

Groveport Madison School District



LEARN

DREAM

SUCCEED

Guide to Positive Student Behavior

*Honesty
Respect
Responsibility
Safety*

H. Scott McKenzie, Superintendent

GROVEPORT MADISON LOCAL SCHOOL DISTRICT

SUPERINTENDENT'S MESSAGE



To Students and Parents:

Welcome to the 2011-2012 school year! Education is a team effort. Students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students. *The Groveport Madison Guide to Positive Student Behavior* is intended to provide a resource for some of the basic information that you and your child will need during the school year.

The Guide to Positive Student Behavior is designed in harmony with board policy and the Student Code of Conduct. Please be aware that this manual is updated annually, while policy adoption and revision may occur any time throughout the year. Changes in policy or other rules that affect the *Guide to Positive Student Behavior* provisions will be made available to students and parents to the best of our ability through newsletters and other communications.

After reading this entire manual with your child, keep it as a reference during this school year. If you have questions about any of the enclosed material, please contact your child's principal. We are proud of the many ways we serve our students and parents. We are also delighted that you have chosen to send your child to our district for his/her education. Let us work together to achieve the best academic environment for all students so that they will be proud of the education that they obtain from the Groveport Madison Schools!



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A GUIDE TO POSITIVE STUDENT BEHAVIOR

"THE TIME IS ALWAYS RIGHT TO DO WHAT IS RIGHT."

~Martin Luther King Jr.



Groveport Madison Local Schools (GMLS) celebrates and rewards safe, respectful and responsible behavior in its schools. We believe that when students are aware of what is expected of them and the consequences of misbehavior are made clear, the great majority of our students will choose to make wise choices.

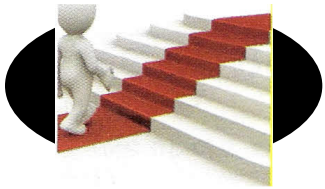
However, when a student fails to meet expected standards of behavior, the student will be held accountable for his or her behavior. The Groveport Madison Local Schools (GMLS) Guide to Positive Student Behavior enables students, families and staff to learn expectations for positive behavior, intervention and disciplinary actions that may be taken as a result of misbehavior.

The examples of offenses listed in The GMLS Guide to Positive Student Behavior are not intended to be a complete list of offenses that may result in disciplinary action. Any act that disrupts learning and threatens the order and safety of students and the school environment will be considered for disciplinary action.

WHEN THE GUIDE TO POSITIVE STUDENT BEHAVIOR APPLIES

The Guide to Positive Student Behavior applies to all GML 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 GML Schools student represents his or her school; On a school bus, a school-sponsored vehicle, or at any GML Schools bus stop and as it relates to all school/district property and vehicles; and At all times whenever a student's conduct is related to school or school activities.

The Board of Education has adopted policies that relate to student activities, student behavior, and student discipline. Students must abide by these policies and guidelines. Students, parents, 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 in the main office and are available to parents and students upon request.



Steps to Building 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 and community members to **BE PARTNERS**
- Teach **CONFLICT MANAGEMENT** and pro-social skill development
- **TEACH** and **ENCOURAGE** expected behaviors

Rights of Students and Parents

In public schools, parents 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.

AS A GML SCHOOLS STUDENT AND PARENT, YOU HAVE THE RIGHT:

Due Process of Law

Before a student is suspended, the student has the right to receive written notice of the reason for the intended suspension and an opportunity for an informal hearing. Before a student is expelled, the student and the parent have the right to receive written notice of the reason for the proposed expulsion and an opportunity for a formal hearing.

AS A GML SCHOOLS STUDENT, YOU HAVE THE RIGHT:

- To expect a free education in a positive learning environment
- To expect that the school you attend will be a safe place
- To expect that you will not be subjected to discrimination
- To expect to be informed about all school rules and regulations

Students' right 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 and are subject to examination by school personnel at any time. The regulation also applies to the use of any school district equipment including furniture, computers and related accessories.



Responsibilities of Students

AS A GML SCHOOLS 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, teachers and 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;
- AND
- ↳ To learn problem-solving skills to effectively handle conflict situations in an effort to avoid disrespectful and harmful behaviors.

LEARNING MATTERS

“Education is not received. It is achieved.”

~Anonymous

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 INAPPROPRIATE BEHAVIOR

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

The *Guide to Positive Student Behavior* provides definitions of behavior infractions and defines the consequences that can result due to inappropriate conduct. Unacceptable behavior is defined in a progressive order as Minor and Major Consequences.

GML Schools' staff provides 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 including the age and grade level of the student, the student's history of misbehavior, the specific offense and its seriousness. Each school establishes its own school-wide discipline plan that includes activities for teaching and encouraging expected behaviors. The school principal and staff communicates the school-wide discipline plan to its parents/caregivers and students on an annual basis or as new students enroll.

Extra-Curricular Code of Conduct

The most important goal of the GML School 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 anytime must meet the athletic code of conduct and conditions that apply which are outlined in this manual.

“Intelligence plus character--that is the goal of true education.”

Martin Luther King, Jr.

CONSEQUENCES AND STRATEGIES TO CORRECT INAPPROPRIATE BEHAVIOR

Code of Conduct

Minor Level: Minor Offenses

Major: Repeated Minor Offenses, Illegal and/or
Serious Misconduct, Life or Health Threatening

INTERVENTION STRATEGIES

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.

1. Parent Contact/Conference - Notification and conference with the parent regarding the student's behavior for all disciplinary actions.
2. School-Based Behavioral Interventions- Examples include strategies such as creating a behavioral contract with the student, participation in anger management training, loss of privilege, re-teaching the behavioral expectation, referral to school counselor, 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 to his/her behavior. The detention may include lessons in behavior management created to help students learn problem-solving skills that will lead him or her to positive choices.
4. In School Suspension (Alternative Classroom- A.C.) - Reassignment of the student from the classroom to an alternative setting. Students assigned to in-school suspension will be excluded from extracurricular activities until the next school day following the completion of their suspension.

CONSEQUENCES AND STRATEGIES TO CORRECT INAPPROPRIATE BEHAVIOR

“Ninety-nine percent of failures come from people who have the habit of making excuses.”

~George Washington Carver

5. Out of School Suspension - Removal of a student from school for a period of one to ten days. 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 in any school buses /vehicles. Appeal procedures are available at any school building upon request and are included in the notice of suspension. Class work will be provided when the consequence is out of school suspension.
6. Expulsion - Removal of a student from school for a period of eleven to eighty school days. (Expulsion can be recommended for Major Level behaviors.) Students expelled from the district are not permitted to participate in extracurricular activities, be on any school property or in any district vehicle. 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 on their return or for the following school year.
7. Individualized Plan: Referral to Cruiser Academy(CA), is the reassignment of a high school student to CA instead of expulsion with agreement of the CA Contract. The grades and related academic credit(s) are awarded to students upon successful completion of their assignment. During their CA assignment, students are not permitted to participate in extracurricular activities or be on any school property without authorization.

Note: The administration reserves the right to adjust these procedures on an individual student based on needs, history of misbehavior, the specific offense, and seriousness.

CORPORAL PUNISHMENT WILL NOT BE PERMITTED

MINOR LEVEL BEHAVIORS AND CORRECTIVE STRATEGIES

VIOLATION OF EXPECTED BEHAVIOR	DEFINITION OF VIOLATION	CONSEQUENCES OR STRATEGIES TO CORRECT BEHAVIOR*
Unauthorized Use of Internet	Using the internet for purposes other than instructed by staff.	Conference with student/parent
Disruptive Behavior	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.	Re-teach expectations Electronic Devices will be confiscated and secured for up to 30 days.
Dress Code Violation	Any style of dress that contradicts the District Dress Code Policy.	
Electronic Device	The use by students of pagers, beepers, cellular telephones, and other electronic communication devices including "look alike" devices for receiving and/or transmitting messages during school time. Electronic devices must be out of sight during the school day and turned off. (The district shall not assume responsibility for devices that are damaged, lost or stolen when brought to school or after being confiscated for violation of this policy.)	Create a behavioral contract that includes expected student behaviors, as well as consequences for infractions. Detention during which student participates in a behavioral intervention
Forgery/Fraud/False ID	Writing the name of another person or changing times, dates, grades, passes or permits; giving false information to school personnel.	In-school suspension time during which student participates in a behavioral intervention.
Gambling	Playing any games of chance or skill for money or items of value.	Student participation in smoking cessation classes.
Public Display of Affection	The display of affection in a physical way to included but not limited to; Hugging, kissing, hand holding, sitting in ones lap, etc.	File criminal charges if law is broken.
Tobacco/Smoking	Using or possessing any tobacco product such as cigarettes, "dip", and chewing tobacco.	**No Out of School Suspension (OSS)

Tardiness / Truancy / Class cuts	Arrival to school after the school day has begun and absence from school or the classroom without parents' and school authorities' knowledge.	Disciplinary consequence is permitted for attendance related infractions.
*Please note consequences indicated above are not intended to be listed in progressive order but rather various options that may be utilized to address inappropriate behavior.		

MAJOR LEVEL BEHAVIORS AND CORRECTIVE STRATEGIES		
VIOLATION OF EXPECTED BEHAVIOR	DEFINITION OF VIOLATION	CONSEQUENCES OR STRATEGIES TO CORRECT BEHAVIOR*
Harassment / Intimidation / Bullying	Any act written or verbal, 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.	Conference with student/parent Loss of privilege Create a behavioral contract Restitution
Plagiarism / Cheating	Using, submitting or attempting to obtain information or answers dishonestly. Taking ideas or writing of others and presenting them as if they were yours.	Require daily check-ins with administrator for a set period of time Refer student to any of the following:
Extortion	Getting money or a promise by using threat of force. Student must not make a person do anything he or she does not want to do by using threat or force.	Detention during which student participates in behavioral intervention. In-school suspension time during which student participates in behavioral intervention.
Fighting	Mutual participation in an incident involving physical conflict.	Link student with community agency

Insubordination	Behavior that substantially disrupts the orderly learning environment. Refusing to follow a request, directions, or instruction of an adult. All other disruptive, aggravating and/or disobedient behavior not mentioned in any other category.	Placement in CA Out of school suspension Criminal Charges if law is broken
Disrespectful Acts Towards Staff	Swearing, cursing, or making obscene gestures, failure to comply with direction, directly to or regarding a staff member.	
Theft	Taking another person's property without their permission.	
Trespassing	The act of being on school property without permission or refusing to leave the premises or property.	
Vandalism	The intentional destruction, altering, or defacing, of property without having control of or owning the property.	
Inciting Disobedient Acts	Yelling, cheering, plotting, or encouraging acts that if committed are considered unruly, disrupting, or potentially harmful.	

*Please note consequences indicated above are not intended to be listed in progressive order but rather various options that may be utilized to address inappropriate behavior.

MAJOR LEVEL (cont.) BEHAVIORS AND CORRECTIVE STRATEGIES

VIOLATION OF EXPECTED BEHAVIOR	DEFINITION OF VIOLATION	CONSEQUENCES OR STRATEGIES TO CORRECT BEHAVIOR*
Alcohol/Drug possession or use	Possession, being under the influence of, buying or selling alcohol or illegal drugs. This also applies to any substance made to look like, or represented to be, illegal drugs or alcohol and any related paraphernalia. A student is permitted to bring prescribed or over-the-counter medication to school with	Conference with student/parent Loss of privilege

	the written permission from parent/guardian and with authorization and supervision of their doctor and school administrator or administrator's designee. Prescribed or over-the-counter medication is for the student's use only. A student may not sell or give prescribed medication to another student.	Create a behavioral contract
Arson	Creating, setting off, attempting to set off or possessing any type of explosive device. 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.	Restitution
Explosives	Possessing or creating any type of explosive device	Require daily check-ins with administrator for a set period of time
False Alarms / Inciting Panic	Destroying or damaging a fire alarm. Making bomb threats, either written or verbal, against any school building. Tampering with the fire alarm means setting off the alarm when there is no emergency. Tampering with the AED means opening the cabinet without permission.	Refer student to any of the following:
Firearms / Weapons / Look-alike	Possessing, transmitting or using any kind of firearm, knife, razor, needles, mace, pepper gas or like substances; dangerous clubs, chain or other look-alike object; or any item that can be considered a weapon or used as a weapon or ammunition for any such weapon. This includes having such items at one's desk, or in a locker or a hiding place on school property including district school buses/vehicles.	In-school suspension time during which student participates in behavioral intervention.
Assault	Physically attacking another person. Unprovoked hitting, kicking, shoving or otherwise causing physical pain or harm to another outside the context of a mutual conflict is considered assault.	Link student with community agency
Violent Act	Disruption of school/school activities by use of violence, force, intimidation, threats to students or staff or disorderly conduct. This includes menacing and provoking others toward acts of disruption (individual or group related)	Placement in CA
Incorrigibility	Persistent / habitual behavior that affects the learning and environment of the student and/or those around them.	Out of school suspension
Sex Offenses	Any sexual act or attempted act committed on school property	Criminal Charges if law is broken
*Please note consequences indicated above are not intended to be listed in progressive order but rather various options that may be utilized to address inappropriate behavior. Other offenses that are not listed will fall within the guidelines based on administrators decision.		

Helping Students Step Up To Academic Success

Helpful Tips for Parents



TALK with your child about school.

SHOW ENTHUSIASM about school and homework.

SET REALISTIC GOALS for your child, and then focus on one at a time.

PROVIDE A QUIET PLACE where homework can be completed.

HELP your child complete homework. Remember-**NEVER** do your child's homework!

COMMUNICATE regularly with your child's teacher.

EXPECT and **PRAISE** genuine progress and effort.

FOCUS on your child's strengths in school.

BUILD CONNECTIONS between what is taught at school and what your child already knows.

LIMIT your child's television viewing and computer use.

ENCOURAGE reading and involvement in extra-curricular activities.

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.

Board of Education Policies

It is not the intention of this manual to be all inclusive of the districts policies. The policies listed below are for reference only and can be obtained in their entirety at the GMLS district office.

Zero Tolerance

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(Rev. 05/2011)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

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

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

Board of Education Policies

GUN-FREE SCHOOL ACT (GFSA)

The GMLS adheres to the Gun-Free School Act (GFSA) and state law requiring local educational districts to expel from school, for a period of not less than one calendar year(from date of infraction), a student who is determined to have brought a firearm to school, other school property or to an activity under its jurisdiction, or for possessing a firearm that was initially brought on school property by another person. The district may also seek the permanent exclusion

from public education of students possessing a firearm at school, provided specific criteria are satisfied. Additionally, state law and the GMLS Board of Education policy provides that the superintendent may expel a student from school for a period not to exceed one year for bringing a knife to school, other property or to an activity under its jurisdiction or for possessing a knife that was initially brought on school property by another person, or making a bomb threat to school building or any premises where a school activity is occurring. Parents MUST emphasize to their students the seriousness of having possession of firearm or knife, or making a bomb threat on school grounds, other school property or to an activity under its jurisdiction.

DRESS CODE

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Attendance at school and school-related functions is a specific situation which requires the student to use good judgment. Students are expected to dress in a manner that is appropriate to the school environment and does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting. These regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

1. Parents and students maintain responsibility for their dress and personal appearance.
2. 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.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants.
4. The principal, with the assistance of the faculty, has the responsibility of uniformly administering the dress code. The decision of the principal is final.
5. As new trends in fashion or dress are accepted or become out of date, the District reviews the changing standards of the community served.

Board of Education Policies

DRESS CODE (cont.)

Students shall observe general guidelines for dress and appearance including:

1. no shorts or miniskirts that end above mid-thigh;
2. no shirts and blouses that expose the midriff or cleavage, and undergarments shall be worn;
3. no pajama pants and/or pants designed for lounge pants, no slippers (of any kind), no blankets;
4. no tank tops, muscle shirts or halters, all students must wear shirts with sleeves (this includes dresses);
5. no hoods, head bands, hats, coats, bandannas and sunglasses may be worn in school building or class;
6. no dress that promotes hate, profanity, vulgar or negative messages, anything advertising or related to alcohol, tobacco and drugs, or anything sexually explicit.
7. no transparent garments, open mesh garments or garments with large open sides may be worn ;
8. shoes must be worn and must not present a safety hazard;
9. no biking pants, leggings, or spandex;
10. lower garments are to be worn at waist level, with a belt; the belt must be of proper length; undergarments are not to be exposed;
11. no "dog collars," spiked bracelets or chains that could be dangerous to persons or destructive to school property;
12. no gang- or cult-related items of any kind and
13. no cutoffs, tattered clothing or clothing with holes.
14. 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 an administrator).

Note: Violation of the dress code can result in removal from class (until the violation can be resolved) and/or disciplinary action. Repeat violations can result in progressive discipline up to and including expulsion.

Board of Education Policies

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any

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(Rev. 05/2011)

person.

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

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

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

This District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such hazing and/or bullying activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

Board of Education Policies



Every Day Counts- Attendance Procedures

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 important to the future of the

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student. Regular school attendance is a joint responsibility shared by the student, parent/guardian, teacher, administrators and other school personnel. We appreciate you and your child's willingness to work with us towards a common goal of graduation.

Student Absences and Excuses

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

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

1. personal illness of the student;
2. illness in the student's family;
3. death in the family;
4. quarantine for contagious disease;
5. religious reasons or
6. as determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a semester or term.

Board of Education Policies

Truancy

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

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

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or 12 or more school days in a school year.

A "chronic truant" is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year.

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

For the correction of the "habitually truant" unruly child, the courts may now order the Board to require the child to attend an alternative school if one has been established. The courts may order the "habitually truant" child not to be absent without legitimate excuse from school for five or more consecutive days, seven or more school days in one school month or 12 or more school days in a school year.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an "unruly child" by virtue of being a "habitual truant" and that the child's parent violated the School Attendance Law.

Regarding "chronic truants," if the parent fails to get the child to school and the child is considered a "chronic truant," the Board must file a complaint in the juvenile court jointly against the child and the parent. The complaint must state that the child is a "delinquent child" by virtue of being a "chronic truant" and that the parent has violated the School Attendance Law.

Board of Education Policies

Truancy(cont.)

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 having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;

*HONESTY * RESPECT * RESPONSIBILITY * SAFETY*

(Rev. 05/2011)

5. notification to the registrar of motor vehicles or
6. taking appropriate legal action

Bus Conduct

Student behavior on the bus is critical to the safety of all passengers. Following is an excerpt from the policies on transportation, which have been approved by the Groveport Madison Local School Board of Education. Please review the penalties for improper behavior with your student/s:

Safety Guidelines for Riding GMLS buses

All rules listed below are taken from the bus regulations developed by the State Department of Education in cooperation with the National Highway Traffic Safety Administration. We feel these rules will help ensure a safe and orderly environment on each bus for all students.

Students riding GMLS buses shall:

1. Always obey and cooperate with the bus driver promptly and respectfully.
2. Observe the GMLS Student Code of Conduct on the bus.
3. Turn in to the bus driver a medical emergency card within a reasonable time. Proper steps will be taken to collect, store and use emergency medical information cards for each student on the bus.
4. Arrive at the bus stop 5 to 10 minutes before the bus is scheduled to arrive. Buses are on a time schedule and will not return for late students before or after school.
5. Not behave at the bus stop in a manner, which may threaten life, limb or property of any individual.
6. When getting on or off the bus, students must cross the street or highway only when the driver has signaled that the way is clear. Students must remain visible to the driver at all times.
7. Wait for the bus to come to a complete stop before attempting to get on the bus or before getting up from a seat to get off the bus.
8. Go directly to an available or assigned seat-do not stand. Students may not change seats without the driver's permission.

Bus Conduct (cont.)

9. Remain seated, keeping aisles and exits clear at all times.
10. Not put any part of the body out of a bus window. Please do not open or close the windows on the bus without the driver's permission.
11. Not use profane language
12. Not eat, drink, spit, or litter on the bus
13. Not throw or pass objects on, from or into the bus
14. Carry on the bus only objects that can be held in their laps
15. Not bring animals, dangerous materials, or objects onto the bus
16. Not damage the bus in anyway. If you damage the bus, you will be responsible to pay to have bus repaired. Report to the drive any damage you find.

17. Ride their regularly assigned bus and leave or board the bus at locations, which they have been assigned unless each student has parental and administrative authorization to do otherwise.
18. Observe rules regarding wireless communication devices. They can only be used with headphones, and the volume is turned low enough as to not distract the bus driver and other riders.

Operational Procedures

WIRELESS COMMUNICATION DEVICES

Use of Wireless communication devices (WCDs) during school hours is prohibited unless receiving prior authorization by a school administrator for educational or instructional purposes . A student may possess a WCD on school property but the WCD shall be turned off and stored out of sight during school hours.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs; cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberries/Smartphone's, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight. When the student obtains prior approval from the building principal, the requirement that WCDs must be powered completely off will not apply when the student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's supervision. However, the use of any communication functionality of the WCD is expressly prohibited. All uses of WCD for these purposes must receive prior approval from an administrator.

WCD (cont.)

This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the WCD be allowed to connect to the District's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

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

and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated. WCDs, including but not limited to those with cameras, may not be possessed, 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 locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students are also prohibited from using a WCD to Capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the privilege.

Violations of the policy may result in disciplinary action and/or confiscation of the WCD. By bringing communication devices on school grounds, the student consents that school officials may confiscate the electronic device temporarily if a student does not abide by the policy.

When an electronic device is confiscated, the student must surrender the entire device to the school official. Any attempt to disassemble or lock the device, including removing the battery, will be considered insubordination and in violation of school policy. Confiscated electronic devices, including cell phones, are subject to search by the administration if the administration has reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating either the law or the rules of the school. By bringing communication devices on school grounds, the student agrees that a school administrator may intercept electronic communications contained in the device, if reasonable grounds to do so are found. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). 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 WCD 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.

WCD (cont.)

Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building security office until it is retrieved by the parent/guardian. A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

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

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.

ADMINISTRATION OF PRESCRIPTION MEDICATION BY SCHOOL EMPLOYEES

If it becomes necessary for school employees to provide a student (at the parent/guardian request) with prescription medication the following rules shall be followed in accordance with Ohio Revised Code 3313.713.

The procedure for the administration of prescription medication is as follows:

Designated persons employed by the board are authorized to administer to a student a drug prescribed for the student. Only employees of the board who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the board, may administer to a student a drug prescribed for the student. Except as otherwise provided by federal law, the board's policy may provide that certain drugs or types of drugs shall not be administered or that no employee shall use certain procedures, such as injection, to administer a drug to a student.

No drug prescribed for a student shall be administered pursuant to federal law or a policy adopted under division (B) of this section until the following occur:

(1) The board, or a person designated by the board, receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.

(2) The board, or a person designated by the board, receives a statement, signed by the prescriber, that includes all of the following information:

(a) The name and address of the student;

(b) The school and class in which the student is enrolled;

(c) The name of the drug and the dosage to be administered;

(d) The times or intervals at which each dosage of the drug is to be administered;

(e) The date the administration of the drug is to begin;

(f) The date the administration of the drug is to cease;

(g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency;

(h) Special instructions for administration of the drug, including sterile conditions and storage.

(3) The parent, guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the board or a person designated by the board if any of the information provided by the prescriber pursuant to division (C)(2) of this section changes.

(4) The person authorized by the board to administer the drug receives a copy of the statement required by division (C)(2) or (3) of this section.

(5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.

Training will be conducted to board approved employees by a license school nurse employed by the district in consultation with Ohio Department of Health School Nurse Consultants, Ohio Board of Nursing, and professional nursing associations.

Title VI, Title IX and Section 504 Complainant Procedures

In accordance with the Federal and State Office of Civil Rights Guidelines, any student or staff person who believes that the Groveport Madison School District or any of the district's staff have been discriminated against or harassed based on race, color, national origin, sex/gender, sexual orientation, or disability may bring a formal complaint to the building administrator or appropriate supervisor. Whenever possible and practical, an informal solution to the alleged complaint is encouraged and should be attempted. If an acceptable informal solution cannot be attained, formal complaint procedures shall commence as follows:

Step 1

The discrimination complaint should first be made by the student or parent/guardian of the student or staff person to the principal or appropriate supervisor within ten school days of the incident. A copy of the alleged complaint must be forwarded to the District Compliance Office (Director of Pupil Services) immediately. If the allegation is against an administrator, the complaint should be made directly to the Office of the Chief Academic Officer (Office of the Superintendent), who will designate the investigator.

Step 2

If not resolved at Step 1, the decision may be appealed to the district's Director of Pupil Personnel within five school days of receipt of the decision.

Step 3

If not resolved at Step 2, the decision may be subject to an administrative review by the Superintendent or designee. However, at anytime throughout the process, the parent or student may forward the complaint to the Office for Civil Rights. Employees may at any time file a complaint with the local Equal Opportunity Commission or Ohio Civil Rights Commission offices.

If the investigation reveals that the complaint is substantiated, then prompt, appropriate remedial and/or disciplinary action will be taken to prevent the continuance of the discriminatory action or its recurrence.

Note: Parents/guardians do not have to be present at the informal complaint meeting with the principal. However, parents and/ or guardians may be present for youths under age 18 at all levels of the formal grievance process.

Federal Educational Rights and Privacy Act (FERPA)

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

A summary of these rights is (complete copy of the Act can be obtained at the district office):

- 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 or eligible students 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 or eligible student of the time and place where the records may be inspected.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, 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); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

"Legitimate educational interest" shall be defined as a direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District, or if the record is necessary in or for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The District also discloses student education records without consent of the parents or eligible student under the following circumstances:

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

"Directory information" is information that is contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Subject to this definition, the District has designated the following personally identifiable information in a student's education record as "directory information" and will disclose that information without prior written parental or eligible student consent, except when the request is for a profit-making plan or activity: a student's name, a student's photograph, current school of attendance, current grade level (i.e., kindergarten, first, second, etc.), assigned teachers, major field of study, participation in officially-recognized extra-curricular activities and sports, height and weight if a member of an athletic team, dates of attendance (not including specific daily records of a student's attendance), date of graduation and honors and awards, including honor rolls and scholarships. Parent(s), guardian(s) or eligible students shall have ten (10) days from the date they receive this notice to advise the District, in writing, of any or all of the above items that should not be released without the parent's prior consent.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 - Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605



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 may also 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 web page. Student names will not be posted with their pictures.

We value your child's participation, and ask for your permission to include him or her. If you wish to have your child included in these events and activities, **you do not need to do anything**. This media release form will serve as permission to use or post such information as needed. If you would NOT like to have your child photographed or interviewed for any media purpose, please, indicate by completing and signing the form at the bottom of this paper and return it to your child's teacher.

Groveport Madison Schools
Media Release Form for parents who do not grant permission

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



STUDENT INTERNET ACCEPTABLE USE

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.
 - 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.
 - Conserve, protect, and share these resources with other students and Internet users.
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.

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. 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 Date

Parent/Guardian Date

(Rev. 05/2011)

NOTES

Groveport Madison Local Schools
Guide to Positive Student Behavior
Parent and Student Sign-Off Form

I have reviewed WCD policy and discussed with my child all the information contained in the:

Groveport Madison Local Schools Guide to Positive Student Behavior

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

Print Student Name

Student School

Student Signature

Date

Parent/Guardian Signature

Date

**WITHIN 2 WEEKS OF STARTING SCHOOL
SIGN AND RETURN**



**Return This Form
To Your Child's
School**