

Groveport Madison Local School District

Student Handbook 2019-2020



GROVEPORT MADISON LOCAL SCHOOL DISTRICT
2019-2020 STUDENT CODE OF CONDUCT

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CONTACT INFORMATION

DISTRICT SERVICE CENTER (DSC)

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

ELEMENTARY SCHOOLS

Asbury ES

Principal: Staci Peters
Fax number: 614-833-2004
Main Office: 614-833-2000

Dunloe ES

Principal: Natalie Lewellen
Fax number: 614-833-2007
Main Office: 614-833-2008

Glendening ES

Principal: Curt Brogan
Fax number: 614-836-4974
Main Office: 614-836-4972

Groveport ES

Principal: April Bray
Fax number: 614-836-4680
Main Office: 614-836-4975

Madison ES

Principal: Tricia Faulkner
Fax number: 614-836-4683
Main Office: 614-833-2011

Sedalia ES

Principal: Ken Pease
Fax number: 614-833-2429
Main Office: 614-833-2014

MIDDLE SCHOOLS

Middle School Central

Principal: John Brown
Fax number: 614-836-4999
Main Office: 614-836-4957

Middle School North

Principal: Jeff Jones
Fax number: 614-833-2033
Main Office: 614-837-5508

Middle School South

Principal: Darren Fillman
Fax number: 614-836-4956
Main Office: 614-836-4953

HIGH SCHOOL

GM High School

Principal: Dr. Jaivir Singh
Fax number: 614-836-4998
Main Office: 614-836-4964
Athletic Director: Steve Petros, 614-836-4968
Attendance Office: 614-836-4970
Counseling Office: 614-836-4967

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DISTRICT DEPARTMENTS

Superintendent:

Garilee Ogden

Treasurer:

John M. Walsh

- District Finances

Deputy Superintendent:

Jamie Grube

- Facilities

Director of Teaching and Learning:

Dr. Jana Alig

- Curriculum / Training

Director of Safety and Customer Relations:

Scott Nelson

- Safety / Conflict Resolution

Director of Human Resources:

Matt Cygnor

- Hiring / Training

Director of Student Services:

Shea Reed

- Enrollment / Discipline

Director of Exceptional Children:

Mitzi Boyd

- Special Education / IEP / Gifted

Chief Technology Officer:

Scott Sibberson

- Technology issues / Chromebooks

Director of Communications & Community Relations:

Jeff Warner

- Publications / Alerts

Food Service Director:

Dan Magee

- School Lunch issues

Bus Garage:

Daron McCallister

Office Phone: 614-836-4962

- Bus issues / Bus routes

SCHOOL HOURS

Elementary Schools 9:00 AM – 3:40 PM

Middle Schools 8:10 AM – 2:50 PM

High Schools 7:30 AM – 2:10 PM

IMPORTANT WEBSITES

Groveport Madison School District: <https://www.gocruisers.org>

Ohio Department of Education: <https://www.education.ohio.gov>

ProgressBook®: <https://pa.metasolutions.net/district>

District Facebook page: <https://www.facebook.com/gocruisers/>

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2019-2020 SCHOOL CALENDAR

2019 - 2020 DISTRICT CALENDAR



GROVEPORT
MADISON
SCHOOLS

Date	Event or Holiday
8/13 - 8/15	New Teachers Report
8/16	All Teachers Report
8/22	FIRST DAY OF SCHOOL
9/02	NO SCHOOL - Labor Day
9/27	Interim Reports Go Home
10/09	Two Hour Late Start
10/17	NO SCHOOL - Teacher Release Day
10/18	NO SCHOOL - COTA Day
10/29	End of 1st 9 Weeks
11/11	NO SCHOOL - Waiver Day
11/26	Students Dismiss 2 Hours Early
11/27 - 11/29	NO SCHOOL - Thanksgiving Break
12/06	Interim Reports Go Home
12/11	Two Hour Late Start
12/20	Students Dismiss 2 Hours Early
12/23 - 1/3	NO SCHOOL - Winter Vacation
1/14	End of 2nd Nine Weeks
1/20	NO SCHOOL - Martin Luther King Jr. Day
2/17	NO SCHOOL - Presidents Day
2/18	NO SCHOOL - Teacher Release Day
2/21	Interim Reports Go Home
3/04	NO SCHOOL - Waiver Day
3/24	End of 3rd Nine Weeks
4/09	Students Dismiss 2 Hours Early
4/10 - 4/17	NO SCHOOL - Spring Vacation
5/08	Interim Reports Go Home
5/25	NO SCHOOL - Memorial Day
6/02	End of 4th Nine Weeks
6/03	Students Dismiss 2 Hours Early
6/03	LAST DAY OF SCHOOL
6/04	Teacher Work Day
6/05	GRADUATION - 7PM
<i>Within the calendar there are two Parent/Teacher Conference Days, to be announced by each school.</i>	

August 19						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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December 19						
Su	M	Tu	W	Th	F	Sa
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31						

April 20						
Su	M	Tu	W	Th	F	Sa
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31						

August 20						
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30	31					

November 19						
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March 20						
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July 20						
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31						

October 19						
Su	M	Tu	W	Th	F	Sa
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31						

February 20						
Su	M	Tu	W	Th	F	Sa
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June 20						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30

September 19						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30

January 20						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

May 20						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

Rev. 07/16/2019

MESSAGE FROM SUPERINTENDENT GARILEE OGDEN



Garilee Ogden, Superintendent

Dear Parents and Students:

Welcome to the 2019-2020 school year! Without question, ensuring your child receives a high-quality education is our highest priority – and we know you share this priority as well. It takes the combined effort of our students, staff, and parents to achieve the goal of student success. By working together and understanding what is required to achieve this success, your child will graduate from Groveport Madison Local Schools with the knowledge, skills, and experiences needed to move into adulthood and ready to chart his/her future path.

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

The 2019-2020 Student Handbook reflects current state law and our Board of Education policies. On occasion, unexpected changes in state law or Board policies require information contained within the handbook to be revised or updated. In any such instance, we will communicate changes to you and your child through a variety of means.

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

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

Respectfully,

A handwritten signature in blue ink, which appears to read "Garilee Ogden".

FORWARD

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

The *Student Handbook* applies to all GMLS students

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

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

Notification of the Availability of Free Language Assistance

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

OUR GOALS FOR BUILDING A POSITIVE SCHOOL CLIMATE

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

TIPS FOR STUDENT SUCCESS

Helpful Tips for Parents/Guardians

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

Student Success: School and Home Working Together

School Begins at Home

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

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

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

Study Habits

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

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

Homework is intended to offer additional practice on content that was covered in class. Homework is not heavily graded. If your child is spending an excessive amount of time on homework and is becoming frustrated, contact his or her teacher to discuss the situation.

EDUCATIONAL PROGRAMMING

Equal Education Opportunity

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

Any person who believes that the school or any staff person has discriminated against a student has the right to file a complaint. A formal complaint can be made in writing to the school district's Civil Rights Coordinator, Shea Reed, at shea.reed@gocruisers.org. Any complaint will be investigated and a response, in writing, will be given to the concerned person within 15 days. The Civil Rights Coordinator can provide additional information concerning access to equal education opportunities. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Multicultural/Inclusionary Education

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

Exceptional Children Identification: Child Find

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

Entrance Age Requirements

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

Preschool

A child between the ages of three (3) and five (5) is eligible for entrance into preschool if he/she is identified as a student with a disability. Students that are 4 years old by August 1 are eligible to participate in the Spring screening to determine appropriateness as a peer role model within the special education preschool classroom. Upon acceptance as a peer role model, a nominal monthly tuition fee of \$50.00 is required. Peer role models are not eligible for transportation through the district.

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Kindergarten

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

First Grade

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

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

Gifted Education and Services

Gifted education services are offered to students with giftedness in accordance with ORC 3324.03 and the Operating Standards for identifying and serving gifted students as specified in our district plan. Additional information may be found on the District's website at <http://www.gocruisers.org/Gifted.aspx>

Reporting Pupil Progress

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

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

Promotion and Retention

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

Third Grade Reading Guarantee

Any student who does not attain at least a score in the range designated by the state on a state-approved reading assessment by the end of the third grade shall not be promoted to fourth grade unless the student is excused from taking the assessment pursuant to R.C. 3301.0711© or one (1) of the following applies:

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Each year, students scoring below the promotion score on Ohio's grade 3 English language arts test must be retained, except for the following students:

- A student who is an English learner enrolled in U.S. schools for less than three full school years and with less than three years of instruction in an English as a second language program;
- A student whose IEP specifically exempts the student from retention under the Third Grade Reading Guarantee;
- A student who demonstrates reading competency on an alternative assessment for reading approved by the Ohio Department of Education;
- A student whose IEP or Reading Intervention and Monitoring Plan shows the student received intensive remediation in reading for two years, and the student was previously retained in any of grades kindergarten through grade 3. A student who is promoted under this exemption must continue to receive intensive reading instruction in grade 4.

Multi-Tiered Systems of Supports

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

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

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

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

Academic Expectations

Academic Integrity

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

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

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Honesty

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


Falsification

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

Grading Scale

K-5 Standards-Based Grading

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

Groveport Madison Local Schools – Standards Based Report Card																					
Student																					
Grade	03																				
Teacher																					
School	Asbury Elementary																				
Year	18/19																				
Grading Period																					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Grading Scale A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = 59% or below </td> <td style="width: 50%; vertical-align: top;"> Achievement Key + Achieving successfully at grade level standards, clearly on track ✓ Progressing toward achieving grade level standards with some support - Skills are limited, frequent support needed </td> </tr> </table> <p style="font-size: small; text-align: center;">Standards/skills left blank indicate that standard/skill has not been introduced or assessed at this point.</p>					Grading Scale A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = 59% or below	Achievement Key + Achieving successfully at grade level standards, clearly on track ✓ Progressing toward achieving grade level standards with some support - Skills are limited, frequent support needed															
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CHARACTERISTICS OF A SUCCESSFUL LEARNER																					
Collaborator - Works well with others	✓	1	2	3	4																
Communicator - Able to express their learning and needs	+																				
Independent Learner - Stays on task, can complete work on his/her own, learns routines	+																				
Listener - Follows rules and directions, actively engages when adults and/or students are teaching/speaking	✓																				
Conscientious - Shows best effort and demonstrates self-control	+																				
Considerate - Respectful to peers, property and adults	+																				
Responsible - Brings needed work materials, turns in homework, accepts responsibility for own actions	+																				
Perseverance - Willingness to try new and different things without giving up	+																				
<p>A check mark indicates your child's reading level as measured by MAP (Measures of Academic Progress).</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 33%;"></th> <th style="width: 33%; text-align: center;">Fall</th> <th style="width: 33%; text-align: center;">Winter</th> <th style="width: 33%; text-align: center;">Spring</th> </tr> </thead> <tbody> <tr> <td>Above Grade Level</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>At Grade Level</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Below Grade Level</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>							Fall	Winter	Spring	Above Grade Level	✓	_____	_____	At Grade Level	_____	_____	_____	Below Grade Level	_____	_____	_____
	Fall	Winter	Spring																		
Above Grade Level	✓	_____	_____																		
At Grade Level	_____	_____	_____																		
Below Grade Level	_____	_____	_____																		
ENGLISH LANGUAGE ARTS																					
ENGLISH LANGUAGE ARTS GRADE	1	2	3	4																	
Reading Foundation Skills	✓																				
Demonstrates and utilizes grade appropriate word analysis skills in decoding words	✓																				
Reads fluently with accuracy, appropriate rate and expression	✓																				
Reading Literature (Fiction)																					
Asks and answers questions to demonstrate understanding, referring explicitly to the text for answers	✓																				
Retells stories: determines the theme and how it is conveyed through key details in the text	+																				
Describes characters, setting or events in a story in depth	+																				
Demonstrates comprehension/comparison of text elements and features in grade level literature	✓																				
Compares and contrasts themes, settings and plot of stories by the same author	✓																				
Reads and comprehends literature, including stories, drama and poetry on grade level	✓																				
Reading Informational Text (Nonfiction)																					
Asks and answers to demonstrate understanding, referring to the text for answers	+																				
Determine the main idea of informational texts, recounts key details and explains how they support the main idea	+																				
Use text features and search tools to locate information relevant to a given topic efficiently	✓																				
Compares and contrasts the most important points and key details presented in two texts on the same topic	✓																				
Reads and comprehends informational texts, including science and social studies texts, on grade level	✓																				
WRITING																					
Text Types and Purposes																					
Writes opinion pieces on topics or texts, supporting a point of view with reasons	✓																				
Writes informative/explanatory texts to examine a topic and convey ideas and information clearly	✓																				
Writes narratives to develop real or imagined experiences or events using effective technique, descriptive details, and clear event sequences	✓																				
Conducts short research projects that build knowledge about a topic	✓																				
With guidance and support from peers and adults, produces writing in which the development and organization are appropriate to task and purpose	✓																				

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

6-12 Grading Practices

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

Middle School Grading Scale – Grades 6-8

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

High School Grading Scale – Grades 9-12

Grade	Percentage	4.0 Scale	AP 5.0 Scale
A	100-93	4.0	5.0
A-	92-90	3.7	4.7
B+	89-87	3.3	4.3
B	86-83	3.0	4.0
B-	82-80	2.7	3.7
C+	79-77	2.3	3.3
C	76-73	2.0	3.0
C-	72-70	1.7	2.7
D+	69-67	1.3	2.3
D	66-63	1.0	2.0
D-	62-60	0.7	1.7
F	59 and below	0.0	0.0

Class Rank/Grade Point Average (GPA) Calculation

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

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College Credit Plus

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

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

Graduation Requirements

The Groveport Madison Local Schools Board of Education believes the teaching and coursework required for graduation will enable students to be successful upon graduation. In order to receive a diploma and graduate, a student must pass all assessments required by the Ohio Department of Education (ODE) for graduation or the State-approved alternative pathway. Visit the <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements> to learn Ohio Department of Education graduation requirements. A student also must meet the Groveport Madison High School requirements for basic coursework, and earn the total number of twenty (20) credits for graduation. Please visit <http://www.gocruisers.org/Downloads/19-20%20Program%20of%20Studies2.pdf> to download the 2019-20 Groveport Madison High School Program of Studies for the exact criteria for graduation. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessments will be determined by their IEP team.

As an alternate to the requirement that students attain passing scores on all graduation tests required by the ODE in order to be eligible to graduate, students can meet the State requirements if the following conditions are met:

Option 1 – Available to all students in the Class of 2020

Students entering grade 9 between July 1, 2016, and June 30, 2017, are eligible to utilize the modified graduation options below.

Students must take and pass courses that constitute the curriculum requirements and take all seven end-of-course exams. If the student receives a score of "1" or "2" on any math or English language arts test, the student must retake the test at least once.

Additionally, students must meet **at least two** of the below requirements:

- Earn a GPA of 2.5 on a 4.0 scale in all courses completed during the 11th and 12th grades (must complete at least four full-year – or equivalent – courses in each year);
- Complete a capstone project during 12th grade that meets criteria defined by Ohio Department of Education guidance and evaluation processes (guidance available by May 31, 2019);
- During 12th grade, complete a work or community service experience totaling 120 hours, as defined by the Ohio Department of Education (guidance available by May 31, 2019);
- Earn three or more College Credit Plus credits at any time during high school;
- Earn credit for an Advanced Placement (AP) or International Baccalaureate (IB) course and earn an AP exam score of 3 or higher or IB exam score of 4 or higher at any time during high school;
- Earn a WorkKeys exam score of 3 on each of three test sections;
- Earn a State Board-approved industry-recognized credential or credentials that equal at least three points;
- Meet OhioMeansJobs Readiness Seal requirements.

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Option 2 – Available to students in the class of 2020 in Career-Technical programs

Students entering grade 9 between July 1, 2016, and June 30, 2017, who are enrolled in career-technical education programs are eligible to utilize the modified graduation options below.

Students must take and pass courses that constitute the curriculum requirements and take all seven end-of-course exams.

Students must finish a career-technical program that includes at least four courses in a single career pathway and complete **at least one** of the options below:

- Earn a total score of Proficient or better based on all career-technical exams or test modules;
- Earn an industry-recognized credential or credentials that equal 12 points;
- Complete a workplace experience totaling 250 hours with evidence of positive evaluations.

Diploma with Honors

High school students can gain state recognition for exceeding Ohio’s graduation requirements through an Academic Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students. Students must meet all but one of the following criteria, unless it is a minimum graduation requirement. Students must meet general graduation requirements to qualify for honors diplomas. Refer to the following information to determine eligibility for a Diploma with Honors:

Math	4 units
Science	4 units, including 2 units of advanced science
Fine Arts	1 unit
Social Studies	4 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
GPA	3.5 on a 4.0 scale
ACT	Score of 27 or higher
SAT	Score of 1280 or higher

National Honor Society

The National Honor Society (NHS) is a prestigious organization that works to promote Character, Scholarship, Leadership, and Service. NHS organizes several events to support the community along with working to raise funds for charitable causes. Additionally, members of NHS get involved in their own personal service projects, allowing them to not only contribute to others but grow as an individual. Incoming members must be invited and accepted by the faculty board (members must have a 3.7 cumulative GPA). The NHS Induction Ceremony occurs towards the end of the school year.

Student Fees and Fines

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

Selective Service (Groveport Madison High School)

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

CODE OF CONDUCT

Groveport Madison Local Schools (GMLS) celebrates and rewards safe, respectful, and responsible behavior within its schools. We believe that when students are aware of what is expected of them, the great majority of our students will make wise choices. Per the Ohio Department of Education, GMLS has established a PBIS (Positive Behavior Interventions and Support). See Board Policy 5630.01.

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

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

Rights of Students and Parents/Guardians

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

Due Process of Law

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

GMLS Strives to Provide the Following to our Students:

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

Search and Seizure

Students' rights to decisions concerning searches to persons or property will be balanced by the responsibility of the school to protect the safety and welfare of all students. **Lockers are the property of the school system and are on temporary loan to students. There is no expectation of privacy in the contents of the lockers. All lockers are subject to examination by school**

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personnel at any time. The regulation also applies to the use of any school district equipment including furniture, computers and related accessories. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school.

Notice of Non-Discrimination

GMLS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Matt Cygnor, Director of Human Resources
Matt.Cygnor@gocruisers.org
4400 Marketing Place, Suite B
Groveport, OH 43125
(614) 492-2520

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that services your area, or call 1-800-421-3481.

Rights and Responsibilities of Students

As a GMLS Student, you have the responsibility:

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

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

Steps to Making Good Choices

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

Consequences and Strategies to Correct Behavior

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

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

Extra-Curricular Code of Conduct

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

Behavioral Intervention Strategies in our District

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

1. Parent/Guardian Contact/Conference

Notification and a conference with the parent(s)/guardian(s) should take place regarding the student's behavior for all disciplinary actions.

2. School-Based Behavioral Interventions

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

3. Detention

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

4. In-School Suspension (Alternative Classroom - A.C.)

Reassignment of the student from the classroom to an alternative setting will take place. Students assigned to in-school suspension will be excluded from extracurricular activities until the next school day following the completion of their suspension.

5. Groveport Madison Schools Alternative Program

The Groveport Madison School District strives to offer a continuum of support services for students and families. Beginning in the 2019-2020 school year, the District will launch a program aimed at reducing the number of out of school disciplinary actions throughout the year. District personnel may offer the Groveport Alternative Program (GAP) to any student in grades K-12 in lieu of out of school suspension or expulsion. Assignment to GAP should be a collaborative effort between schools and families. Families must agree to participate in the program and students are

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required to abide by the guidelines during their placement. Failure to meet these expectations will result in the student serving the previously determined disciplinary action.

6. Out of School Suspension

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

7. Expulsion

Removal of a student from school for a period of eleven school days to one calendar year will occur based upon the severity of offense. Students expelled from the district are not permitted to participate in extracurricular activities, be on any school property, or ride in any school bus/vehicle. Expulsion may result in the loss of credit for courses being taken at school, at the Eastland-Fairfield Career & Technical Schools, or at any college or university, whether under an Education Option, CCP, or at the student's own expense. Expulsion may extend into the following school year. Additionally, any student expelled will not have access to the School of Choice, Community Choice or Open Enrollment Lottery Process for transfer between schools upon their return the following school year, and are not permitted to be on other school campuses that serve as an extension to our program (college campus, career centers, etc.).

8. Individualized Plan

Grades and related academic credit(s) are awarded to students upon successful completion of their assignment. During their AC assignment, students are not permitted to participate in extracurricular activities or be on any school property without prior authorization.

9. Other

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

10. CORPORAL PUNISHMENT WILL NOT BE PERMITTED

Student Bus Conduct

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

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

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

Surveillance Cameras

The GMLS District is dedicated to a safe and secure school system. For student safety and welfare, video surveillance cameras are placed throughout the buildings and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

School Resource Officers

The School Resource Officer program is a cooperative agreement between the Groveport Madison Local School District, the City of Groveport, and Madison Township. This program assigns three full-time Police Officers to support the Groveport Madison Local School District.

In addition to their law enforcement duties, the School Resource Officers provide mentoring to students, interaction with faculty, and participation in the classroom as guest speakers. The addition of the School Resource Officers has not only provided a safe school environment, but also enhances a positive relationship between students and the police.

Infractions That May Result in Disciplinary Action

This list is not inclusive of all possible infractions.

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

1A Unauthorized Use of Internet*

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

2A Disruptive Behavior

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

3A Dress Code Violations

Any style of dress that contradicts the District Dress Code Policy (see page 29), and/or disrupts the educational process is a violation.

4A Electronic Devices

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

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5A Forgery/Fraud/False Identification

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

6A Gambling

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

7A Public Display of Affection

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

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

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

9A Disrespect Toward Another Student

Inappropriate touching/conduct of a student, swearing, cursing, or making obscene gestures towards another individual.

10A Personal Profit/Commerce

Selling / exchanging / trading of any item for profit or personal gain.

11A Violations of Acceptable Use Policy

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

12A False reporting

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

13A Honor Violation

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

14A Falsification

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

15A Hazing

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

1B Use, Possession, Sale or Distribution of Alcohol

Prescribed or over-the-counter medication is for the student's use only. A student may not sell or give, or provide prescribed medication, over-the-counter medication, alcohol or drugs to another student.

2B Use, Possession, Sale or Distribution of Drugs other than Tobacco or Alcohol

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

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

3B Fighting

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

4B Assault/Unauthorized Touching

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

5B Weapons Other than Firearm or Look-Alike

A weapon, device, instrument, material or substance that is used for, or is readily capable of causing death or serious bodily injury.

6B Explosives

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

7B False Alarms

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

8B Arson

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

9B Serious Bodily Injury

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

10B Disrespectful Acts Towards Staff

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

11B Use, Possession, Sale or Distribution of Tobacco or Tobacco Related Products

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

12B Unwelcome Sexual Conduct

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

13B Sexting and/or Accessing Sexual Materials

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

14B Plagiarism/Cheating

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

15B Inciting Disobedient Acts/Inducing Panic

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

16B Vandalism

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

17B Trespassing

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

18B Extortion

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

19B Insubordination

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

20B Theft or Possessing Stolen Property

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

21B Bullying/Harassment

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

22B Incurability

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

23B Gang Activity

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

24B Use, Possession, Sale or Distribution of Firearm

A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. Firearm look-alikes should not be reported with this code.

25B Firearm Look-Alike

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

Board of Education Procedures and Rules

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

Due Process Rights – Policy 5611

Student Suspension and Expulsion Procedures

The Board of Education recognizes that students waive certain constitutional rights regarding their education. Accordingly, the Board establishes the following procedures.

Students Subject to Suspension

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if held before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the Superintendent, Board Treasurer, and student's school record.
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator may send the student and his/her parent/guardian notice of the suspension, and offer to provide the student and/or his/her parent/guardian an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its Designee

The student who is eighteen (18) years of age or older or the student's parent or guardian may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent or designee. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

Students Subject to Expulsion

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent or designee will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent/guardian or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent or designee grants an extension upon request of the student or parent/guardian.
3. Within one (1) school day of the expulsion, the Superintendent or designee will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board.

Appeal of Expulsion to the Board

A student who is eighteen (18) years of age or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent or designee. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's, or designee's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

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

Students Subject to Emergency Removal

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

Students Subject to Permanent Exclusion

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

Students Subject to Suspension from Bus Riding/Transportation Privileges

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 – Suspension of Bus Riding/Transportation Privileges.

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The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks, as well as on the District's website in a manner that will facilitate understanding by students and their parents/guardians.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extra-curricular activities.

Weapons - Policy 5772

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air- and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, chemical irritants, and explosives.

Before bringing any item to school or to an event that might violate this policy, students are strongly encouraged to ask a school administrator to rule on whether or not the item is covered by this policy. Therefore, any item brought or possessed that was not cleared with administration may be judged under this policy under a broad definition of "weapon," based on the administration's commitment to student and staff safety.

Policy exceptions include theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates the policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

Firearm or Knife - Excerpt from Policy 5610

Unless a student is permanently excluded from school, the Superintendent or designee may expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the

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Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent or designee may expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as 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 silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

Violent Conduct - Excerpt from Policy 5610

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. Would be a criminal offense if committed by an adult; and
- b. Results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability); or
- b. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

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Bomb Threats - Excerpt from Policy 5610

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. For students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
- b. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

Student Hazing - Policy 5516

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain indifferent to hazing or potential hazing activities.

Student Rights of Expression - See Administrative Guideline 5723

While students have the right to freedom of speech consistent with Board policies, such speech may not:

- a. Be defamatory, libelous, obscene or harmful to juveniles;
- b. Be pervasively indecent or vulgar;
- c. Promote activities, products, or services that are unlawful (illegal) as to minors as defined by State or Federal law;
- d. Constitute insulting or "fighting words," the very expression of which injures or harasses other people, such as threats of violence, bullying, harassment, discrimination, or defamation;
- e. Infringe upon the privacy or rights of others;
- f. Violate copyright law;
- g. Be reasonably likely to cause substantial disruption of or material interference with school activities or the educational process.

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Students wishing to distribute or display non-school material must first receive approval from the principal pursuant to Administrative Guideline 5723.

Dress Code

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

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

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

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

Bullying and Other Forms of Aggressive Behavior - Policy 5517.01

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents/guardians, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

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Harassment, intimidation, or bullying means:

- a. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- b. Violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying / cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student’s parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying /cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517- Anti-Harassment.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation

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shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, he/she should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or 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 complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. The school staff member and/or administrator shall promptly forward this written report to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (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 harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a

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simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general will be age and content appropriate.

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Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy, to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents/Guardians, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Please see the school website (www.gocruisers.org/safetyandsecurity.aspx) or go to the building office for a bullying reporting form. If you are being bullied, or know of a student being bullied, please report to a building administrator.

Every Day Counts – Attendance Procedures - Policy 5200

Students with regular school attendance are more successful academically and have more opportunities for important communications with their teachers. They feel a stronger sense of connection with both their peers and the school community at large. Consistent school attendance is directly related to establishing regular habits of dependability and is important to the future success of the student. Regular school attendance is a joint responsibility shared by the student, parent/guardian, teacher, administrators and other school personnel. We appreciate your and your child's willingness to work with us towards a common goal of graduation.

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance will be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent may require, from the parent/guardian of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The Board considers the following factors to be reasonable excuses for time missed at school:

- a. personal illness (a written physician's statement verifying the illness may be required);
- b. illness in the family necessitating the presence of the child;
- c. quarantine of the home;
- d. death in the family;
- e. necessary work at home due to absence or incapacity of parent(s)/guardian(s);

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- f. observation or celebration of a bona fide religious holiday;
- g. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction to participate in a District-approved enrichment or extracurricular activity;
 - Any classroom assignment missed due to the absence may be completed by the student;
 - If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher may accompany the student during the travel period to provide the student with instructional assistance;
- h. such good cause as may be acceptable to the Superintendent;
- i. medically necessary leave for a pregnant student in accordance with Policy 5751;
- j. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board may consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- a. the student was enrolled in another school district;
- b. the student was excused from attendance in accordance with R.C 3321.04; or
- c. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent/guardian has failed to show cause for the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, she/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- a. assign the student to a truancy intervention program
- b. provide counseling to the student
- c. request or require the student's parent/guardian to attend a parental involvement program
- d. request or require a parent/guardian to attend a truancy prevention mediation program
- e. notify the Registrar of Motor Vehicles of the student's absences
- f. take appropriate legal action
- g. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

The Superintendent is authorized to establish an educational program for parents/guardians of truant students, which is designed to encourage parents/guardians to ensure that their children attend school regularly. Any parent/guardian who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

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The Superintendent may develop administrative guidelines that:

- a. establish proper procedures so the student and his/her parents/guardians are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);
- b. establish a school session which is in conformity with the requirements of the rules of the State Board;
- c. govern the keeping of attendance records in accordance with the rules of the State Board;
- d. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- e. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- f. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

In addition to excused absences accepted by the state of Ohio, Groveport Madison Local Schools excuses the following:

- College visitation (see guidelines)
- Pre-arranged family vacations (see guidelines)
- Court appointment
- Pre-arranged and approved "take a child to work day" (treat as family vacation)

Excused Activities

The following set of guidelines define the absences listed below:

- **State and County Fairs** (Off-site curricular activity) The student's name must be included on the list sent from the Fair Commission, 4H Advisor, or Vocational Agriculture teacher, or attending with parent/guardian. Excused absence.
- **Athletic OHSAA or State Sponsored Tournaments.** (Field trips, if attending with coach) Excused absence.
- **Career Development Events** (Off-site curricular activity) Excused absence.

Unexcused Absence Examples

The following excuses are examples of unexcused absences. ***Please note, this is not an exhaustive list.***

- Absent from school, but able to work or be away from the home in the evening
- Appointments other than doctor, dentist, college visitation, or family vacation
- Babysitting
- Car trouble
- Hair appointment, tanning appointment, senior pictures
- Job interview
- Missing the school bus or ride to school
- Oversleeping
- Personal issues
- Shopping
- Tardy
- Truancy
- Visiting
- Working/working at home (discretion of the principal)

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Students who are absent from school any part of a school day **may not** participate in after-school activities or extra- or co-curricular activities without administrator approval.

Reporting an Absence

When a student is ill, the parent or guardian must call the school within the first forty-five (45) minutes of the school day to report the absence. If a parent/guardian does not report a student's absence, the attendance secretary must attempt to call during the morning of the absence to verify your child's whereabouts. As a service to parents, Groveport Madison Local Schools will call a phone number the parent chooses, via an automated call system whenever a child is absent without notice. To count as proper notification of the child's absence, the parent/guardian **must** respond by telephone or written note.

Consequences for Unexcused Absences

Truancy

Truant from school is defined as: A student who is missing from school, and the parents/guardians are not aware of his/her absence; or when a student is missing from school and the parents/guardians are aware of the student's absence but the absence is unexcused; or when a student is absent and there is no contact from any parent/guardian to the school about the absence.

In the event the school and parent/guardian do not make contact, the parent/guardian should send a written explanation on the student's first day back to school. Students will be notified upon their return if the absence is excused.

Students have **two days** (48 hours) to bring a note regarding the absence for it to be excused.

The Board endeavors to reduce truancy through cooperation with parents/guardians, diligence in investigating the causes of absence and use of strict guidelines with regard to tardiness and unexcused absence. When the Board determines a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, state law authorizes the Board to require the parent/guardian to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school. Upon the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the district, the designated officer must investigate any case of supposed truancy within the district and must warn the child, if found truant, and the child's parent/guardian in writing of the legal consequences of being a "habitual" or a "chronic" truant.

The Board directs the administration to develop intervention strategies that may include the following:

1. providing a truancy intervention program for a habitual truant;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent/guardians of a habitual truant to attend truancy prevention mediation programs;
4. notification to the registrar of motor vehicles; or
5. taking appropriate legal action.

Students who arrive at school **90 minutes or less** after the first bell of the day will be considered tardy. An early dismissal will be constituted as any student who leaves during the **last 90 minutes** of the day. Any student who arrives **after** the first 90 minutes or **before** the last 90 minutes will be considered half-a-day absent. **Arriving to school during the last 45 minutes will be counted as a full day absent.**

A student with a full day unexcused absence will be **DENIED** participation in any extra-curricular activity for that day.

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Needs Medical Excuse

School attendance and academic success are closely linked. Groveport Madison Local Schools has a procedure to address students who accumulate **five days (37 hours)** or more of absence from school. When a student reaches **five days (37 hours)** of absences, he/she will be required to bring in a doctor's note, court documentation, or a planned absence form verifying the student's absence.

In the event that the school is not provided with such a note, he/she will be considered unexcused. Parents/Guardians are still required to notify the school according to "Reporting an Absence" when the student is absent.

Make Up Work

Each student who has an absence from school is responsible for arranging make up work with his/her teacher. The student will be granted **one (1) day per each day of absence** to make up work. Work must be handed in on time, or the student may be given an "I" for incomplete assignment. **Students may not receive credit for a class with an "I" grade.**

If a student is going to be absent for an extended time due to an illness, more than **three days (22 hours)**, the parent or guardian may call the school office to make arrangements to pick up homework for the student or email the student's teacher for assignments. Please allow 24 hours from the time teachers are notified before picking up homework.

Vacation Procedures

Planned absences will not count towards the **five-day (37 hour)** rule, which require medical excuse documentation. A student going with parents/guardians on vacation during school time must complete a planned absence form (obtained from the school office) and return it to the office to be approved by administrator **one week prior** to the vacation. Please refer to make up work procedures for homework guidelines.

College Visitation Procedure

To participate in a college visitation, a student must submit a planned absence form according to procedures. Juniors and seniors are permitted three (3) visits during the year. Additional college visits need to be approved by the building principal or his/her designee. Students will be required to submit proof of attendance upon returning to school.

Early Dismissal

No student may sign out without the permission of the school principal or his/her designee. Failure to do so will result in being considered truant from school. If a student needs to be dismissed from school before the end of the school day, he/she must have a written request from his/her parent/guardian stating the reason for the early dismissal.

The following are the only reasons for an excused early dismissal from school:

1. Doctor/dentist appointment
2. Going out of town (planned absence form)
3. Court/court related matters
4. Emergency (approved by administration)

When leaving school for an early dismissal, the student driver must sign out on the sheet provided. If the student does not drive, the parent/guardian or person on the emergency card must show identification (driver's license) and sign the student out.

A note from the student's appointment (doctor, dentist, court) must be turned in to the office upon returning to school. Failure to bring a note back from the appointment will result in an unexcused absence. **Early dismissals will be excused absences, according to the regulations, but excessive dismissals may require medical excuses.**

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Tardiness to School (Elementary)

Any student who is late to school must report to the attendance office and sign in. Continual tardiness to school will result in disciplinary action. Students will not be permitted to make up work for any unexcused tardy.

- 1st Tardy – No discipline
- 2nd Tardy – Call Parents/Guardians (administrator)
- 3rd to 5th Tardy – Defined as Insubordination

Tardiness to School (Secondary)

A student is tardy to class if he/she arrives after the tardy bell rings (4 minutes). Unexcused tardiness after four minutes will result in a class cut or disciplinary action.

Bus Conduct

Student behavior on the bus is critical to the safety of all passengers. Please remember that conduct on the bus is subject to provisions listed in the Student Code of Conduct. In addition, the following behaviors are expected pursuant to the Ohio Department of Education's administrative regulations:

- Arrive at the bus stop before the bus is scheduled to arrive.
- Wait in a location clear of traffic and away from the bus stops.
- Behave in a way that does not threaten life, limb, or property of any individual.
- Go directly to an available or assigned seat so the bus may safely resume motion.
- Remain seated, keeping aisles and exits clear.
- Observe classroom conduct and obey the driver promptly and respectfully.
- Do not use profane language.
- Refrain from eating and drinking on the bus except as required for medical reasons.
- Do not use tobacco on the bus.
- Do not have alcohol or drugs in your possession on the bus except for prescription medication required for a student.
- Do not throw or pass objects on, from, or into the bus.
- Carry on the bus only objects that can be held in your lap.
- Leave and board the bus only at locations to which you have been assigned unless you have parental and administrative authorization to do otherwise.
- Do not put your head or arms out of the bus windows.

Personal Communication Devices – Policy 5136

Students may use personal communication devices (PCDs) before and after school as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (e.g., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g. BlackBerry, iPhone, Android devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicle or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor / advisor / coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs may be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

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Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day and on school buses, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement.

PCDs, including but not limited to, those with cameras may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, and any other areas where students or others may change clothes or may be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students may have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create, in the mind of another person, an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in “sexting” – i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions may result in disciplinary action. Furthermore, such action will be reported to local law enforcement and child services as required by law.

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

Possession of a PCD by a student at school during school hours, and/or during extra-curricular activities, is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of, or circumstances surrounding, a particular violation. If the PCD is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student’s name and held in a secure location in the building’s central office until it is retrieved by the parent/guardian or turned over to law enforcement.

Any search will be conducted in accordance with Policy 5771- Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

STUDENTS ARE PERSONALLY AND SOLEY RESPONSIBLE FOR THE CARE AND SECURITY OF THEIR PCD’S. THE BOARD ASSUMES NO RESPONSIBILITY FOR THE LOSS, THEFT, DAMAGE, OR VANDALISM TO PCD’S BROUGHT ONTO SCHOOL PROPERTY, OR THE UNAUTHORIZED USE OF SUCH DEVICE.

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Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day with permission from the principal.

**Federal Educational Rights and Privacy Act (FERPA)
(See Policy/AG 8330)**

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

- The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents/Guardians, or eligible students, who wish to inspect their child’s or their education records should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/guardians or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents/Guardians or eligible students who wish to ask the school to amend their child’s or their education record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or person serving on the school board. A school official, as well as a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students’ education records, without consent of the parents/guardians or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent/guardian or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents/Guardians and eligible students have a right to inspect and review the record of disclosures. A school may

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disclose PII from the education records of a student without obtaining prior written consent of the parent/guardian or the eligible student:

- To other school officials, including teachers, within GMLS whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Ohio Department of Education. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31.(a)(7))
- To parents/guardians of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11)) GMLS has designated “directory information” as: a student’s name; address; telephone number; date and place of birth; major field of student; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Two federal laws require GMLS to provide military recruiters, upon request, with names, addresses, and telephone listings for students unless parents/guardians have advised GMLS that they do not want their student’s information disclosed without their prior written consent. If you do not want GMLS to disclose directory information from your child’s education records without your prior written consent, you must notify the principal by the twelfth day of the 1st and/or 2nd semester. See attached form to be used for this purpose.

More information about student records can be found in Policy/AG 8330, which are available online through the District’s website.

Visitors - Policy 9150

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

GROVEPORT MADISON LOCAL SCHOOL DISTRICT
2019-2020 STUDENT CODE OF CONDUCT

Volunteers - Policy 4120.09

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

Each volunteer must note that she/he:

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

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

Offenses

No person is to be accepted or maintained as a volunteer if she/he has been convicted of any of the following offenses:

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

GROVEPORT MADISON LOCAL SCHOOL DISTRICT
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Homeless Students - Policy 5111.01

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless student from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students or those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria:

- a. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- b. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- c. live in emergency or transitional shelters
- d. are abandoned in hospitals
- e. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or
- f. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes homeless child or youth not in the physical custody of a parent or guardian.

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-G above are also considered homeless.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District including:

- a. transportation services;
- b. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- c. programs in vocational and technical education;
- d. programs for gifted and talented students;

- e. school nutrition programs; and
- f. before- and after-school programs.

Children and Youth in Foster Care

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

STUDENT HEALTH SERVICES AND REQUIREMENTS

The School Board of Groveport Madison Local Schools recognizes the responsibility of the school to help protect the health of the students. Our licensed school nurses act on behalf of our district to implement this policy.

School Health Information for Parents

Illness or Serious Injury

If your child has a fever of 100 degrees or more, vomits or has diarrhea, is too ill to be at school or has a serious injury, you will be notified to pick up your child.

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

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

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

Emergency Forms

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

Parents, please remember to:

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

Your Child's Medical Needs at School

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

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

The parent must keep the bus driver informed of any health concerns of which they feel the bus driver should be aware. Please feel free to contact the bus garage staff at 614-836-4962.

Food Allergies

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

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

Screenings

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

Contagious Diseases

- **Chicken Pox**

Your child must stay home until all the chicken pox scabs are dry, and no new pox appear. This usually takes 5-7 days. Parents/guardians must notify the school nurse if your child gets this disease, **even if your child had the vaccine to prevent it.**

- **Conjunctivitis (pink eye)**

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

- **Impetigo**

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

- **Ringworm**

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

- **Scabies**

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

- **Strep Throat or Scarlet Fever**

Contact your physician if your child has had a sore throat lasting more than 3 days, as it may be strep. Your child may return to school after being treated with medication for 24 hours provided they have a physician note, proving he/she has been treated.

Immunizations

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

Blood Borne Pathogens

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

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

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Groveport Madison Local Schools Media and Internet Release Form

Groveport Madison Local Schools may develop, participate in or be the subject of media-based presentations and events, which highlight various educational activities that take place during the course of the school year. These events may be photographed, videotaped, audio recorded, televised, and/or duplicated. There also may be times when pictures and/or information about contest winners, student's work, as well as student activities in the classroom may be posted on the school's or district's web page and/or social media sites. Student names will not be posted with their pictures unless the names appear as part of a news story.

If you DO NOT wish to have your child photographed or interviewed for any media or district communications purposes, please indicate by completing and signing the form at the bottom of this paper and returning it to your child's teacher.

**Media Release Form is only for parents/guardians who
do not grant permission.**

**Fill out and return this form only if you DO NOT GRANT
PERMISSION!**

Student Name	Grade Level	School
Parent/Guardian Name (Print)	Parent/Guardian Signature	Date

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Groveport Madison Local Schools Chromebook Agreement

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

1. The Chromebook you will be issued is the property of the District. The Chromebook is being made available to you as a learning tool, and is to be used for educational purposes only. As a result, you agree to follow the Internet Rules and Expectations rules attached to this Agreement and comply with all other District policies.
2. You are responsible for the Chromebook, and you agree to safeguard it and take good care of it. As a result, you agree to follow the General Handling and Required Care rules Attached to this Agreement.
3. If the Chromebook is ever damaged, you must immediately notify the District. You will be responsible for any costs associated with required repair or replacement.
4. If the Chromebook is ever lost or stolen, you are required to report the incident to the District immediately. You will be responsible for any deductible or replacement cost personally. If the Chromebook is stolen, you must report the theft to the police, and if the theft occurs off campus, you must give the District a copy of the police report.
5. Parents/guardians are encouraged to purchase an optional third-party insurance policy to cover any damage, loss, or theft of the Chromebook. This could include adding the Chromebook to an existing Homeowner’s Insurance Policy.
6. Students that are allowed to take Chromebooks home must bring the Chromebook to school every day **with a full battery charge** unless instructed otherwise.
7. The Chromebook comes pre-loaded with all software needed for your classes. Students are not allowed to uninstall or modify any application or the operating system in any way. Students may install apps, but they must be primarily for educational purposes, and cannot be for entertainment or amusement. The District may remove or disable an app if it determines the app is inappropriate or disrupts the learning process.
8. Students cannot use the Chromebook for file-sharing, including downloading music, movies, or any activity that violates copyright law. Any music or other commercial file installed on the Chromebook must be legally purchased and owned by the student.
9. Before being issued a Chromebook, the student and parent or legal guardian must provide a signed copy of this Agreement. Parents/Guardians must also review the Parent/Guardian Information section of the document attached to this Agreement.
10. You will return the Chromebook to the District immediately upon request. If you withdraw from the District for any reason, you are expected to return the Chromebook immediately. Failure to return the Chromebook to the District upon request or withdrawal may result in a hold being placed on the student’s academic records pursuant to District policy. The District may take appropriate action to recover the Chromebook or replacement costs (including costs to replace software).
11. Because the Chromebook is the property of the District, you have no right to privacy when it comes to using the Chromebook. All files, content, browsing history, and any other information stored on the Chromebook may be monitored or inspected by the District at any time. If you misuse the Chromebook, you may be subject to discipline, and the District may take away the privilege of using it.

Groveport Madison Local Schools Chromebook Agreement

Internet Rules and Expectations

- The District’s Acceptable Use Policy and Student Code of Conduct must be followed at all times.
- Any inappropriate web or email activity can result in loss of the Chromebook privilege.
- The use of proxy servers is strictly forbidden and is a violation of the District's network policy.
- If you unintentionally link to an inappropriate web site, report it to your teacher immediately so that District officials can remove access to the site.
- All activity conducted on the District’s network may be monitored, tracked and traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.

General Handling and Required Care

- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Chromebook.
- Do not eat or drink near the Chromebook. There should never be any food or drink around the Chromebook.
- Store your Chromebook computer when not in use. Excessive scratches and scuffs to the Chromebook exterior can result in repair fees assessed to the student.
- Make sure hands are clean before using the Chromebook — the screen should be regularly wiped clean with a dry, clean, soft cloth — microfiber cloth is recommended but any soft cotton fabric will work. Please do NOT use commercial liquid or spray cleaners on the Chromebook screen.
- When a charging cable needs to be connected, be sure to line it up correctly when inserting and removing it from the Chromebook. Students are responsible for damage to the charging port and cable end resulting from mishandling.
- If you have problems with your Chromebook, stop using the device and ask your teacher for help.

Parent/Guardian Information

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

By signing below, you acknowledge you have read all of the above terms, and that you agree to follow them. Please check off to confirm that you received each of the following on the date of distribution:

_____ 1 Chromebook Serial #: _____ _____ 1 AC Power Adapter

Agreed:

Student Name (printed): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

Groveport Madison Local Schools

Student Internet Acceptable Use Form

Parent/Guardian and Student Signature Form

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

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

Students must:

1. Respect and protect the privacy of others:
 - Use only assigned accounts;
 - Not view, use, or copy passwords, data, or networks to which they are not authorized;
 - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources:
 - Observe all network security practices, as posted;
 - Not allow others to use their accounts or passwords;
 - Report security risks or violations to a teacher or network administrator;
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
3. Respect and protect the intellectual property of others:
 - Not infringe copyrights (no making illegal copies of music, games, or movies!);
 - Not plagiarize.
4. Respect and practice the principles of community:
 - Communicate only in ways that are kind and respectful;
 - Report threatening or discomfoting materials to a teacher;
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass);
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works);
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct;
 - Not send spam, chain letters, or other mass unsolicited mailings;
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above:

1. Design and post web pages and other material from school resources;
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission;
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher;
4. Use the resources for any educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

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

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student Signature

Date

Parent/Guardian Signature

Date

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Groveport Madison Local Schools Directory Information Withhold/Release Form

Dear Parent/Guardian,

The items listed under **Directory Information** may be released in accordance with the Family Educational Rights and Privacy Act of 1074 (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of Directory Information. Please consider carefully the consequences of any decision to withhold Directory Information. Should you decide to inform this institution not to release Directory Information, any future request for such information from non-institutional persons or organizations will be refused.

Should you decide to withhold Directory Information, you may authorize at a later date on a transaction-by-transaction basis the release of directory or non-directory information (for example, the release of a transcript for employment purposes) or you may cancel withhold directory. See below for instructions.

Note to students about to graduate: The withhold directory flag will remain on your records after graduation if you have requested that the information be withheld; therefore, **we will not be able to verify your graduation to potential employers.** (See below for removal of Withhold Directory Information designation.)

Groveport Madison Local Schools will honor your request to withhold the information listed below, but cannot assume responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, Groveport Madison Local Schools assumes no liability for honoring your request for information to be withheld.

Directory Information includes the following:

- Student’s full name
- Addresses – local, permanent and school assigned email
- Telephone listings, both local and permanent
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Awards received

This form should be submitted to the principal on or before the 12th class day of the 1st and 2nd semester. Forms will be accepted after these deadlines, but we cannot be responsible for the release of Directory Information prior to receiving the Directory Information Withhold request.

Withhold Directory Information

I want Directory Information to be withheld. (Directory Information includes all items listed above.)

I wish to prevent the disclosure of my Directory Information and understand the ramifications of doing so.

Parent/Guardian Signature

Print Student Name

Date

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

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**Groveport Madison Local Schools
Student Handbook
Parent/Guardian and Student Signature Form**

I have reviewed and discussed with my child all the information contained in the Groveport Madison Local Schools Student Handbook.

I will abide by the rules and regulations set forth by the Groveport Madison Local Schools Board of Education and the expectations of the school staff and administrators.

Print Student Name

Student's School

Student Signature

Date

Parent/Guardian Signature

Date

**SIGN FORM AND RETURN TO YOUR CHILD'S SCHOOL
WITHIN TWO WEEKS OF STARTING SCHOOL**

