by all parties.

- c. Academic probation will be granted twice during a student's four years in the high school and only once during each school year.
- d. The academic probation can be revoked if at any time during this period the Athletic Director can show evidence that the student is not following the steps developed in the academic improvement plan. The building principal will review this situation and make the final decision concerning the revocation of the academic probation. If the academic probation is revoked it will still count as one of the academic probations the student can obtain during their years in either high school or middle school.
- e. Students who have an IEP or a 504 plan must pass at least five credits towards graduation for a nine-week period to be eligible for interscholastic competition. Eligibility can be maintained, gained or lost each grading period. A student's eligibility will be determined by examining each nine-week GPA independent of the previous grading period.

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

EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT

HONOR SOCIETIES

NATIONAL HONOR SOCIETY - THE ANNA COZAD ACKLEY CHAPTER

Being a member of the Granville High School Anna Cozad Ackley Chapter of the National Honor Society is an honor accorded to students who rate extremely high in the four areas of SCHOLARSHIP, LEADERSHIP, CHARACTER, and SERVICE. The National Honor Society member is not only an achiever in the classroom, but also in the school and community.

Selection and Dismissal of Members

- 1. To be eligible for membership, the candidate must be a member of the junior or senior class. Candidates must have been in attendance at Granville High School for at least the equivalent of one semester.
- 2. Candidates must have a cumulative scholastic average of 3.5 to be considered for induction. Candidates shall be further evaluated on the basis of service, leadership, and character.
- 3. A student who has received an in-school or out-of-school suspension, violated the law, or had two or more Academic Integrity violations will be considered for the next induction if he or she has not had any further violations. Once inducted, these violations can cause permanent removal based on the National Honor Society Constitution and Bylaws.
- 4. The selection of members to the Chapter shall be decided by the faculty council.
- 5. If, after induction, a member's cumulative GPA falls below 3.5, the member will be warned once that the cumulative GPA must be at or above 3.5 by the end of the following semester. If improvement does not occur, the member will be dismissed.

Leadership Criteria

Under the National Honor Society guidelines, a student is considered to have acceptable leadership if he or she exercises the following qualities:

- Is resourceful in proposing new solutions to problems and making suggestions
- Exercises positive influence on peers in upholding the school's character ideals
- Demonstrates academic initiative
- Successfully holds school and/or community offices or positions of responsibility
- Goes above and beyond basic school or community expectations to demonstrate reliability, efficiency, or effectiveness
- Demonstrates leadership at work or in community activities
- Successfully organizes and implements group projects and/or activities
- Actively assists others to achieve at a higher level through a school or community sponsored program

Service Criteria

A student must have completed 40 hours of community service from the beginning of his or her freshman year with at least two non-profit organizations. No fewer than 5 hours can be with any single organization. These hours must be completed prior to when the selection application is due.

The student may count 10 hours of service from a school extracurricular organization such as an athletic team, drama production, or pep band. All extracurricular hours must be completed with an organization that has been officially recognized by the Granville Board of Education. Chorus, strings, and band participation do not count because these organizations are co-curricular, and students earn grades for their participation.

An applicant may count 5 hours of service that is performed as a student council officer, class officer or other member of a school club that performs service (working concessions, etc.).

Character Criteria

Under the National Honor Society guidelines, a student is considered to have acceptable character standards if he or she exercises the following qualities:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Follows the Academic Code of Integrity and all school rules
- Acts as a positive role model

CUM LAUDE SOCIETY

The object of the Cum Laude Society, founded in 1906, is to promote learning and sound scholarship in secondary schools. This society is a fellowship of scholars whose purpose is to recognize excellence in academic work.

In order to be inducted as a junior, a student must be ranked in the top 10% of the junior class and have at least a 4.0 grade point average.

In order to be inducted as a senior, a student must be ranked in the top 20% of the senior class and have at least a 3.5 grade point average.

FRENCH HONOR SOCIETY (Société Honoraire de Français)

The aim of this organization shall be to stimulate interest in the study of French, to promote high standards of scholarship, to reward scholastic achievements, to create enthusiasm for and an understanding of Francophone cultures, and to promote international friendship.

Candidates must be enrolled in the fourth semester of French or higher and have maintained a grade of at least A- in French for three consecutive semesters prior to, and including, the semester of induction.

Members of the French Honor Society who continue with French to the AP level will be awarded.

INTERNATIONAL THESPIAN SOCIETY (ITS)

ITS recognizes, rewards and encourages student achievement and celebrates the work of students in all aspects of theatre-performance and production. Each student is honored on a national level and gains access to opportunities and resources beyond those of their school.

LATIN HONOR SOCIETY

The NJCL Latin Honor Society is a special designation given to Junior Classical League students who have demonstrated outstanding academic achievement and citizenship in Latin class. NJCL Latin Honor Society induction shows prospective colleges and employers that a student values high academic achievement and has maintained proper citizenship. Colleges especially value language honor society induction because they are eager to accept students who challenge themselves in meaningful courses and succeed.

The Latin Honor Society membership is earned annually based on student performance.

To be eligible for membership in the Latin Honor Society, students...

- are paid members in good standing of the National Junior Classical League; good standing means being registered with both the state and national organizations.
- active members in the local Granville Latin Club
- on course to completing a minimum of the first two levels of Latin
- maintain an A- average in the current Latin course through the first three quarters of level two, three, and/or four
- exemplify good citizenship in school and the community

Members who are enrolled in the 4th year of Latin (AP Latin) will receive honors' cords for graduation upon completion of the course.

QUILL AND SCROLL INTERNATIONAL HONORARY SOCIETY

Quill and Scroll International Honorary Society for High School Journalists was organized April 10, 1926, at the University of Iowa by renowned pollster George H. Gallup and a group of high school advisers for the purpose of encouraging and recognizing individual student achievement in journalism and scholastic publication.

Members of Quill and Scroll Honor Society must be chosen from students enrolled in the high school who, at the time of their recommendation, meet the following requirements:

1. They must be of sophomore, junior or senior classification.
2. They must have the equivalent of a B grade average, or be in the upper third of their class in general scholastic standing, either for the year of their election or for the cumulative total of all high school work.

3. They must have done superior work in some phase of journalism or school media work. They may be staffers of a magazine, newspaper, yearbook, news organization, online site or radio/television station at the school, or one conducted by an external organization.
4. They must be recommended by the supervisor or by the committee governing the media.
5. They must be approved by the Quill and Scroll Associate Director.

SPANISH HONOR SOCIETY (Sociedad Honoraria Hispánica)

Sociedad Honoraria Hispánica (SHH) is a national honorary society for the purpose of rewarding academic achievement in the area of Spanish and promoting the Spanish language and culture in our communities. At Granville High School, we also have an active local chapter (Capítulo Domingo Faustino Sarmiento) where monthly meetings and activities, which include language, cultural enrichment and service, are directed and organized by officers. Dues for our local chapter are \$5.

Members of SHH who remain active in our local chapter will be awarded graduation cords.

Candidates for induction must:

1. Be at least a sophomore
2. Have at least an A- average in the third quarter of level II or beyond.
3. Have at least an A- average cumulative grade in Spanish for all previous semesters of study.

COMMUNITY SUPPORT GROUPS

ACADEMIC BOOSTERS

The Granville Education Foundation is the Granville academic boosters group, formed to encourage the academic pursuits of the students of the Granville School District. The foundation also serves as Granville Schools alumni organization.

ATHLETIC BOOSTERS

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

FINE ARTS BOOSTERS

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

STUDENT MANAGEMENT

Granville Schools are committed to providing a positive learning environment for all students and following a research-based practice known as Positive Behavior Interventions and Supports (PBIS). Our Portrait of Graduate work guides our implementation of a PBIS Framework.

PBIS is a framework that guides school teams in the selection, integration and implementation of evidence-based practices for improving academic, social and behavior outcomes for all students. The PBIS process emphasizes four integrated-elements: data for decision making, evidence-based interventions and practices that support varying student needs (multi-tiered), systems that efficiently and effectively support implementation of these practices, and continual progress monitoring to ensure outcomes are met.

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

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations 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.

The building principal is charged with the proper enforcement of discipline in the total school setting. He/She has the discretionary authority to apply or authorize other certificated personnel to use the following disciplinary measures to correct pupil behavior: written referrals, warnings, detentions, in-school restriction, emergency removal, out of school suspension, suspend driving privileges, removal students from attending extracurricular activities, prescribe other acceptable disciplinary measures and/or contact law enforcement. Only the Superintendent may expel a student.

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

STUDENT SUSPENSIONS, EXPULSIONS, AND APPEALS PROCESS AS PER O.R.C. 3313.66 AND O.R.C. 3313.661

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

REMOVAL, SUSPENSION, AND EXPULSION

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

- A. Emergency Removal:** A student may be removed or excluded from a classroom or a school when s/he poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process taking place in the classroom or the school premises. Such removal may be for a period of less than twenty-four (24) hours without being subject to suspension and expulsion procedures.

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

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

- B. Student Suspension:** 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. No period of suspension is for more than ten (10) school days. If, at the time a suspension is imposed, fewer than ten (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 the community service or is assigned an alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

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

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.

4. Within one (1) 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.
- C. Appeal Procedure:** Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within ten (10) calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.
- D. Appeal to the Court:** Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.
- E. Responsibility for School Work**
1. For any suspension, credit will be given for all assignments that are completed during the suspension.
 2. All assignments completed during the time of suspension will be submitted to the teacher on the student's first day back to school following the suspension. Assignments not submitted on the first day of return may earn reduced credit based on teacher late policy guidelines.
 3. In order to complete assignments that could not be done during the suspension (EX: in-class science lab, work not in Schoology or emailed to the student), students are to work with teachers to create a plan for completion and submission of those assignments. The deadline for submission of those assignments should not exceed the length of the suspension.
- F. Expulsion (*Board Policy JGE*):** Expulsion is the removal of a student from the schools or this District for a period of more than ten (10) school days, but not more than one (1) year, unless permitted by law. Expulsion is the removal of a student from the schools or this District for a period of more than ten (10) school days, but not more than one (1) year, unless permitted by law. not to exceed the greater of eighty (80) school days. The Board authorizes the Superintendent to expel a student for an initial period of up to 180 school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other school employees, even though the student's actions may not qualify for permanent exclusion. When issuing expulsions under these provisions, the Superintendent complies with all other applicable requirements of this expulsion policy and State law including, but not limited to, notices and hearings. Specific offenses involving firearms and knives and/or violent conduct may

result in expulsion of up to one (1) year. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to apply the remaining period of expulsion to the following school year.

1. **Documentation**

If, in the principal's opinion, the alleged infraction may warrant expulsion, s/he shall, as soon as practicable after the infraction, refer the case to the Superintendent and submit the following documentation:

- a. the rule(s) alleged to have been violated
- b. the charges against the student
- c. approximate date of the violation
- d. recommendation(s) for expulsion
- e. copy of the removal
- f. chronology of disciplinary/corrective actions and witness statements
- g. written notice to parents within one (1) school day after removal

Upon request, the principal shall also submit:

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

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

Hearing Notice

The notice shall contain:

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

2. **Hearing**

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

3. **Waiver**

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

4. **Notice of Expulsion**

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

The notification must also include the right to appeal to the Court of Common Pleas having jurisdiction in the District.

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

5. Student's Records

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

G. Disabled Students

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

H. Alternatives to Suspension or Expulsion

Based on the evidence presented at the hearing, the following alternatives may be explored:

1. In-school suspension and/or after school detention (see AG 5610.02)
2. Enrollment in an alternative school (see AG 2451)

STUDENT BEHAVIOR CODE OF CONDUCT

1. **Absence and Truancy** -A student shall not be late or absent from school or any portion of a school day without proper authorization.
2. **Abuse of Computer Hardware, Software and Copy Machine** -A student shall not abuse the school district's hardware or software including, but not limited to, the following: tampering with computer programs (whether such programs are commercially prepared or belong to another student or faculty member); using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using computer facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from the superintendent has been obtained.
3. **Assault** -A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person while such student is on school premises, under school authority (including buses) or while at any school-sponsored activity, function, or event.

4. **Assault on a School Employee** -A student shall not cause or attempt to cause physical injury to any school employee (1) on the school grounds during and immediately before or after school hours, (2) on the school ground at any other time when the school is being used by a school group, (3) off the school grounds at any school activity or event, or (4) on school buses. Self-defense is not to be considered a violation of this rule. This also includes verbal or menacing threats.
5. **Compliance with Board Policies and Administrative Rules and Regulations** -A student shall comply with the policies of the Board of Education and all rules and regulations promulgated by the Superintendent and/or principals. Examples of such policies at GHS include, but are not limited to, the bullying, substance abuse and tobacco use policies.
6. **Damage to Private Property** - A student shall not knowingly or with reckless disregard cause or attempt to cause damage to private property while such student is on school premises, under school authority (including buses) or while at any school-sponsored activity, function, or event.
7. **Damage to School Property** - A student shall not knowingly or with reckless disregard cause or attempt to cause damage to school property including but not limited to buildings, ground, equipment or materials. In accordance with State law, parents may be liable for payment for the cost of repair or replacement of any such property damage caused by the acts of their children.
8. **Dangerous Weapons** -Students are prohibited from bringing a fire-arm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored event, the superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

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

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored event. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to a school-sponsored activity, the superintendent shall expel the student from school, subject to the same conditions stated above.
9. **Disruptive Activity** -A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct cause disruption or obstruction of any lawful mission, process or function of the school. A student shall not engage in such conduct that may cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school if such a disruption or obstruction is reasonably certain to result. A student shall not urge other students to engage in such conduct that may cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably

certain to result therefrom. This provision applies to extracurricular as well as curricular activities.

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

- No hats, hoods, bandanas, head-coverings, or sunglasses. Students may not wear anything that conceals their identity or obscures their face, except for religious and/or medically-necessitated reasons.
- Clothing or jewelry with offensive images or language, including profanity, hate speech, pornography, alcohol, tobacco, drugs, firearms, or related material is prohibited. Clothing or jewelry relating to illegal activities is prohibited.
- Students may not wear clothing that exposes private body parts or underwear/undergarments. Student clothing must cover the belly button.
- Shoes will be worn at all times and cannot cause excessive wear or damage to school property.
- Students may not wear clothing items or accessories with sharp pieces or points which could be a safety hazard for students.
- Students will be expected to comply with stipulations placed on them by areas of our academic/extracurricular programs that consider standards of dress as necessary parts of their program (example: field trips, athletic squads, work programs, laboratories, etc.
- In circumstances that might be considered dangerous to a student wearing a particular mode of dress or hairstyle (e.g laboratory situations), the student may be required to wear special clothing or protective gear.
- On special Spirit/Theme Days, exceptions to the above may be made. Any exceptions will be announced in advance.

Students in violation of Dress Code policy will be required to change clothes and are assigned the following consequences:

- First Offense: warning
- Second Offense: office referral, phone call home
- Third Offense and beyond: progressive after school detention

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

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

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

such student will cause physical harm to the person or property of such other person. (Some examples of degrading acts are racial, ethnic, or religious slurs.)

14. **Gambling** -A student shall not engage in any form of gambling on school premises, under school authority (including buses), or while at any school-sponsored activity, function, or event.
15. **Hazing** -A student shall not subject any other students to do any act or coerce another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
16. **Insubordination** -A student shall not fail to comply with directions of the principals, teachers, or other authorized school personnel, nor shall a student be disrespectful of principals, teachers or other authorized school personnel, during any period of time when properly under the authority of school personnel.
17. **Leaving School Premises** -A student shall not leave school premises before the hour of dismissal except where individual school policy otherwise provides or without first obtaining the consent of an administrator and signing out in the office.
18. **Misrepresentation, Forgery, and Plagiarism** -A student shall not, orally, or in writing, use or sign the name of another person, or falsify times, dates, grades, addresses, or other data on school records or in correspondence or other written material directed to the school or school personnel.
19. **Repeated Violations** -A student shall not repeatedly refuse to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.
20. **School Bus Rules and Regulations** -All students are expected to abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled athletic transportation.
21. **Sexual Harassment** -Sexual harassment has no place in the Granville Exempted Village School District and will not be tolerated. Sexual harassment consists of sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between supervisors or those supervised, between coworkers, between employees and students, between students, or between any student or employee and a member of the public visiting our schools when:
 - a. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or educational development;
 - b. submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or
 - c. such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

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

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

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

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

The sexual harassment grievance officer for the district shall be either the responsible building principal or the Director of Student Services for grievances other than the school building. In the event that any employee or student of the school district is suspected of sexual harassment occurring on school property or occurring off school property but involving the possibility of coercion due to the non-offender's status as an employee or student, the building principal or Director of Student Services shall be notified and the allegation shall be promptly investigated. Any employee or student in the district who becomes aware of or suspects activity constituting sexual harassment shall report it immediately to the responsible building principal or Director of Student Services. The responsible building principal or Director of Student Services shall have a duty and the authority to conduct an independent fact-finding process immediately after notification of a manner. All information or complaints shall be investigated in a manner that preserves confidentiality to the maximum practical extent, recognizing that the thoroughness of the fact-finding process is not to be compromised. The responsible building principal or Director of Student Services shall further have the duty to make findings and conclusions about the fact-finding process or within ten working days of completion of the fact-finding process or within a reasonable period of time and to impose appropriate disciplinary action for actions which constitute sexual harassment.

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

23. **Unauthorized Sale or Distribution** -A student shall not sell, distribute, or attempt to sell or distribute any object or substance that has not been properly authorized for sale or distribution to any person on school premises.
24. **Unauthorized Use of Fire** -A student shall not cause any flame, spark, or other form of fire to be ignited without authorization to do so.
25. **Use of Profane, Vulgar or Abusive Language or Gestures** -A student shall not use, display, or wear profane, vulgar, abusive or other words or gestures which under the circumstances are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities.
26. **Valuable Personal Property and Equipment** -Electronic devices (e.g. cell phones, headphones, earbuds, etc.) and other technological devices are permitted in the building; however, they must be kept in the designated electronic storage. The school is not responsible for lost/stolen phones, electronic devices, or other valuable personal property.
27. **Violation of Law** -A student shall not violate any law or ordinance when on school premises, while under school authority (including buses) or at any school-sponsored activity, function, or event. Conceivable action which may properly be subject to discipline, the superintendent or a building principal shall have the authority to suspend or expel a student for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

PERSONAL COMMUNICATION DEVICE POLICY

In order to reinforce the culture of learning in our classrooms, we have removed personal communication devices (PCD/PCDs) as a distraction. PCDs must not be visible during the school day. This includes, but is not limited to: phones, smartwatches, smartglasses, earpods, headphones, etc. Personal Communication Devices (PCDs) are not to be visible or in use from 7:55 A.M.-2:45 P.M.(PCDs are not permitted during the transition between class periods including to/from lunch). In order to do this, students will place PCDs into the designated electronic storage area in each classroom. Students must store their PCDs in their academic locker during their lunch period. Headphones, earbuds and other listening devices are not to be worn in the building unless given permission—including the hallway. There may be times when students are permitted to use their devices for educational purposes. If there is a situation that warrants a student needing to check their PCD in the classroom they need to request permission from the staff member. Students are expressly prohibited from using covert means to capture (image, audio or video) during any school-related activity. Students are prohibited from using PCDs in a manner that infringes on a person's reasonable expectation of privacy. This includes using PCDs in locations and circumstances where a student may be changing clothes or in any stage of undress, such as gymnasiums, locker rooms, and restrooms/bathrooms.

Nothing in this policy prohibits a student from using a PCD for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code, a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794, or as permitted under the building's comprehensive emergency management plan adopted under section 5502.262 of the Revised Code.

A student shall use a PCD to monitor or address a health concern if the school board receives a written statement from the student's physician requiring such use.

Study Hall:

Students in study hall will comply with the same restrictions as the classroom with one exception: ear buds and headphones are allowed in order to access music on their Chromebooks. If a student is accessing music from a PCD, the PCD will need to remain in the storage area. No gaming systems are permitted in study hall and playing games on Chromebooks is not a productive use of time. Students will be redirected when playing games on their Chromebooks and will be asked to close their Chromebooks when it is a repeated problem.

Consequences:

Consequences will not be reset at the change of semester. Failure to comply with this policy results in the following:

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| 1st offense: | Student powers the device down, device is removed, receives a warning, and can be picked up at the end of the day in the office by the student. |
| 2nd Offense: | Student powers the device down, device is removed, and can be picked up at the end of the day in the office by the student. A lunch detention is assigned. |
| 3rd offense: | Student powers the device down, device is removed, and can be picked up at the end of the day in the office by a parent/guardian only. A 1-hour after school detention is assigned. |
| 4th offense: | Student powers the device down, device is removed, and can be picked up at the end of the day in the office by a parent/guardian only. A 2-hour after school detention is assigned. |
| 5th offense
& Beyond: | Student powers the device down, device is removed, and can be picked up at the end of the day in the office by a parent/guardian only. An in-school restriction day is assigned. A meeting will be required for the student and family with administration regarding the device(s) being in the school building. |

DISCIPLINE

Students can receive office referrals and potential consequences due to behaviors. Some of these behaviors include, but are not limited to: tardy to class, food/beverage in an unauthorized location, disruptive conduct in any classroom or hall, inappropriate use of technology, profanity, parking in a non-student designated area, leaving school without permission and not signing out with the office, failure to sign in and obtain an admit slip, pornographic publications/pictures in locker or possession, public display of affection, inappropriate/unsafe driving or riding, driving/riding/parking without permission, disrespect and/or dishonesty toward to any staff member, falsifying notes or school communication, propping open any door, skipping class, and/or any actions deemed as inappropriate by a staff member.

CONSEQUENCES

Discipline and consequences accumulate over the course of each semester, resetting at the beginning of the second semester. Three (3) minor office referrals will result in the assignment of a detention. The consequences will increase if behavior does not change. Major offenses can result in more serious consequences. Consequences include: lunch detention, after school detentions of 1-hour, and 2-hour, in-school restriction, out of school suspensions, and expulsion recommendations.

AFTER SCHOOL DETENTION RULES

After School Detention is used for minor and some major discipline issues.

1. Time: 2:50 pm- 4:50 pm
2. Location: High School (Staff Classroom)
3. Tardiness: Students who arrive after 2:50 pm will not be admitted.
4. Credit: Students must remain the entire assigned period to receive credit.
5. Assignment: Students are expected to come prepared to complete work. Students should also bring their charged chromebook. If assignments have been completed, the student should be prepared with other work that would have an educational benefit. No student phones are permitted to be out, and no electronic device will be used if not directly for school work purposes.
6. Absence: You are expected to attend the assigned dates of your after school detention. If a student misses an assigned after school detention, the following consequences will be assigned:
 - First after school detention skip: Student is assigned a four (4) hour after school detention (served over two days)
 - Second after school detention skip and beyond: Students are assigned a one (1) day in-school restriction.

BUS REGULATIONS

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

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

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

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

CONDUCT AT SCHOOL ACTIVITIES, ASSEMBLIES/PEP RALLIES

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

5. Behaviors that represent Granville High School in a negative manner will not be allowed.

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

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

DRIVING/PARKING REGULATIONS

The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students provided that such students are licensed drivers, have completed and submitted school parking registration on HomeTown Ticketing and have been assigned a school parking spot.

The Board will not be responsible for motor vehicles that are lost, stolen, or damaged.

1. Students are subject to all school regulations when entering school property.
2. The designated student parking area is the lot on the North side of the high school and to the west of the football stadium. Students must complete a registration form and pay a fee to receive their assigned parking spaces. The parking placard must be displayed at all times. Students who repeatedly do not park in their assigned parking space are subject to disciplinary consequences which include after school detentions and revoking driving privileges.
3. The parking lot is off limits during the school day except with permission from a front office staff member. Loitering in the parking lot or in cars is not permitted during the school day.
4. The speed limit on school property is 10 mph.
5. Students must use the main driveway at the high school at all times.

Infraction of these rules may result in the revocation of driving privileges.

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

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

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

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web based/online sites (also known as “cyber bullying”), such as the following:
 - a. posting slurs on websites, social networking sites, blogs or personal online journals;
 - b. sending abusive or threatening emails, website postings or comments and instant messages;
 - c. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - d. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

COMPLAINTS

1. **Formal Complaints**

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

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

3. **Anonymous Complaints**

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

4. **False Complaints**

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

INTERVENTION STRATEGIES

1. **Teachers and Other School Staff**

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

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

2. **Administrator Responsibilities**

a. **Investigation**

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

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint

(with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

b. Nondisciplinary Interventions

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

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

c. Disciplinary Interventions

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

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

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors. Allegations of misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

REPORTS TO THE CUSTODIAL PARENT OR GUARDIAN OF THE PERPETRATOR

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

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

REPORTS TO THE VICTIM AND HIS/HER CUSTODIAL PARENT OR GUARDIAN

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

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

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

POLICE AND CHILD PROTECTIVE SERVICES

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

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

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT SUBSTANCE ABUSE POLICY

Philosophy Statement: The Granville School District believes that the unlawful use or possession¹ of mind/mood altering substances² is wrong and harmful.

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

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

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

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

Policy: No student shall possess; consume or use; show signs of use or consumption;⁵ distribute;⁶ or buy any substance which is represented as or understood to be a mind/mood altering substance while at

school, on school property, at any school-related function, held on or off school premises, or while riding authorized school transportation.

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

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

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

A. First Offense

1. Law enforcement officials will be notified as permitted by law.
2. The Building Principal will suspend⁷ the student for ten (10) days, out of school, in compliance with all requirements of law. The suspension may be reduced to no less than five (5) days if the following occur:
 - a. The student proceeds to be evaluated by a chemical dependency professional approved by the school.
 - b. The student agrees to follow any other recommendations of the school.
 - c. The chemical dependency professional satisfactorily notifies the Building Principal of the foregoing.

B. Second Offense

1. The Building Principal will recommend that the Superintendent expel⁸ the student in compliance with all requirements of law.
2. Law enforcement officials will be notified as permitted by law.

DEFINITION OF TERMS

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

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

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

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

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

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

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

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

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT TOBACCO & NICOTINE POLICY

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

Policy: No student shall possess,¹ use, distribute² or buy any smoking or smokeless tobacco or nicotine products or paraphernalia, or simulated or look alike tobacco or nicotine products (e.g. vapes, e-cigarette, Juuls, pouches including but not limited to caffeine pouches, etc.) or paraphernalia (Juul pods, etc.) while at school, on school property, at any school-related function held on or off school premises, or while riding authorized school transportation.

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

A. First Offense

1. The Building Principal will notify the Granville Village Police and/or Juvenile Court of the student's violation of Ohio Revised Code Section 2151.87(b), Tobacco Prohibition for Minors. The Granville Village Police will take appropriate steps to file charges for violation of this law.
2. Students will receive a one (1) day out of school suspension and four (4) days in-school restriction that can be reduced to one (1) day out of school suspension and two (2) days in-school restriction with the completion of an education program like Vape Educate.

3. The student will have their school parking permit, if applicable, revoked for the next 45 school days. If there are not 45 days left in the school year, the remainder will carry over to the following school year.
 4. The student will have their open lunch privileges, if applicable, revoked for the next 45 school days.
 5. The student will have their late arrival/early dismissal, if applicable, privileges revoked for the next 45 school days.
- B. Second Offense**
1. The Building Principal will notify the Granville Village Police and/or Juvenile Court of the student's violation of Ohio Revised Code Section 2151.87(b), Tobacco Prohibition for Minors. The Granville Village Police will take appropriate steps to file charges for violation of this law.
 2. Students will receive a two (2) days out of school suspension and three (3) days in-school restriction.
 3. The student will have their school parking permit, if applicable, revoked for the next 90 school days. If there are not 90 days left in the school year, the remainder will carry over to the following school year.
 4. The student will have their open lunch privileges, if applicable, revoked for the next 90 school days.
 5. The student will have their late arrival/early dismissal, if applicable, privileges revoked for the next 90 school days.
- C. Third Offense**
1. The Building Principal will notify the Granville Village Police and/or Juvenile Court of the student's violation of Ohio Revised Code Section 2151.87(b), Tobacco Prohibition for Minors. The Granville Village Police will take appropriate steps to file charges for violation of this law.
 2. The Building Principal will suspend the student for five (5) days, out of school, in compliance with all requirements of law.

DEFINITION OF TERMS

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

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

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

CODE OF ACADEMIC INTEGRITY

High School Academic Integrity Policy

Our Commitment: Granville High School is committed to fostering an environment of academic excellence built upon honesty, trust, respect, responsibility, and fairness. Academic integrity is fundamental to learning and to the value of the education received at our school. This policy outlines the

expectations for all members of our academic community – students, faculty, and administration – in upholding these principles.

I. Core Principles of Academic Integrity

We believe academic integrity is demonstrated through adherence to the following principles:

Honesty: Submitting one's own original work and acknowledging all sources appropriately.

Trust: Creating an environment where students and teachers can rely on the integrity of academic work.

Respect: Honoring the intellectual property of others and the hard work of peers and faculty.

Responsibility: Taking ownership of one's learning and actions, and upholding the academic standards of the school.

Fairness: Ensuring that all students have an equitable opportunity to demonstrate their knowledge and skills.

II. Defining Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following actions:

Plagiarism: Presenting someone else's words, ideas, or work as your own without proper acknowledgment. This includes:

- Copying and pasting text from the internet or other sources without citation.
- Paraphrasing without proper attribution.
- Submitting work done by another person (e.g., a friend, family member, or tutor) as your own.
- Using Artificial Intelligence (AI) tools (e.g., *ChatGPT*, *Gemini*, *Otter.ai*, etc.) to generate content without proper attribution and/or permission from the instructor. Students should use the following as a guide:

Allowed Uses When Supportive of Student Learning:

Students may use AI tools as learning supports when they do not misrepresent their own knowledge, skills, or effort. Examples include but are not limited to: clarifying or explaining concepts, brainstorming ideas before completing original work, organizing information (outlines, study plans, checklists), reviewing grammar or clarity while maintaining original voice, practicing skills with sample problems or study questions

Limitations of AI Usage by Students:

AI use is not permitted when it replaces student thinking or interferes with the integrity of any type of assignment or assessment. Examples include but are not limited to: generating full essays, lab reports, or creative works, solving math/science problems without showing reasoning or thought processes, producing global language work well beyond any demonstrated proficiency in the language, using AI on secure assessments, submitting AI generated work as one's own

Note: Teachers will need to clearly communicate assignment specific expectations related to AI use by students. Students, in turn, are expected to ask for clarification when they are unsure about AI use on classroom assignments or assessments. ***The default setting for AI use on assignments is that it cannot be used unless teacher-approved.***

Cheating: Engaging in any dishonest act to gain an unfair advantage in an academic assessment. This includes:

- Copying from another student's test or assignment.
- Using unauthorized notes, electronic devices, or other materials during an assessment.
- Sharing answers or collaborating on individual assignments where collaboration is not permitted.
- Submitting work for one course that was previously submitted for another course without prior permission from both instructors.
- Using AI tools to complete assignments without explicit permission and guidelines from the instructor.

- Fabrication: Inventing or falsifying information, data, or citations. This includes:
- Making up sources or data for a research paper or project.
- Altering grades or other academic records.
- Facilitating Academic Dishonesty: Intentionally helping or enabling another student to commit an act of academic dishonesty. This includes:
- Sharing your own work with another student knowing they intend to copy it.
- Providing answers to another student during an assessment.
- Unauthorized Collaboration: Working with others on an assignment when individual work is expected and required.

III. Student Responsibilities

Students are expected to:

- Understand and adhere to this Academic Integrity Policy.
- Seek clarification from their teachers when they are unsure about expectations for an assignment or appropriate citation practices.
- Complete all assignments and assessments honestly and independently, unless collaboration is explicitly permitted by the teacher.
- Properly cite all sources used in their work, including direct quotes, paraphrased information, and ideas that are not their own.
- Protect their own work from being copied by others.
- Report suspected instances of academic dishonesty to a teacher or administrator.

IV. Faculty Responsibilities

Faculty members are expected to:

- Clearly communicate expectations for academic integrity for each assignment and assessment.
- Provide explicit instructions on proper citation methods and the appropriate use of resources (including AI tools).
- Design assignments and assessments that promote original thought and minimize opportunities for dishonesty.
- Educate students about the importance of academic integrity and the consequences of violating this policy.
- Address suspected instances of academic dishonesty promptly, consistently, and fairly.
- Report all instances of academic dishonesty to the designated administrator.

V. Procedures for Addressing Academic Dishonesty

When an instance of academic dishonesty is suspected, the following steps will be taken:

- Initial Investigation by Teacher: The teacher will gather information and evidence related to the suspected act of dishonesty.
- Conference with Student: The teacher will meet with the student to discuss the alleged violation, present the evidence, and allow the student an opportunity to explain.
- Determination: Based on the evidence and the student's explanation, the teacher will determine if a violation of the academic integrity policy has occurred.
- Notification: If a violation is determined, the teacher will notify the student's parents/guardians and the designated administrator (e.g., Principal, Assistant Principal).
- Consequences: Consequences will be applied as outlined in Section VI.
- Documentation: All instances of academic dishonesty and their resolutions will be documented in the student's file.

VI. Consequences for Academic Dishonesty

Consequences for academic dishonesty will be applied based on the severity of the offense, the student's history of violations, and the specific circumstances. The goal of consequences is to be educative, corrective, and deterrent.

First Offense:

- Learning Opportunity: The student will be required to redo the assignment or a portion of it, with a focus on understanding proper academic practices. This may include a mandatory tutorial on citation, plagiarism, or responsible use of AI tools.
- Grade Consequence: A reduced grade (e.g., a "0" for the assignment/assessment or a significant grade reduction not to exceed 10% of the quarter grade/overall grade if it is an exam) will be assigned for the affected work.
- Parent/Guardian Notification: Parents/guardians will be notified and involved in discussions about the incident.
- Disciplinary Action (Possible): Depending on the severity, additional disciplinary actions such as detention or in-school restriction may be assigned.
- Record: The incident will be recorded in the student's disciplinary file.

Second Offense:

- Increased Grade Consequence: A "0" for the assignment/assessment will be assigned, with no opportunity to redo.
- Increased Disciplinary Action: More significant disciplinary action, such as out-of-school suspension, may be assigned.
- Parent/Guardian Conference: A mandatory conference with the student, parents/guardians, teacher, and administrator will be held to discuss the seriousness of the repeated violation and develop a plan for future academic success.
- Exclusion from National Honor Society application or potential removal from National Honor Society.
- Record: The incident will be permanently recorded in the student's disciplinary file.

Third and Subsequent Offenses:

- Severe Grade Consequence: A failing grade in the course may be assigned.
- Severe Disciplinary Action: More significant disciplinary action, such as out-of-school suspension, may be assigned.
- Impact on Academic Record: The incident may be noted in college recommendation letters.
- Referral to Support Services: The student may be referred to counseling or other support services to address underlying issues.
- Review by School Administration: The case will be reviewed by senior school administration for final determination of consequences.

VII. Appeal Process

Students and/or their parents/guardians who believe a decision regarding academic dishonesty is unjust or inaccurate may appeal the decision in writing to the high school administration within three (3) school days of receiving the decision. The appeal will be reviewed, and a final decision will be communicated within ten (10) school days.

VIII. Review and Revision

This Academic Integrity Policy will be reviewed annually by the [e.g., Administration, Department Heads, etc.) to ensure its effectiveness, fairness, and relevance to the evolving academic environment. Input from students, parents, and faculty will be considered during this review process.

By upholding this Academic Integrity Policy, Granville High School reinforces its commitment to fostering an environment where all students can achieve their full academic potential with integrity and honor.

STUDENT RIGHTS AND RESPONSIBILITIES INTRODUCTION

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

FREEDOM OF EXPRESSION

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

FREEDOM OF ASSOCIATION

- A. Co-curricular Activities** – Students may organize associations or groups within the school for political, social, athletic, and other lawful purposes. No group or association may deny membership to any student because of race, religion, or nationality. All co-curricular associations or groups must have a faculty advisor and present to the principal a complete current membership list. The affiliation of any co-curricular group or association with any out-of-school association that advocates or whose leaders advocate the use of violence or force to accomplish its ends or advocates the forceful overthrowing of government is prohibited. In addition, no co-curricular group or association may affiliate with a fraternity or sorority or with an out-of-school association that is formed for unlawful purposes.

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

STUDENT PARTICIPATION IN SCHOOL AFFAIRS

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

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

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

STUDENT- PUBLICATIONS

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

SCHOOL-SPONSORED PUBLICATIONS

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

- 1. Faculty advisors advise on matters of style, grammar, format and suitability of materials.
- 2. The school publication reflects the policy and judgment of the student editors. Material of a controversial nature should not be prohibited unless it:
 - a. threatens to disrupt the educational process of the school, damage other individuals or advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use);

- b. threatens any person or group within the school or advocates unlawful discrimination;
 - c. advocates violation of the law or official school regulations;
 - d. is considered false or libelous, based upon available facts; and
 - e. is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.
3. The final decision as to the suitability of material rests with the principal after consultation with the student editor and faculty advisor. Parties have the right of appeal to the Superintendent.

NON SCHOOL-SPONSORED PUBLICATIONS

Students who edit, publish and/or wish to distribute nonschool-sponsored handwritten, printed or duplicated matter among their fellow students in the schools must assume responsibility for the content of the publication. Students may be restricted as to the time, place and manner of distribution or may be prohibited from distributing such publications.

PUBLIC COMPLAINTS AND GRIEVANCES

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

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

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

MATTERS REGARDING A PROFESSIONAL STAFF MEMBER

- A. The Administration and each bargaining unit member shall make every effort to resolve parental complaints concerning members through various avenues of personal conferences and contacts between the member, pupil, parent, principal and/or other appropriate staff personnel. If such conferences do not lead to understanding and resolution of the problems involved, a parent may pursue further action by submitting a complaint against a member which must be in writing, signed, and dated, to the employee's immediate supervisor.
- B. Further action shall be initiated by the following procedure:
 - 1. If requested by the complainant or member, a meeting involving the member, the member's immediate supervisor, and the complaining parent will be arranged as soon as possible to discuss the complaint.
 - 2. If no resolution is reached, either the complaining parent or member may appeal to the Superintendent who shall attempt to resolve the problem. If either party is not satisfied with the disposition, they may appeal to the Board.

3. In each of the steps above, a member and/or parent may request and be accompanied by counsel and/or representative of his/her choosing provided notification is given by either party to the other no less than twenty-four (24) hours in advance of the meeting.
 4. All complaints received by a Board member or the Superintendent which may result in action being taken against the member shall be referred to the employee's immediate supervisor.
 5. In the event of an uncooperative complaining parent, the above procedure will still be followed to the maximum extent possible with the further understanding that no action will be taken against a member on the basis of the complaint unless its allegations are independently corroborated by credible evidence.
- C. Any parental complaints that are placed in official personnel files shall be treated in accordance with the appropriate provisions of this Agreement. All such complaints must be signed and dated. A copy of any such document shall be given to the member(s) involved at the time they are placed in the personnel file.

SEARCH AND SEIZURE

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

LOCKERS

Each student is assigned a locker. Lockers are the property of, and under the control of, the Granville Schools. Students are expected to maintain the lockers in a sanitary condition. No one may use his or her locker to store anything that is unlawful or which may create a health or safety hazard. Locker security is only as good as students keep it. The school takes no responsibility for items missing or stolen from student lockers. **Students are advised to keep their lockers locked.**

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

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

SEARCHES OF SCHOOL PROPERTY ASSIGNED TO A STUDENT

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

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.

2. A search of a desk or other storage space may be conducted when there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

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

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

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

SEARCHES OF STUDENT PROPERTY BY LAW ENFORCEMENT OFFICIALS

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

INTERROGATIONS BY LAW ENFORCEMENT OFFICIALS

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

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

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

GENERAL INFORMATION

BACKPACKS/BOOKBAGS

Students are not permitted to carry backpacks/bookbags with them during school hours but will be required to keep them in their lockers. They are permitted to use backpacks/bookbags to transport belongings to and from school.

ELECTRONIC SURVEILLANCE

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

EMERGENCY CLOSING OF SCHOOL/DELAYS

In the event of severe weather or other emergency that could close or delay school, listen to the local radio or TV stations in addition to notices that will be part of our School Messenger/email system and the district website.

FOOD IN THE CLASSROOM

The building follows the Board of Education policy for Student Wellness Program (EFG-R)

FUNDRAISING

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

LIBRARY EXPECTATIONS

- **Own the Space** - The library is yours. Treat it with the care and respect you'd give any other space that belongs to you.
- **Explore Freely** - Use library books, space, and resources to discover new ideas about the world and yourself. Curiosity is always welcome!
- **Engage Thoughtfully; Collaborate Kindly** - Whether you are reading, researching, or relaxing, be mindful of the ways others are using the space, and be considerate of their need to focus.

- **Clean Up; Give Back** - Return materials where they belong and in a timely manner, leaving the space better than you found it. You are free to use your library the way you need to until your use becomes an inconvenience to others.

LOST OR DAMAGED TEXTBOOKS

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

LUNCHROOM PROCEDURES

There are two lunch periods consisting of 30 minutes each.

Procedures to follow:

1. All students must eat in the cafeteria or in the courtyard area.
2. All members at each table are held responsible for clean-up of table top and adjacent aisles.

Senior students are allowed to drive or ride off campus during the lunch period provided they have submitted the Senior Lunch form. They cannot take underclass students with them to lunch.

SAFETY DRILLS

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

STUDENT PRIVILEGES

GHS students in 11th and 12th grade are eligible for privileges of early release, late arrival and/or study hall release if it aligns with a lunch period (seniors only). Students must meet all requirements of attendance, grades and behavior to be granted a [student privilege](#). Additionally, seniors must meet (or on track to meet) at least one criteria of ODEW's College, Career, Workforce & Military Readiness metric.

STUDENT RECORDS

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

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

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives,

or a person who is legally responsible for the welfare of the child). The term “eligible student” refers to a student who is eighteen (18) years of age or a student of any age who is enrolled in a postsecondary institution.

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

The Board authorizes the administration to:

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

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

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

STUDENT VALUABLES

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

VISITORS

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

**ANNUAL NOTIFICATION OF RIGHTS
UNDER FERPA
GRANVILLE EXEMPTED VILLAGE SCHOOLS**

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

1. The right to inspect and review the student's education records within 45 days after the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate District official) a written request that identifies the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of the privacy rights of the student. The parent(s) or eligible student shall write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the privacy rights of the student. The school principal shall decide whether he/she will amend the record within a reasonable time of the request, not to exceed forty-five (45) days after the request is made. If the school principal decides to grant the request, he/she shall amend the record accordingly. If the school principal decides not to amend the record as requested by the parent or eligible student, the school principal shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when they are notified of the right to a hearing. If, as a result of any hearing held, it is determined that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the record shall be amended accordingly, and the parent or eligible student shall be notified of the amendment in writing. If, as a result of any hearing held, it is determined that the information in the education record is not inaccurate, misleading, or otherwise in violation of the student's privacy rights, the parent or eligible student shall be so informed and shall be advised of the right to place a statement in the record commenting on the contested information and/or stating why he or she disagrees with the decision of the District. If the District places such a statement in the student's education records, the District shall maintain the statement with the contested part of the record as long as the record is maintained and shall disclose the statement whenever it discloses the portion of the record to which the statement relates.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to School officials with legitimate educational interests. A School official is a person employed by the Board as an administrator, supervisor, teacher, instructor, or support staff member (including health or medical staff and school resource officers); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task, including but not limited to an attorney, auditor, medical, educational or other consultant; or therapist. "Legitimate educational interest" is defined as a direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District, or if the record is necessary in order for the School official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The District also discloses student education records without consent of the parents or eligible student under the following circumstances:
 - a. Upon request, to officials of another school, school district or system, or post-secondary education institution in which a student has enrolled or seeks or intends to enroll. In addition, the School may disclose a student's education record to another

educational agency or institution if the student receives services from the other educational agency or institution;

b. To authorized federal officials or state or local educational authorities;

c. The disclosure involves necessary information in connection with financial aid for which the student has applied or which the student has received;

d. The disclosure is to state and local officials or authorities and is allowed to be reported or disclosed pursuant to a state statute adopted before November 19, 1974, if the allowed reporting and disclosure concerns the juvenile justice system and the system's ability to effectively serve the student prior to adjudication; and, where disclosure of information is permitted by a state statute adopted after November 19, 1974, the state official and authorities to whom the records are disclosed certify in writing to the school that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the student's parent;

e. To organizations conducting studies for or on behalf of, educational agencies or institutions in order to develop, validate or administer predictive tests, administer student aid programs, or improve instruction;

f. To accrediting organizations to carry out their accrediting functions;

g. The disclosure is to parents of a dependent student, as defined in the Internal Revenue Code;

h. To comply with a judicial order or subpoena;

i. In a health or safety emergency, where necessary to protect the health and safety of the student or other individuals; or

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

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

1. In addition to the above, the District releases the names, addresses, and telephone listings of secondary students to military recruiters for any branch of the United States Armed Forces, or to an institution of higher learning, that requests such information, unless the secondary student or parent of the secondary student requests that such information not be released without prior parental consent.
2. **Parent(s), guardian(s) or eligible students shall provide notice to advise your school principal by September 30 annually, in writing, of any or all of the above items that should not be released without the parent's or eligible student's prior consent.**
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605*

STUDENT SERVICES HANDBOOK

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

MULTIPLE TIER SYSTEM OF SUPPORT (MTSS)

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

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

CHILD FIND

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

WHAT IS THE PURPOSE OF CHILD FIND?:

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

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

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

placement of a student with a disability. Parents should contact the Director of Student Services regarding any questions related to Section 504 and/or Title II of the Americans with Disabilities Act (ADA).

WHAT IS A DISABILITY?

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

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

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

WHO CAN HELP?

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

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

ENGLISH LEARNERS:

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

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

THE PROCESS FOR INITIAL ASSESSMENT OR SCREENING OF STUDENTS

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

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

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

INITIAL EL MEETINGS

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

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

The purpose of the Initial EL Meeting:

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

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

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

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

RANGE OF EL SERVICES PROVIDED IN GRANVILLE EVSD

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

It is possible for a student to exhibit needs in multiple areas that require different types of interventions and services. A student may be dually identified as a gifted student and an English Learner or as a student

with a physical, cognitive, or emotional disability and an English Learner. If a student is dually identified, they will receive support in the areas of English language acquisition and the other identified area. As mentioned previously, there are no state mandated approaches to providing types of EL programming; Granville offers a wide variety of programming options to meet the needs of its EL population.

EXITING THE EL PROGRAM

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

SCHOOL PSYCHOLOGIST

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

HEALTH SERVICES

HEALTH SCREENING PROGRAM

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

Vision– grade 9 , 11, and all students new to the district

Hearing– grade 9 & 11 and all students new to the district

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

IMMUNIZATION LAW:

Granville Exempted Village Schools follow all requirements outlined by the Ohio Department of Health. Students may be excluded from school if the requirements listed below are not met within 14 days of the beginning of the school year, unless the noncompliance is based on medical or religious grounds. If that is the case, parents/guardians must submit a letter to the school listing the immunization objections and the reason for them. This letter must be submitted the year of required immunizations.

Immunization requirements are:

- 5 doses of DTaP (unless the fourth dose was given after the fourth birthday)
- 4 doses of Polio vaccine (unless the third dose was given after the fourth birthday)
- 2 MMR(the first dose must have been given on or after the first birthday)
- 3 Hepatitis B (a fourth dose is required if the third was given before 6 months of age)
- 1 Tdap Grades 9-11 (For grades 10-11, 1 Td is acceptable) 2 Meningococcal (by the time they are seniors)
- For 7th grade and next Men. after turn 16 yr but required for senior year
- Need 2 varivax same as MMR

EMERGENCY MEDICAL AUTHORIZATION

According to state law, each student is required to have an emergency medical authorization form on file within the school; a new form is required at the beginning of each school year and is updated by parents in PowerSchool. This form can authorize treatment in the event the parent or guardian cannot be reached. The form also provides space to indicate any conditions the school should be aware of such as severe allergies, diabetes, epilepsy, or any medications that could affect a student's performance. The information should be updated by parents each year.

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

ILLNESS/INJURY AT SCHOOL

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

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

LICE

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

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

STUDENTS WITH CHRONIC CONDITIONS

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

ADMINISTERING MEDICINES TO STUDENTS

PROCEDURES

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

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the medication be administered to the student.

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

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

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

Home Instruction

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

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

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

NETWORK AND INTERNET ACCESS AGREEMENT FOR STUDENTS

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

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

STUDENT CODE OF CONDUCT

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

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

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

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

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

PROPERTY

Pursuant to federal law, the board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the "Children's Internet Protection Act." At the discretion of the board or the superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. Any student who attempts to disable the technology protection measures will be subject to discipline. The superintendent or his/her designee may temporarily or permanently unblock access to sites containing appropriate materials if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is deemed "appropriate" or "inappropriate" shall be based on the content of the material and the intended use of the material and not on the basis of whether or not our protection measurers (web filter) blocks the content. The district shall monitor the user's online activities, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other materials that are inappropriate for the educational setting. To the extent practical all steps shall also be taken to promote the safety and security of users when utilizing e-mail, chat rooms, instant messaging and other forms of direct electronic communication.

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

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

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

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

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

C. Access

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

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

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

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

Preservation of Resources: Each student is permitted reasonable space to store e-mail, web, and personal files. The board reserves the right to require the purging of files in order to regain disk space. Students should not store an inappropriate amount of personal files in their storage location. The space provided should not be considered a backup location and should be used to store files they access on a regular basis.

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

D. Network Etiquette

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

1. Users shall not obtain copies of or modify files, other data, or passwords belonging to other users without express authorization from a building/district administrator.

2. Users shall not misrepresent themselves on the network (e.g. logging in as someone else).
3. Users shall not use the network in any way that would disrupt the operation of the network; abuse the software and/or hardware; or excessively consume limited computer, paper resources, such as through spamming, creating or forwarding mass emails, sending chain letters, or extensively using the Network for non-curriculum-related communications or other purposes exceeding the "Scope Of Acceptable Use" under this agreement.
4. Users shall not create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials.
5. Users shall not reveal any personal information beyond directory information about themselves, other students, or district employees, including social security numbers, passwords, etc.
6. Users shall not create, transmit, or download any materials (a) that are in violation of district policies or any state or federal law, including but not limited to confidential information, copyrighted materials, material protected by trade secrets, and any materials that would violate the district's harassment policy; or (b) that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials.
7. Users shall not use the network for any commercial activities, such as buying, advertising or selling goods or services, unless doing so is pre-approved by the district.

The district shall not be liable for any transactions, costs, damages or fees incurred by a user through purchases of goods or services or other transactions through the network, or for any illegal actions, including copyright violations, that a user performs through the network.

8. Users shall not use or install any software or program not already on district equipment unless authorized by the director of technology or their designee.
9. Users shall not engage in cyberbullying. "Cyberbullying" is the use of technology to harass, threaten, embarrass, or target another person." (<http://kidshealth.org/parent/positive/talk/cyberbullying.html>) Cyberbullying includes but is not limited to the following:
 - a. Posting slurs or rumors, or other disparaging remarks about a student on a website or blog;
 - b. Sending e-mail, instant messages, or text messages that are mean or threatening
 - c. Using a camera or phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
 - d. Posting misleading or fake photographs of students on the web

E. Web Sites

Websites created for school community organizations through the network or linked to the district's web site must relate specifically to officially sanctioned organization activities and programs. The district reserves the right to require that material and/or links to other sites found to be objectionable be altered or removed. Proprietary rights in the design of websites hosted on the Board's servers remains at all times with the board.

F. Service Disclaimer

The district does not warrant that the functions of the network will meet any specific requirements the user may have, or that the network will be error free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential

damages (including lost data, information, or time) sustained or incurred in connection with the use, operation or inability to use or operate the system.

G. Reservation Of Rights

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

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

H. File Transfers

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

I. Vandalism

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

J. Security

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

K. Use of Electronic Communications Equipment, Policy

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

L. Violations of This Policy

Any violations of this policy may result in disciplinary action, including but not limited to restriction or termination of access to the network, other discipline in accordance with the Student Code of Conduct, referral to legal authorities, and/or other legal action. Users granted access to the Internet through the board's computers assume personal

responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this board policy and any accompanying guidelines.

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

CHROMEBOOK HANDBOOK

COPPA – Children's Online Privacy Protection Act

Our school district uses several online services provided by other companies. These include educational content providers like Schoology, Discovery Education, Google, and Microsoft, as well as websites and apps that support our educational programs.

For your children to use these online programs and services, the companies may ask for some personal information like your child's name, a username, password, and sometimes their school email address. There's a federal law called the Children's Online Privacy Protection Act (COPPA) that requires these websites to notify parents and get consent before collecting personal info from kids under 13 years old.

With your permission as a parent, the law allows schools to create and manage student accounts for these services.