

# **STUDENT/PARENT HANDBOOK**

## **GARFIELD HEIGHTS CITY SCHOOL DISTRICT**

### **Pupil Services Department**

**Richard Reynolds, Ph.D**  
**Superintendent of Schools**

**Gordon Dupree, Ph.D.**  
**Director of Pupil Services**

**School Year 2022- 2023**

## **FROM THE GARFIELD HEIGHTS CITY SCHOOLS BOARD OF EDUCATION**

Our district's mission statement is:

As the heart of the community, Garfield Heights City Schools fully prepares students to pursue their dreams and give back as engaged citizens and future leaders.

Our district's vision statement is:

Garfield Heights City Schools, a premier educational institution, will be recognized throughout Ohio as fully preparing students to be leaders equipped with real-world skills to contribute to a global society.

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## **District Profile**

### **Superintendent Dr. Richard Reynolds**

#### **Overview**

The Garfield Heights City Schools is a dynamic inner-ring district in the Greater Northeast Ohio area. The school district serves a community of approximately 25,000 residents, and seeks to advance a positive reflection of the community that surrounds it.

The GHCS serves approximately 3,300 students yearly, and is comprised of seven facilities as its total campus, including one high school, one middle school (serving grades 6, 7 and 8) and three elementary schools (serving grades K-5). The Garfield Heights City Schools employs approximately 550 administrators, teachers and staff members, all dedicated to the mission and vision of the district.

Specifically, the mission of the Garfield Heights City Schools is: *As the heart of the community, Garfield Heights City Schools fully prepares students to pursue their dreams and give back as engaged citizens and future leaders.*

In helping to accomplish that mission, and in looking toward the future, the district's vision is: *Garfield Heights City Schools, a premier educational institution, will be recognized throughout Ohio as fully preparing students to be leaders equipped with real-world skills to contribute to a global society.*

#### **Academics**

In terms of academics, the schools certainly have their bright spots. Namely, Garfield Heights City Schools garners one of the highest senior graduation rates among inner-ring schools at 93%. Courses available to students at Garfield Heights High School seek to truly prepare students for their next respective academic steps, and include such classes as Advanced Placement Government, AP American History and AP English. Additionally, 19 Honors Courses are offered at High School, including Honors Anatomy and Physiology, Honors Chemistry and Honors Physical Science. Offering such programming and classes resulted in more than \$4 Million in scholarships and grants were awarded to the Class of 2016.

By way of technical training, more than 27 Career Technical programs are offered to junior and seniors through involvement with Cuyahoga Valley Career Center, including Computer Program and Digital Design, Dental Hygiene, Health Careers and Engineering Tech. Garfield Heights City Schools sends the highest number of students to the Career Center among the eight participating school districts

The Learning Center at the Garfield Heights City Schools is an innovative approach that provides supplemental academic and behavioral support in a flexible, non-traditional environment for high school students who require credit recovery needs.

## **Facilities**

The Garfield Heights City Schools features top quality facilities that create a welcoming and instructive learning environment. Maple Leaf Intermediate school and Elmwood Elementary school have benefitted from an approximate \$18 million investment from the OSFC, which has come at no cost to the taxpayers of the City of Garfield Heights, and have completely renovated classrooms, upgraded technology, improved instructional materials and lifted the academic outlook at these K-5 Buildings. Safety and security is a top priority at all buildings, where major investments for camera technology, additional security staff and computer programming have been recently upgraded. The pinnacle of such upgrades have been the addition of two full-time Student Resource Officers being placed at the high school and middle school, through a collaborative partnership with the City of Garfield Heights.

## **Co-Curricular Activities**

In terms in extra and co-curricular activities, there are student lead organizations that exist in the Garfield Heights City Schools that provide an opportunity for students to develop their communication, leadership, teamwork and decision making skills. Some are athletic in nature and others promote community and volunteerism. The school's Academic Challenge Team is a consistent regional and state finalist. And, the Garfield Heights High School Music Express is a 'one-of-a-kind' experience, presenting the schools' finest talent in dancing and singing, all combined into one award-winning performance. The Garfield Heights City Schools strongly promotes community activism amongst its student body as well, manifesting itself in student groups at the high school such as Students of Service (S.O.S.) all the way to the elementary levels through organizations such as the "K-Kids" (Kiwanis Kids).

## **Technology**

Pursuing the latest equipment, software and resources in technology is also a top priority of the Garfield Heights City Schools. At present, there is one device for every two students district-wide. This extraordinary reality permits students at all grade levels to experience a seamless transition from curriculum advances to technological applications. When trends in technology emerge, the Garfield Heights City Schools' technology team, bandwidth and scope of operations is prepared. Each building, K-12, maintains a computer lab where curriculum, etiquette and other skills are taught. In addition, carts with Chromebooks and iPads are available to the district's youngest students. In all, technology is a top priority for the Garfield Heights City Schools.

## **Communications and Community Partnerships**

The Garfield Heights City Schools maintains a strong commitment to communication, where you can regularly find more info on the district on social media, and on our local cable access channel GHTV. The district website is another conveyor for information about the district. In terms of partnerships, the Garfield Heights City Schools recognizes its place in the community and seeks to align itself with public entities such as the City of Garfield Heights, the Garfield Heights Municipal Court and the Garfield Heights Chamber of Commerce. Through its "Bulldog Business Partnership," the school district maintains mutually beneficial relationships with top community employers.



**STUDENT/PARENT HANDBOOK INTRODUCTION**  
for the  
**GARFIELD HEIGHTS CITY SCHOOL DISTRICT**  
Garfield Heights, Ohio 44125

Welcome to the Garfield Heights City Schools. We are pleased to have you as students and parents and we will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, we publish this updated Student/Parent Handbook annually and post it on the district website to explain students' rights, responsibilities, and consequences for misbehavior.

Parents are encouraged to take time to review and discuss the information in this Handbook with their school-age children. Teachers and administrators also review this Handbook with students.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact your child's building administrator.

<b>Garfield Heights High School</b>	<b>Elmwood Elementary School</b>
4900 Turney Road	5275 Turney Road
Phone: (216) 662-2800	Phone: (216) 475-8110
FAX: (216) 271-6183	FAX: (216) 475-8371
<b>Garfield Heights Middle School</b>	<b>William Foster Elementary School</b>
12000 Maple Leaf Drive	12801 Bangor Avenue
Phone: (216) 475-8105	Phone: (216) 475-8123
FAX: (216) 475-8146	FAX: (216) 475-8080
<b>Maple Leaf Elementary School</b>	<b>Maintenance &amp; Transportation</b>
5764 Turney Road	9710 Garfield Boulevard
Phone: (216) 662-3800	Phone: (216) 332-0359
FAX: (216) 662-9949	FAX: (216) 441-8964
<b>Garfield Heights Learning Center</b>	
12000 Maple Leaf Drive	
Phone: (216) 475-8105	
FAX: (216) 475-8146	

The student hours for the elementary schools are 8:35 am – 3:05 pm

The student hours for the middle school and the high school are 7:30 am- 2:20 pm

## **PURPOSE OF THIS HANDBOOK**

This Parent/Student Handbook was developed to help:

1. Enhance equal educational opportunities for all students;
2. Instill in all students the ability to be critical thinkers and to strive for lifelong learning;
3. Promote consistent attendance;
4. Ensure that the constitutional rights of all students as citizens in a democracy have practical meaning and application;
5. Develop in students a deep sense of personal responsibility for their actions;
6. Attend vigorously to matters of student safety, health and welfare;
7. Deal justly and constructively with all students in matters of discipline; and
8. Help all students feel that they are valued as individual persons in the school environment.

## **EQUAL EDUCATION OPPORTUNITIES**

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

Complaints about violations of the Equal Opportunities section above should contact the district Compliance Officer. The Compliance Officer can provide additional information concerning equal access to educational opportunity. The Compliance Officer for the Garfield Heights City Schools is the assistant-superintendent of schools. The phone number for that office is (216) 475-8100.

Garfield Heights Board of Education Equity Statement:

***Equity is a collective responsibility to create systems and policies for all students which will eliminate barriers, so students have equitable opportunities to succeed in our school district and their futures.***

***Equity ensures that all students have an environment that encourages, cultivates, and provides a quality education. We acknowledge our efforts will not be static and are committed to ongoing review.***

## **SCHOOL ATTENDANCE AREAS**

The Board determines attendance areas for the various schools of the district. The superintendent recommends boundary lines, taking into consideration the best use of school facilities, the equalization of enrollments in classrooms, natural barriers and traffic hazards and patterns. Except as the foregoing factors influence boundary lines, the area established should permit each student to attend the school nearest her/his place of residence.

Students are expected to attend the schools in the areas in which they live. Exceptions may be made within Board policy or may be made in the best interests of the students and/or the schools.

## **ASSIGNMENT OF STUDENTS TO SCHOOLS**

The Board approves attendance areas. Students attend the school that serves the attendance area in which their parents reside or, upon acceptance, the student may attend another school pursuant to the district's intradistrict open enrollment policy. Families may also determine that online schooling in an appropriate option. In that case, students may enroll in the Bulldog Digital Academy. Enrollment is on a semester basis.

The superintendent has authority to assign students to schools. The superintendent or her/his designee is authorized to make exceptions on the basis of hardship and student need and to assign a student to a school outside her/his own attendance area.

## **COMPULSORY SCHOOL ATTENDANCE**

Children between the ages of 6 and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the standards prescribed by the state Board of Education until one of the following occurs:

1. The person receives a diploma or a GED granted by the Board or other governing authority indicating that such student has successfully completed all state and local requirements.
2. The person receives an Age and Schooling Certificate (work permit) and is enrolled in an equivalent diploma program.
3. The person is excused from school under standards adopted by the state Board of Education pursuant to state law.

The parent(s) of any person who is of compulsory school age must send such person to school unless she/he is exempt as listed above.

## **SCHOOL ATTENDANCE POLICY**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is her/his dependability in coming to work every day on time. This is a habit the school wants to help students develop as early as possible.

### **EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

A student of compulsory school age residing in the district may be legally excused from full-time enrollment by:

1. Holding an age and schooling certificate (work permit), being regularly employed and attending school on a part-time basis in a program approved by the superintendent or her/his designee;
2. Receiving approved home instruction;
3. Attending a private, parochial or other chartered school; or
4. Having received a diploma or high school equivalent from an approved high school.

The district may temporarily deny admittance to any student who is otherwise entitled to be admitted to the district if the student has been suspended or expelled from the schools of another district in the state of Ohio or an out-of-state district and if the period of suspension or expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the superintendent/designee to determine the admittance or non-admittance of the student.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **ENTRANCE AGE** (Mandatory Kindergarten)

Each child who is five years of age on or before August 1 is eligible to enroll in kindergarten. Each child who is six years of age on or before August 1 and who has successfully completed kindergarten is eligible to enroll in the first grade.

## **EARLY ENTRANCE TO KINDERGARTEN**

The Garfield Heights City School District evaluates students for Early Entrance to Kindergarten in accordance with ODE Model Policy for Academic Acceleration. Early entrance to kindergarten for children not age five before January 1 will only be considered if the child is referred by an educator within the district, a preschool educator who knows the child, a pediatrician or psychologist who knows the child, or at the discretion of the principal of the school to which the student may be admitted. A parent may request early entrance to kindergarten if the child turns five years of age after the district's kindergarten entrance date of August 1 and before January 1.

Early entrance should be viewed as a means of meeting a child's needs. The key to determining whether or not early entrance is recommended is to evaluate the student's ability, achievement, aptitude, and social/emotional characteristics. Early entrance is designed for the exceptional child who is both academically ready as well as developmentally mature when compared to others his or her chronological age.

As required, an Acceleration Evaluation Committee will review the results of the comprehensive evaluation and determine the most appropriate available learning environment for your child. The Acceleration Evaluation Committee Members are:

1. The child's receiving principal or assistant principal
2. A teacher at the grade level to which the student may be accelerated.
3. A parent or legal guardian of the referred student or a representative designated by a parent or legal guardian of the referred child.
4. School Psychologist

To request early entrance into kindergarten for your child, please follow the steps outlined below:

1. Complete and submit the documents found on the Early Entrance to Kindergarten link on the Garfield Heights City Schools website under the Central Office Special Education department which includes the Early Entrance to Kindergarten Application, Early Entrance to Kindergarten Checklist, Early Entrance to Kindergarten Evaluation and Review Permission Form.
2. Provide a copy of your child's birth certificate indicating your child will be turning five during the next school year. Return the items listed above to the Garfield Heights Board of Education/Special Education Department no later than March 31 to ensure evaluation prior to the start of the coming school year.

## **ADMISSION TO SCHOOL**

### **Use of FinalForms for Initial Enrollment**

All parents/guardians/case workers must use the district's online enrollment program in order to register their students to attend school. The program can be accessed through any computer that has internet access.

After the FinalForms process is completed, the parent/guardian/caseworker must contact the district Registrar (216/475-8100) for an appointment to complete the registration process.

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. an original, official birth certificate or similar document that has been certified by an agency like the Ohio Department of Health's Bureau of Vital statistics or a court of law.
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations
- E. previous school records
- F. copies of any Individual Education Plans (IEPs), if applicable

We encourage all parents/custodians/caseworkers to have all of the required documents (above) completed so that the enrollment process will proceed smoothly. Lack of complete documentation may result in a delayed entry to school.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Guidance personnel will assist in obtaining the transcript, if not presented at the time of enrollment.

High school students whose transcript files are incomplete will be enrolled as 9<sup>th</sup> graders until the school receives the completed transcripts.

Homeless students who meet the federal definition of homeless may enroll and will be under the district's Liaison for Homeless Children with regard to enrollment procedures.

All students who are living with a parent must be accompanied by a parent at enrollment time.

In addition, if a student resides in the district with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the person in charge; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the district the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the district with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit. Neither of these documents grants custody to a grandparent.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the superintendent or designee shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the district, the student will not be admitted until the following records, which are required to be released by DHS to the superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **ADMISSION OF NONRESIDENT STUDENTS**

In order to be eligible for a free public education in the district's schools, a student must be the child of a resident of the district or reside with a grandparent with either power of attorney or caretaker authorization affidavit. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the district or a government agency within the district, the student is entitled to attend district schools and tuition is paid in compliance with state law.

In compliance with state law and Board policy, nonresident students are exempt from paying tuition when:

1. An adult resident of the district submits a sworn statement that she/he has begun legal custody proceedings for the student (maximum 60 days permitted);
2. For students with a valid IEP, the student is at least 18 but not yet 22 years of age and resides in the district, lives apart from her/his parent(s), supports himself/herself by her/his own labor and does not possess a high school diploma;
3. The student is under 18 years of age, resides in the district and is married, regardless of the residence of the parent(s);
4. The student has a medical condition that may require emergency attention and her/his parent is employed in the district; (The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)
5. The student resides with a person other than her/his parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services; (The student's parent(s) must file an affidavit with the superintendent stating (1) that the parent is serving outside the state in the U.S. Armed Services, (2) that the parent intends to reside in the district upon returning to the state, and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.)



6. The student resides with a parent who is planning to either have a home built or has purchased a home in the district and is waiting for the closing date of the mortgage loan; (The student's parent(s) must provide the superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a homebuilder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan. The period for tuition-free attendance in these cases may extend up to 90 days.)
7. The student's parent is an employee of the district; (Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year.)
8. The student resides with her/his parent(s) under the care of a shelter for victims of domestic violence;
9. The student is not a resident of the district, does not require special education and resides with her/his grandparent(s), provided that the Board and the board of the district in which the student's parent(s) reside enter into a written agreement showing good cause for the student to be admitted to the district;  
  
(The grandparent(s) are required to sign all consent forms required by the district, even if the student would remain in the legal custody of the parent(s).)
10. The student is under the age of 22 and her/his parent(s) moved from the district following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;
11. The student is under the age 22 and resides in a new school district because of the death of a parent. (The student is entitled to finish the current school year in the district upon approval of the Board.)

The Board does not waive the payment of tuition, except:

1. When agreements have been established with other boards of education to serve their students in career-technical or special education classes on a cooperative basis, as permitted by law;
2. When foreign exchange students, sponsored under an approved exchange program, reside in the district temporarily; or
3. For adult residents or classified staff employees of the district who meet the criteria established by the Board.

In all cases, specific Board permission to waive tuition must be obtained for each individual case.

The district may temporarily deny admittance to any student who otherwise may be admitted to the district, if the student has been expelled from the schools of another district and if the period of expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the superintendent/designee to determine the admittance or non-admittance of the student.

### **TUITION STUDENTS**

Applications from nonresidents to attend the schools on a tuition basis may be considered if space is available. The amount of tuition is set annually by the state, based on a per-student cost determined in compliance with state law. Nonresident students must provide all records required of resident students in compliance with state law.

### **ADMISSION OF INTERDISTRICT (OPEN ENROLLMENT) TRANSFER STUDENTS**

The Board does not participate in an open enrollment program for students from other districts and does not accept such students.

### **ADMISSION OF STUDENTS FROM NON-CHARTERED SCHOOLS OR FROM HOME SCHOOLING**

Students seeking admission into the district's schools who have been enrolled in non-chartered schools or home schooling programs may be required to take competency examinations. The purpose of these examinations is to determine the proper grade placement for these students.

In making a placement decision, the superintendent may consider:

1. the student's most recent annual academic assessment report;
2. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for district students of similar age; and
3. other evaluation information that may include interviews with the student and the parent.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

1. Equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. Attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. Due process of law with respect to suspension and expulsion;
4. Free inquiry and expression and the responsibility to observe rules regarding these rights; and
5. Privacy, which includes privacy with respect to the student's school records.

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

Copies of the code are available to any parent on the district website. The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the principal.

Adult students (age 18 or older) must follow all school rules. Adult students cannot write or sign their own absence notes, nor can they sign themselves out of school without the permission of their parents.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail

or hand delivery when appropriate. Parents have the option of receiving communication from the school via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish her/his educational goals.

### **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. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. Death in the family;
5. Quarantine for contagious disease;
6. Religious reasons;
7. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days); or
8. As determined by the superintendent.

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

The Board authorizes the superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age

has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a semester or term.

## **EXCESSIVE ABSENCES AND TRUANCY**

It is important that students attend school every day. When students miss significant amounts of school, even if the absences are excused, they miss critical instruction time and learning opportunities. This often has long-term, negative effects on students, such as lower achievement and a greater chance of not graduating on time.

As a response to this, there is a new state law (House Bill 410, passed in December 2016 and effective April 6, 2017) that addresses excessive absences and truancy. A summary of this law is on the next 3 pages.

**Excessive absence** applies to students who miss 38 or more hours of school in a single month, or 65 or more hours in one school year, with or without a legitimate excuse.

**Truancy** is now based on hours. It applies to students who are absent from school for 30 or more consecutive hours without a legitimate excuse; 42 or more hours in a school month without a legitimate excuse; or 72 or more hours in a school year without a legitimate excuse.

Schools will send letters to the parents of students who reach or exceed the number of hours stipulated in the law.

## Excessive Absenteeism House Bill 410 Requirements

Districts and community schools must have local policies that outline their interventions and plans for students who miss too much school. They may amend current policies or create a policy to satisfy HB 410.

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed [House Bill 410](#) to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

Updated district policies and procedures should reflect the following changes.

### DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

1. 'Chronic truant' is removed from the law;
2. Definition of 'habitual truant' changed from days to hours. The new definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse;
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
3. Includes 'excessive absences':
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

### TRUANCY IS DECRIMINALIZED WITH SEVERAL CHANGES

1. A district must remove 'excessive truancy,' from its zero tolerance policy for violent, disruptive or inappropriate behavior;
2. Students cannot be expelled or suspended (out of school) for being truant (beginning July 1, 2017);
3. A district must take several steps to engage the student and his or her family before filing a complaint

with juvenile court (including parental notification, an absence intervention team and an absence intervention plan detailed below) A complaint cannot be filed until the 61<sup>st</sup> day after failed implementation of an absence intervention plan; or

- a. Unless a child has been absent without a legitimate excuse for 30 or more consecutive hours or 42 or more hours in a school month during the implementation of an absence intervention plan. Juvenile court should consider alternatives to adjudication and adjudication should be used as a last resort.

#### **STUDENT DISCIPLINE CHANGES**

1. Schools may permit students to make up missed work due to out-of-school suspensions per district policy;
2. Schools cannot apply any remaining part or all of a suspension to the following school year, but the superintendent may require a student to participate in community service or an alternative consequence for the number of hours equal to the time left on the suspension.

#### **EMIS REPORTING CHANGES**

1. When a district notifies a parent that a student has excessive absences;
2. When a child has been absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year;
3. When a child, who has been adjudicated an unruly child for being a habitual truant, violates the court order regarding that adjudication;
4. When an absence intervention plan has been implemented for a child.

#### **DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES**

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

#### **DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT**

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
  - a. Select members of the absence intervention team;
  - b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

#### **Districts must establish an absence intervention team to be deployed when a student is deemed habitually truant**

The purpose of the absence intervention team is to establish a student-centered absence intervention plan for every child who is habitually truant by identifying specific barriers and solutions to attendance. The team is cross-sector and ideally includes the participation of the student and the parent. This requirement is new and is aimed at breaking down barriers to attendance without filing criminal complaints against the student in juvenile court.

1. Districts with a chronic absenteeism rate of 5 percent or greater must establish absence intervention teams for students who are habitually truant beginning with the 2017-2018 school year;

2. Schools are permitted to have their own absence intervention teams, but the district is responsible for developing a team if the school does not have one;
3. Membership of each team should vary based on the needs of each individual student, but each team **MUST** include:
  - a. A representative from the individual's school or district;
  - b. Another representative from the school or district who has a relationship with the child;
  - c. The child's parent (or parent's designee) or the child's guardian, custodian, guardian ad litem or temporary custodian.
4. The district or school may consult or partner with public and nonprofit agencies to provide assistance, as appropriate, to students and their families to reduce absences.

Please send your questions and comments to [school\\_improvement@education.ohio.gov](mailto:school_improvement@education.ohio.gov) to assist with the Department's development of guidance and training materials.



## REMOTE LEARNING ATTENDANCE

Attendance tracking may require multiple approaches to account for the differences between *in-school activities*, *teacher-led remote learning* and *self-directed remote learning*.

- **Teacher-led remote learning (synchronous):** In developing remote learning plans, districts and schools should consider how teacher-led remote learning equates to in-person instruction (likely to be the same). They should then track attendance at the student level in hour increments (for example, two-hour synchronous web-based instruction with students in attendance may equal two hours of attendance for each student).
- **Self-directed remote learning (asynchronous):** In developing remote learning plans, districts and schools should consider **evidence of participation** (or lack thereof) with consistent and clear expectations for students. Evidence of participation may include, but is not be limited to:
  - Daily logins to learning management systems.
  - Daily interactions with the teacher to acknowledge attendance.
    - Examples of daily interactions between teachers and students could include, but are not limited to, messages, emails, telephone calls, video chats or other formats that enable teachers to engage with students.
  - Assignment completion.
    - If using assignment completion to track attendance, teachers should **determine** the number of hours they expect an assignment to take **for a typical student** and use that to gauge each student's attendance.

**Tracking Absences:** The typical default for local student information systems is to assume that students are in attendance. A district or school enters absences into the information system based on their occurrence. The following should be considered in tracking absences.

- **Excused absences:** Any circumstances for which an excuse is received—regardless of whether the particular time frame covered by the excuse is part of an in-school experience or a remote experience—should be recorded based on past practice. To the extent that remote learning creates new situations where granting an excused absence may be warranted, districts may need to establish new policies for excused absences based on existing options in Ohio Administrative Code 3301-69-02. (See the discussion below on *Local Attendance and Absenteeism Policies*.)
- **No evidence of exposure, engagement or participation:** If there is no evidence the student participated or engaged in any way in a remote learning activity, then the student should be marked with an absence for the hours for that remote learning activity.
- **Remote learning cannot be used to make up absences from in-school learning:** In most cases, participation in remote learning should *not* be used to give credit for time the remote learning plan requires a student to be in school. For example, if students are on a staggered schedule of in-school learning on Monday and Tuesday and remote learning Wednesday through Friday, students absent from in-school learning on Monday cannot make up those hours later in

the week for attendance purposes with additional remote learning hours. (This may be possible in cases where in-school learning is only discretionary or on an “as-needed” basis or in cases when an otherwise healthy student is under quarantine or isolation.)

### **TRUANCY (Unexcused Absence from School)**

The Board works 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. Unexcused absences from school are not acceptable. Students who are truant will receive no credit for school work that is missed.

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.

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.

Intervention strategies for truants 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;
5. Notification to the registrar of motor vehicles; or
6. Taking appropriate legal action.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. Personal illness (a written physician's statement verifying the illness may be required)
- B. Illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)
- 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)
- F. Observation or celebration of a bona fide religious holiday
- G. Such good cause as may be acceptable to the superintendent

### **Notification of Absence**

If a student will be absent [either online or in-person,] the parents must notify the school office by phone or note (not a text) and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

### **Make-up of Tests and Other School Work**

Students who are absent from school [either online or in-person] with an excuse shall be given the opportunity to make-up missed work. The student should contact the school office as soon as possible to obtain assignments. The numbers of days the student was absent will equal the number of days the student has to make up the missed work, unless the building administrator deems otherwise.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a state-mandated assessment test

or other standardized test, the student should consult with the principal to arrange for administration of the test at another time.

## **TARDINESS**

### **Elementary Level**

A student who is not in her/his assigned location by the tardy bell shall be considered tardy. Any student arriving late to school is to report to the school office before going to class. Tardies apply to the online setting, as well.

### **Secondary Level**

Each student is expected to be in her/his assigned location throughout the school day. If a student is late arriving at school, s/he must report to the school office before going to her/his first assigned location. Tardies apply to the online setting, as well.

Students who are tardy to school may be disciplined according to the Student Code of Conduct.

## **VACATIONS DURING THE SCHOOL YEAR**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

## **STUDENT DISMISSAL PRECAUTIONS**

Permission for a student to leave school when school is in session requires approval by the principal or a person specifically designated by her/him to exercise that authority. In evaluating requests for this permission, she/he gives primary consideration to the best interests of the student and/or public welfare. Requests are not approved without a parent's permission. When a request originates from a person other than the parent(s), the school official in authority contacts the parent(s) to obtain permission. An exception may be made in the case of the student who is 18 years of age or older, who may make requests on her/his own behalf.

## **STUDENT ATTENDANCE ACCOUNTING**

(Missing and Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and to notify the proper adults or agencies. At the time of initial entry into school, a student shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her which were maintained by the school which she/he most recently attended. In lieu of a birth certificate, birth documentation may include:

1. A passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
2. An attested transcript of the certificate of birth;
3. An attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
4. An attested transcript of a hospital record showing the date and place of birth of the child;  
or
5. A birth affidavit.

If the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the law enforcement agency having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with her/his parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility.

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or her/his designee is also required to notify a student's parent(s) when the student is absent from school. The parent(s) or other responsible person shall be notified by telephone or written notice, which is mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

The Board designates the superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

## **RELEASED TIME FOR RELIGIOUS INSTRUCTION**

The Board permits students to be released from school for religious instruction consistent with the law. Absence during the school day for religious instruction is permitted provided the student's parents or guardians submit a written request to the building principal.

Regular classroom instruction missed as a result of a student's absence for religious instruction will not be made up. The district neither aids, assists or enforces attendance in a religious instruction program, nor discriminates against students who participate in such program.

Individuals providing religious instruction are not permitted to promote student participation by directly contacting students on school premises or by encouraging students in the program to recruit their friends. All promotional activities for such instruction must be conducted off school grounds.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

## **GRADES**

Each school has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how her/his grade will be determined, s/he should ask the teacher.

## **Grading Periods**

Students will receive a report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## **PROMOTION AND RETENTION OF STUDENTS**

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of several factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed and reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. No student having passing grades, "D" or above, throughout the year is failed.
6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.
7. Documentary and anecdotal evidence should be available to justify retention.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared" means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.



Beginning with students who enter third grade in the 2013/2014 school year, any student, unless excused from taking the third grade reading assessment under Ohio Revised Code Section (RC) [3301.0711](#), who does not attain at least the equivalent level of achievement as required by RC[3301.0710](#) on the assessment, is not promoted to fourth grade unless one of the following applies:

1. The student is a limited English proficient student who has been enrolled in United States schools for less than three full school years and has had less than three years of instruction in an English as a second language program.
2. The student is a child with a disability entitled to special education and related services under RC [3323](#) and the student's Individualized Education Program (IEP) exempts the student from retention under this division.
3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education.
4. All of the following apply:
  - A. The student is a child with a disability entitled to special education and related services under RC 3323.
  - B. The student has taken the third grade English language arts achievement assessment prescribed under RC [3301.0710](#).
  - C. The student's IEP or 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading.
  - D. The student previously was retained in any of grades kindergarten to three.
5. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the District-level midyear promotion policy.

## **Student Retention**

Each building will have a retention committee which should include: principal or assistant principal, building counselor/ social worker or school psychologist, and current teacher(s) of the student.

Any student being considered for grade retention shall be referred to the building principal, who shall convene the building retention committee (March-April).

Prior to making the decision to retain a student in a grade level there must be documentation of previous teacher-parent/guardian communications (e.g., meetings, letters, phone conversations) regarding concerns about the performance of a specific student. No later than the beginning of March, notification must be provided to the parents/guardians of the possibility that a child may be retained. Documented efforts to remediate the student's difficulties will be provided to the principal and the parents by teachers working with the student.

Final decisions on student retentions shall be made in May and names of students retained shall be sent to the Director of Pupil Services and the Director of Curriculum and Instruction.

Items to be evaluated by the retention committee include, but are not limited to these criteria:

1. The student's personal, social, physical and academic status and growth.
2. The student's record of academic progress during the current school day.
3. Documentation of any individualized intervention plans or RTI efforts implemented on behalf of the student during the current or past school year/s and the results of these interventions on student learning.
4. Student record of success on state mandated testing during the current school year (and past school year if warranted).
5. Possible student interventions designed for the next academic year that could benefit the student and result in the student NOT being retained in their current grade level.
6. Review of parent/teacher school meetings held during the current year that addressed the student's record of poor academic progress.
7. Record and decisions of any previous retention meetings held for the student in past years.
8. A student will not be retained more than one time during grades K-8.
9. A student who has successfully completed the grade level work will be promoted to the next grade.

10. The building principal has the final decision on student retention. The Board Policy (IKE) and administrative guidelines must be followed.

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3. Documentation of any individualized intervention plans or RTI efforts implemented on behalf of the student during the current or past school year/s and the results of these interventions on student learning.
4. Student record of success on state mandated testing during the current school year (and past school year if warranted).
5. Possible student interventions designed for the next academic year that could benefit the student and result in the student NOT being retained in their current grade level.
6. Review of parent/teacher school meetings held during the current year that addressed the student's record of poor academic progress.
7. Record and decisions of any previous retention meetings held for the student in past years.
8. A student will not be retained more than one time during grades K-8.
9. A student who has successfully completed the grade level work will be promoted to the

next grade.

10. The building principal has the final decision on student retention. The Board Policy (IKE) and administrative guidelines must be followed.

A third grade student must reach at least the minimal passing score on an approved reading assessment as designated by the Ohio Department of Education (AIR or other approved test) to move on to the fourth grade. There may be some exemptions to this requirement for certain Limited English Proficient students, special education students whose IEP exempts them from this retention, or students previously retained who have received at least two years on intensive reading intervention.

### **Summer Promotion**

If a student scores below the minimal passing score on an approved reading assessment as designated by the Ohio Department of Education, the student may receive intensive reading remediation services appropriate for the student's reading deficiency throughout the summer. If the student can demonstrate reading proficiency on the state assessment at the end of the summer, the student will be promoted to the fourth grade before school starts in the fall.

## GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND BEYOND

### **Regular Diploma**

There is no one-size-fits-all way to graduate. Ohio gives you several pathways to qualify for a high school diploma. Choose the way that works best for you!

To earn a high school diploma in Ohio, you must [complete the courses and requirements](#) and **then** choose a pathway to show that you are ready for college or a job. Your school counselor will give you more details about your options.

### **Complete Courses and Requirements**

[Take and earn a state minimum of 20 credits](#) in specific subjects. You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts.

### **Meet one of the following options**

#### **Option 1**

Satisfy **one** of the three **original pathways** to graduation that were in place when you entered high school. The pathways include:

1. [Ohio's State Tests](#) - Earn at least 18 points on seven end-of-course state tests. Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies.
2. [Industry credential and workforce readiness](#) - Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.
3. [College and career readiness tests](#) - Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

#### **Option 2**

Satisfy the **new graduation requirements** for the classes of 2023 and beyond by:

1. **Demonstrating Competency** - Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment.
2. **Demonstrating Readiness** - Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills.

## **Honors Diploma**

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. [Academic Honors Diploma](#)
2. [International Baccalaureate Honors Diploma](#)
3. [Career Tech Honors Diploma](#)
4. [STEM Honors Diploma](#)
5. [Arts Honors Diploma\\*](#)
6. [Social Science and Civic Engagement Honors Diploma](#)

\*includes dance, drama/theatre, music and visual art.

Students in the class of 2021 and beyond must meet the [revised criteria](#) to earn an honors diploma.

## **Communication to Students, Parents and JVSDs**

Districts must communicate to parents and students about the option to earn an honors diploma and the criteria required for students to earn each one of the six honors diplomas. School districts cannot require students to apply for or declare their intent to earn an honors diploma.

Districts must also involve Joint Vocational School Districts (JVSDs) in the development of policies, guidelines and procedures for the honors diploma rule. At least annually, JVSDs also must update districts on the status of students enrolled at their schools with respect to the honors diplomas.

## **EARLY GRADUATION**

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

## **EDUCATIONAL OPTIONS**

Provides alternative means by which a student can achieve the goals of the district, as well as her/his personal educational goals.

A list of the approved Educational Options is available in the guidance office.

## **COLLEGE CREDIT PLUS**

Ohio's College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university College Credit Plus is **free**. That means no cost for tuition, books or fees if you attend public school in the state of Ohio. If you choose to attend a private college or are homeschooled, you may have limited costs.

Your high school may have an agreement with a local college for specific courses, however, you can choose to take College Credit Plus courses from any college that offers a course that would benefit your future. This could include online courses.

Once you find the university or college you would like to attend for College Credit Plus, you can go to their website and complete the application—each school has their own process and procedures; as well as their own requirements to enroll in College Credit Plus.

Open to students in grades 7 through 12 who meet the requirements established by the college/university, as well as the deadlines established by the district, CCP can be an excellent resource. Please note:

- A student who fails a course will be charged for that course;
- A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion.
- A student under 18, must obtain written consent of the parents for attendance in counseling services offered with this educational option.
- Any interested student should contact the high school guidance office to obtain the necessary information.

Please visit <https://www.ohiohighered.org/collegecreditplus> for more details.

## **Early entrance RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by each school.

## **HOMEWORK**

Homework shall be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

## **STUDENT ASSESSMENT**

Unless exempted, each student must pass all portions of the state-mandated assessment tests as a requirement for graduation. The tests will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the school district does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the guidance office.

## **STUDENT ACTIVITIES**

### **School-Sponsored Clubs and Activities**

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students [both in-person and online] are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice.

### **Non-School Sponsored Clubs and Activities**

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.



No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

## **ATHLETICS**

Garfield Heights High School and Middle School provide a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy.

## **STUDENT EMPLOYMENT**

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact her/his counselor to discuss any legal requirements and to obtain any required documents.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **SCHEDULING AND ASSIGNMENTS**

### **Elementary Level**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

### **Secondary Level**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

## **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

Parents will not be allowed to remove their children from school early on a regular basis. The Garfield Heights City school district is committed to adhering to the guidelines formulated by the Ohio Department of Education that mandate that students receive a specified number of instructional minutes per day/week. Repeated, early removals from school cause children to miss the instructional/learning times that we are mandated to provide.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of 18 is allowed to withdraw from school without the written consent of her/his parents and in compliance with state law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from state immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school clinic or district nurse.

For the most recent immunization requirements, please visit the "Forms and Links" section on the front page of our website (<http://www.garfieldheightscityschools.com>).

## **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year.

### **USE OF MEDICATIONS**

Students, who must take prescribed medication during the school day, must comply with the following guidelines:

1. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
3. All medications must be registered with the principal's office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
4. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the principal's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request and approval by the district transportation supervisor. This should be arranged in advance.

If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers,

the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
7. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Non-Prescribed (Over-the-Counter) Medications**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the principal's office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms before exercise to prevent the onset of asthmatic symptoms at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the principal's office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice or bed bugs.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. The Department of Health will be notified and we will ask for their assistance if necessary.

Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

The district has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the state board of health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality. School administrators reserve the right to request that a parent provide a physician's note, on the physician's stationery, indicating that the child is approved to return to school.

## **CONTROL OF BLOOD-BORNE PATHOGENS**

The district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

1. Engaging in activities with other students in the school environment (like physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
2. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
3. Participating in extracurricular activities (like athletic activities) where physical injuries or other actions that can cause bleeding to occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify her/his teacher, who will contact the school office and assist the student in completing the requisite documents.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by her/his physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the federal and state laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus in cooperation with her/his physician.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with federal and state laws concerning confidentiality.

The student's parents will be encouraged to allow the district to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

## **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students, but to all individuals who have access to the district's programs and facilities.

The laws define a person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities;
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

The district has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with state and federal mandates, the district seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by federal (IDEIA, A.D.A. Section 504) and state law. Contact the special education department at (216) 475-8100 to inquire about evaluation procedures, programs, and services.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

## **ADMISSION OF HOMELESS STUDENTS**

The Board believes that all school-aged students, including homeless students, have a basic right to equal educational opportunities. Accordingly, the district must enroll each homeless student in the district in the school determined to be in the student's best interest. A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. A "doubling up" or sharing the housing with another family due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandonment in hospitals;
5. awaiting foster care placement;
6. 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;
7. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
8. migratory students.

In compliance with the McKinney-Vento Homeless Assistance Act, the district must make school placement determinations on the basis of the best interest of the student. To the extent feasible, homeless students are kept in the school of origin unless doing so is contrary to the wishes of the student's parent or guardian.

To the extent feasible, the district complies with a request made by a parent(s) regarding school placement regardless of whether the student lives with the homeless parent(s) or is temporarily residing elsewhere.

The Board ensures that:

1. It reviews and revises Board policies and regulations to eliminate barriers to the enrollment, retention and success in the schools of homeless students;
2. the district does not segregate homeless students into separate schools or separate programs within a school based on the student's status as homeless;
3. it appoints a district liaison who ensures that homeless students enroll and succeed in school and;



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

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

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

The district complies with the Ohio Department of Education's plan and state and federal laws for the education of homeless students.

### **STUDENT RECORDS**

1. Each student's official school record includes the following:
  - A. Records to be retained permanently
    - 1) Name and address of parent(s)
    - 2) Verification of date and place of birth
    - 3) Dates and record of attendance
    - 4) Course enrollment and grades
    - 5) Test data
    - 6) Date of graduation or withdrawal
  - B. Records of verifiable information to be retained during the student's school career
    - 1) Medical/health data
    - 2) Individual psychological evaluation (gathered with written consent of parent(s))
    - 3) Individual intelligence tests, tests for learning disabilities, etc. (counselor administered)
    - 4) Other verifiable information to be used in educational decision-making
2. Maintaining student records

- 1) Transcripts of the scholastic record contain only factual information. The district confines its record keeping to tasks with clearly defined educational ends.
- 2) Items listed under 1-A are retained for 100 years. Those listed under 1-B are retained during the student's enrollment and destroyed after graduation unless the school code imposes other restrictions.
- 3) Teacher and staff comments on student records are confined to matters related to Student performance.
- 4) Student records are considered as current educational and/or therapeutic tools and are available for use as such.

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

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

Eligible student- a student or former student who has reached age 18 or is attending a postsecondary school.

Parent- either natural parent of a student, unless her/his rights under the FERPA have been removed by a court order, a guardian or an individual acting as a parent or guardian in the absence of the student's parent(s).

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

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

1. a personal record kept by a school staff member that meets the following tests:
  - A. It is in the sole possession of the individual who made it;
  - B. it is used only as a personal memory aid; and
  - C. information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.
2. an employment record which is used only in relation to a student's employment by the district (employment for this purpose does not include activities for which a student receives a grade or credit in a course);

3. alumni records which relate to the student after she/he no longer attends classes provided by the district and the records do not relate to the person as a student and;
4. peer-graded papers before they are collected and recorded by a teacher.

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

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with state law, charges of specific fees for activities and materials used in the course of instruction may be assessed.

Charges may also be imposed for loss, damage or destruction of school apparatus, 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.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

## **STUDENT VALUABLES**

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

## **SAFETY & SECURITY and STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuations, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed by a parent or guardian on file in the school office, and it their responsibility to update FinalForms.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

1. All visitors must report to and sign in at the office when they arrive at school. Upon leaving, visitors are to sign out.
2. All visitors are given and required to wear a building pass while they are in the building. The pass/badge is to be returned to the school at the time of sign-out.
3. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
4. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
5. All outside doors are locked during the school day.
6. Portions of the building that will not be needed after the regular school day are closed off.

## **OUTSIDE AGENCY ASSISTANCE**

In addition to the district's guidance counselors and social worker, the Garfield Heights City Schools work very closely with a number of agencies from the community. These agencies are able to help students and families with concerns about anxiety, school phobia, emotional and mental health, school attendance, depression, suicide ideation, peer relationships, peer pressure, and more. Parents should contact their schools' main office or guidance office for additional details.

## **FIRE, TORNADO, AND SAFETY DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. The school conducts tornado drills during the tornado season following procedures prescribed by the state. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **EMERGENCY CLOSING AND DELAYS**

If a school must be closed or the opening delayed because of inclement weather or other conditions, the district will notify local television stations.

Information concerning school closings or delays can also be found on the district's web page at [www.garfieldheightscityschools.com](http://www.garfieldheightscityschools.com).

Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

## **VISITORS**

Visitors, particularly parents, are welcome at school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in or having a hall pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. ***The superintendent has the discretion to limit visitors to schools due to communicable disease outbreak or other health related and / or safety reasons.***

Students may not bring visitors to school without prior written permission from the principal.

## **USE OF THE LIBRARY/MEDIA CENTER**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. To check out other materials, students should follow the media center/library protocols.

In order to avoid late fees, all materials checked out of the library must be returned when due.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

A lost and found area is available in each school. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Other telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **USE OF WIRELESS COMMUNICATION DEVICES**

Possession of a cellular telephone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it, or allows it to be visible during the school day or on school-sponsored trips. Prohibited uses of the cellular telephones or ECDs during specified times includes making and/or receiving calls, sending text messages, taking pictures and/or making recordings.

Students participating in extracurricular activities and athletics must contact their coach or sponsor for her/his rules involving cellular telephone or ECD use after school hours or on after-school bus/school transportation trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

Use of a cellular telephone or other ECD in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (like warnings, parental notification and conferences, suspension, expulsion), or/and confiscation of the cellular telephone and/or ECD. If a cellular telephone or ECD is confiscated, it will only be released/returned to the student's parent after the student complies with any other disciplinary consequence that is imposed, and/or referral to law enforcement if the violation involves an illegal activity.

The district is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device.



## **Garfield Heights Middle School and High School Cell Phone Policy**

In order to appropriately prepare our students for using technology in a highly-digital society, the use of cell phones will be permitted at specific times at Garfield Heights High School. Cell phones/electronic devices can be used appropriately before the morning bell rings, during study halls, during lunch periods and after school. Appropriate use is defined as:

- Usage that does not disrupt others - no one should hear you or your device (sound off, ringers off, no phone calls)
- Usage that embraces headphone etiquette – headphones and wires are permissible in the designated areas at the specified times. No headphones or wires are allowed in the hallway or the classroom. These items will be confiscated if they are seen.
- Usage that maintains quiet and personal interactions - it is never acceptable to take a picture or video of a student or staff member.
- Usage that only accesses school-appropriate content.

Once inside any classroom, office, library, locker room, lab, or theater, cell phones/electronic devices must not be heard or accessed.

Misuse of cell phones during the school day will result in consequences. Additionally, if a student is asked to surrender her/his phone and does not, this is insubordination and will result in suspension. This is a new privilege, and with this comes greater student responsibility; please respect the learning environment.



## **COMPUTER TECHNOLOGY AND NETWORKS**

The district provides Internet services to its students. The district's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the district's computers, network and Internet services/connection (Network) are governed by the following principles and guidelines as well as the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The district utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The district further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The district supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the Network for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the district's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

1. Students are responsible for their behavior and communication on the Network and with school-issued devices.
2. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access. Students should use ClassLink to log in to all resources.
3. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
4. Students may not use the Network or school-issued devices to engage in "hacking" or other illegal activities (e.g. software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
5. Transmission of any material in violation of any state or federal law or regulation, or Board policy is prohibited.
6. Any use of the Network or school-issued devices for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
7. Use of the Network and/or school-issued devices to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or personal social media accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

- A. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- B. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- C. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as

You Tube;

- D. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- 8. Students are expected to abide by the following generally-accepted rules of network etiquette:
  - A. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
  - B. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  - C. Do not harass another person. Harassment is persistently acting in a manner that Distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
  - D. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  - E. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
  - F. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - G. Never agree to get together with someone you "meet" on-line without parent approval and participation.
  - H. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  - I. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

9. Malicious use of the Network and/or school-issued devices to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network and/or school-issued devices in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the district's Technology Protection Measure. Students must immediately notify the teacher, principal, or Director of Technology if they identify a possible security problem. Students should not go looking for security problems because this may be construed as an unlawful attempt to gain access.
10. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
11. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Director of Technology. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
12. Students must secure prior approval from a teacher before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
13. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the Director of Technology. All such authorized communications must comply with these guidelines.
14. Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records.
15. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the Network and/or school-issued devices will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to

inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network and/or school-issued devices. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

16. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
17. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail.)
18. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the district's users will be fully investigated and disciplinary action will be taken as appropriate.
19. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Director of Technology. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purpose. The following hierarchy will prevail in governing access to the Network:
  - A. Class work, assigned and supervised by a staff member
  - B. Class work, specifically assigned but independently conducted
  - C. Personal correspondence (checking, composing, and sending email)
  - D. Training (use of such programs as typing tutors, etc.)
  - E. Personal discovery ("surfing the Internet")
  - F. Other uses- access to resources for other uses may be further limited during the school day at the discretion of the principal or teacher.
  - G. Game playing is not permitted at any time.

## **INTERROGATIONS AND SEARCHES**

### **Searches of School Property Assigned to a Student**

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

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

### **Searches of a Student's Person or Personal Property by School Personnel**

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

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

**PLEASE NOTES: ONLINE ACTIVITY IS MONITORED FOR ALL STUDENTS. Monitoring occurs via the Network, as well as, on the hardware. Administrators, parents, and students will be notified if questionable behaviors or searches ensue. Discipline could be warranted.**

### **Searches of Student Property by Law Enforcement Officials**

When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted.

### **Interrogations by Law Enforcement Officials**

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

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administrator shall notify the parent(s) of the student to be interviewed by the law enforcement officials, if the law enforcement officials have not, before the student questioned so that the parent(s) may be present if they so desire.
5. A school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).
7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, she/he should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters which are properly in the realm of a law enforcement agency.
8. Whenever the school district's School Resource Officer (who is a Garfield Heights Police Department officer) has a conversation with a student and/or a school officer, this is not considered to be an interrogation, unless the student is a suspect in a criminal activity.



## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

1. Material cannot be displayed if it:
  - A. is obscene to minors, libelous, or pervasively indecent or vulgar;
  - B. advertises any product or service not permitted to minors by law;
  - C. intends to be insulting or harassing;
  - D. intends to incite fighting; or
  - E. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
2. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

### **Possession of Obscene Materials**

Any student who is found to be in possession of obscene materials while under the jurisdiction of the school shall be subject to disciplinary action. Such action may include, but not be limited to, suspension, expulsion, permanent confiscation of the obscene materials, and/or referral to the appropriate law enforcement or government agencies.

Obscene materials shall include, but not be limited to: video tapes, cards, posters, pictures or photographs, drawings, books, films, magazines, cassettes, records, compact disks, including electronic versions thereof. What is obscene shall be determined on a case by case basis, but for the purpose of guidance shall include, but not be limited to: language, whether written or oral, and/or depictions, which are lewd, vulgar, degrading, sexually explicit or suggestive, or which appeal to degrading interests or pose a clear and imminent threat to school discipline and decorum.

A major component of the educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with federal, state and local laws and rules and Board policies, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **Expected Behaviors**

Students are expected to:

1. Act courteously to adults and fellow students;
2. be prompt to school and attentive in class;
3. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
4. complete assigned tasks on time and as directed;
5. help maintain a school environment that is safe, friendly, and productive;
6. act at all times in a manner that reflects pride in self, family, and in the school.

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

1. A teacher to communicate effectively with all student in the class; and
2. all students in the class the opportunity to learn.

## **STUDENT CONDUCT CODE**

School rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus/school transportation vehicle rules.

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the school.

### **Viewing of Videotapes or Other Media That Is Owned by the School District**

Only school officials, law enforcement officials, or other designated individuals are permitted to view videotapes or other video recordings that have been produced by school staff on school property, including school buildings, busses/school transportation vehicles, and other or by staff employed by the school district.

Because it is not possible to list every misbehavior that can occur, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It may include, but is not limited to:

1. writing assignments;
2. change of seating or location;
3. before school, lunch-time, after-school detention
4. in-school discipline.

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and her/his parents one day's notice. The student or her/his parents are responsible for transportation.

## **In-School Discipline**

The following rules apply to In-school Discipline:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
6. No food or beverages shall be consumed.

## **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Any student who is expelled from school will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The superintendent at her/his discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspensions and expulsions may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement. The processes outlined above apply to both in-person and remote learners.

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain her/his view of the underlying facts. After that informal hearing, the principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and her/his parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within five (5) days after receipt of the suspension notice, to the principal. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or her/his representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Absence from school due to suspension shall be considered an authorized absence.

The student will be given credit for properly-completed assignments and will receive a grade for any made-up tests.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or a designee, and may challenge the reasons for the removal or otherwise explain her/his actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s) of the student. This notice will include the reasons for the suspension, the right of the student or her/his parent(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by her/his parents, legal counsel, and/or by a person of her/his choice at the hearing.

In accordance with Board Policy, the superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) days after the superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **PERMANENT EXCLUSION**

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; or/and
2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee.

In addition, complicity in any of the above acts may be the basis for permanent exclusion.

Any building administrator witnessing, or having knowledge of, one of these acts must report the incident to the superintendent within 24 hours, whether or not the student is over 16 years of age.

If the superintendent receives notification that a student has been found guilty of or is adjudicated delinquent for any of the listed offenses, a determination must be made whether the student's continued attendance endangers the health and safety of other students or employees or whether the student's attendance poses a danger of disruption to the graded course of study. If the superintendent determines that either danger exists, she/he may recommend that the Board adopt a resolution requesting the State Superintendent of Public Instruction to permanently exclude the student from attendance in any Ohio school. Written notice of the superintendent's recommendation for permanent exclusion is provided to the student and her/his parent(s).

The Board acts upon the superintendent's recommendation within 14 days. Among the items the Board considers is information on:

1. Academic and extracurricular activity record of the student;
2. disciplinary record of the student;
3. social history of the student;
4. response to prior discipline and sanctions;
5. seriousness of the offense and any aggravating circumstances;
6. any mitigating circumstances;
7. evidence regarding the possible danger to other students and employees if the student remains in the district;
8. evidence regarding the probable disruption of the graded course of study; and
9. availability of less serious sanctions that would permit the student to stay in the district without conflict with either (7) or (8).

The Board may allow for the hearing of witnesses and the presentation of additional evidence.

If the Board adopts the resolution to permanently exclude the student, the Board:

1. Forwards the written resolution, together with the adjudication or conviction and a copy of the student's entire school record, to the State Superintendent;
2. promptly designates a representative to present the district's case for permanent exclusion to the State Superintendent; and
3. forwards a copy of the resolution to the student and her/his parent(s).



If the State Superintendent rejects the resolution, the student shall be re-admitted to the district's schools.

No employee shall knowingly admit, or cause by inaction to be admitted, any student who has been permanently excluded.

### **Re-Admission From a Permanent Exclusion**

If the superintendent determines that a permanently excluded student no longer represents a danger to the health and safety of other students or staff, the superintendent may recommend that the student be re-admitted.

On the recommendation of the superintendent, the Board considers a resolution requesting the State Superintendent to revoke the permanent exclusion. If the Board adopts the resolution, it is forwarded to the State Superintendent, together with the reasons for the resolution and any relevant information.

### **Probationary Admission Following a Permanent Exclusion**

Under state law, a student permanently excluded from school may request probationary admission for a period not to exceed 90 days in any public school district.

If a student requests consideration of probationary admission into the district, the superintendent may enter into discussions with the student and her/his parent(s) to develop a probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the district.

If a satisfactory plan is developed, the superintendent recommends that the Board allow the student to attend classes according to the terms of the plan. The Board acts on the recommendation within 14 days.

If a student violates the terms of the re-admission plan, the superintendent may immediately remove the student, pending action by the Board. The Board's action must take place within five days from receipt of the superintendent's recommendation to revoke the re-admission.

A student in compliance with her/his probationary re-admission plan may request either an extension of the plan for an additional 90 days or for the superintendent to recommend that the permanent exclusion be revoked.

## **DRESS AND GROOMING**

### **STUDENT ATTIRE**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

The following styles or manners of dress are prohibited:

1. All clothing must be of appropriate size and fit neatly.
2. Clothing that is low-cut or sheer or lightweight enough to be seen through is not permitted.
3. Shoes, sandals, or boots must be worn. The footwear shall not cause a safety hazard.
4. Jackets, coats and outerwear may not be worn during the school day and must be kept in a locker, unless a school administrator permits otherwise.
5. Sunglasses may not be worn and must be kept in a locker/book bag.
6. Any garment specifically made to be an undergarment is not to be worn as an outer garment.
7. Any article of apparel, clothing, and/or accessory that promotes drugs, alcohol, tobacco, sex, violence or is gang-related, offensive or degrading is not permitted.
8. Any article of apparel, clothing, and/or accessory that presents a hazard to the individual or to other people is not permitted.
9. Anything that may cause a distraction to the educational process, interferes with discipline or is deemed inappropriate by administration is not permitted.

Garfield Heights City School logos or other Garfield Heights spirit wear that has been approved by administration is permissible at any time.

### **Pants, Shorts, Skorts, Capris, Skirts, Dresses**

1. All pants, shorts, skorts, capris, and skirts must meet all guidelines in this dress code including, but not limited to, fit, length, and style.
2. Shorts, skorts, skirts, and dresses must be of an appropriate length and must not be disruptive.
3. Clothing with holes is subject to the guidelines and restrictions of the school.

### **Shirts, Sweatshirts, Sweaters, Vests, Pullovers**

1. Tops must meet all guidelines in this dress code including, but not limited to, fit and length
2. All shirts must have sleeves. Bare midriff, see-through and/or cutout clothing; tank tops, tube tops, spaghetti strap dresses and sheer clothing are not permitted. Low-cut, revealing blouses may not be worn.
3. Because of safety concerns, building administrators reserve the right to prohibit the wearing of items of clothing or attire deemed unsafe or inappropriate. Inappropriate attire can, for example, cause a safety concern during a fire event, or during other situations demanding quick building evacuation.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

Students who are representing Garfield Heights City Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **GANGS**

Gangs/groups that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or her/his parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Conduct Code.

## **MORE SPECIFIC CONDUCT CODE VIOLATIONS**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent notification, parent conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia is prohibited.

Any student suspected of having or being under the influence of drugs or alcohol will be sent to the office for further investigation and disposition, including disciplinary action and/or referral as may be deemed appropriate.

### **2. Anabolic steroids**

Anabolic steroids, counterfeit alcoholic substances, or substances in containers which imitate or appear to be the containers normally used in a commercial sale of alcoholic substances are prohibited.

Any student showing evidence of consumption of anabolic steroids, drugs or alcohol will be sent to the office for further investigation and disposition, including disciplinary action and/or referral as may be deemed appropriate.

### **3. Possession/use of tobacco (including possession of “electric cigarettes”)**

Possession, evidence of consumption, distribution, purchase or attempt to purchase, and/or use of tobacco or tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses/school transportation vehicles, and at any interscholastic competition, extra-curricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Vaping and smoking clove cigarettes is also prohibited.

### **4. Use and/or possession of a firearm**

Bringing a firearm (as defined in the federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This

expulsion may be reduced on a case-by-case basis by the superintendent using the guideline(s) set forth in Board Policy.

A firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus/school transportation vehicle that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

#### **5. Use and/or possession of a weapon or a look-a-like weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, starter pistols, cap pistols, chains, wallet chains, dog leash chains, Tasers, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Students are prohibited from knowingly possessing an object on school premises, in a school or school building, at a school activity, or on a school bus/school transportation vehicle if both (a) the object is indistinguishable from a firearm, whether or not the object is capable of being fired and (b) the person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm. Law enforcement and security personnel and other people with written authorization are exempt from this prohibition since they typically carry real weapons.

Students in possession of a weapon on school property (including a school bus/school transportation vehicle) or at a school-sponsored event or on property owned by the school district may be subject to a 1-year expulsion and possible permanent exclusion, even if the weapon was brought to the property by someone else.

#### **6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

It shall be left to the discretion of the building administrator to determine whether an object in the possession of a student constitutes a weapon. Any such weapon shall be immediately

confiscated by the school authorities. Additional disciplinary action may be taken up to and including suspension, expulsion, referral to juvenile authorities, or any combination thereof. The weapon will be turned over to law enforcement officials.

## **7. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are encouraged to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

## **8. Arson**

Arson is the intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Students who maliciously, willfully, or through gross negligence or carelessness (considering the age of the offender) burn, destroy, or ruin school property or the property of others shall make restitution and may be subject to further disciplinary or/and legal action. Students may be referred to fire, or/and court, or/and law enforcement officials.

## **9. Physically assaulting a staff member/student/person associated with the district**

Students are prohibited from intentionally causing fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the district, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered an assault. An assault may result in criminal charges and may subject the student to expulsion.

## **10. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the district**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the district reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member, regardless of where it occurs, in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

Student shall refrain from using language that is deemed offensive especially words that discriminate against a person's race, national origin, gender, sexual orientation, or gender identity.

### **11. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

Students may be disciplined for misconduct that occurs at sites other than on school property or at a school activity. A student may be disciplined for (1) misconduct that occurs off the 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 school district and (2) misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

### **12. Misconduct off school grounds**

Since school administrators have the responsibility to protect all students and to maintain discipline and order, a school administrator may discipline any student who violates a lawful school regulation while this student is under the jurisdiction of the school.

The school's jurisdiction may include students who are on their way to or from school, or who are at school-related events, or who are on their way to or from school-related events. A school administrator has the option to discipline students for conduct which affects the health, safety, order, or educational environment of the school.

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the district.

Misconduct is defined as any violation of the Student Conduct Code.

### **13. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

For the purpose of further interpreting this policy, extortion is an action or threat that forces a person to pay money, to give materials, or to perform services that are not due to the extorter. Because extortion is a criminal offense, students are encouraged to report any threat, attempt, or practice of extortion to the office immediately.

In the event of extortion, vandalism, or theft, violators will be subjected to the following disciplinary measures: Parents of all parties involved will be contacted immediately; restitution will be made; necessary legal steps will be taken; a suspension of up to ten days may be administered; and the school administration may recommend an expulsion.



#### **14. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

#### **15. Falsification of school work, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification or misrepresenting oneself, or giving false information to a staff member is forgery. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

#### **16. Cheating and plagiarism**

Plagiarism, cheating, and copyright infringement are also forms of falsification and academic misconduct and will subject the student to academic penalties as well as disciplinary action. Please be cognizant of the fact that online/digital information is not free-for-the-taking. It is not appropriate to use information from the Internet and call it your own. Please give credit to all artists and authors to avoid misconduct.

#### **17. Bomb threats, and other false alarms and reports**

No student shall transmit a false alarm by telephone, in writing, by word of mouth, or by any other means. Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made will result in an expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action. Students may be referred to fire, or/and court, or/and law enforcement officials.

#### **18. Terrorist threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another is cause for immediate disciplinary action, up to and including suspension and expulsion from school. Students may be referred to Homeland Security, the FBI, fire officials, court officials, law enforcement officials, or any combination thereof.

#### **19. Possession and/or use of combustible, flammable, explosives, burnable items, and/or fireworks**

Students are prohibited from possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release

of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additional prohibited items include, but are not limited to, lighters, matches, portable heaters, fire crackers, bombs or similar items.

This prohibition does not apply to the use of such items in classrooms or in situations which are under the direct supervision of a teacher, administrator or other appropriate staff person, nor does it apply to situations in which students are directed to use equipment such as Bunsen burners or other combustible or flammable items as part of classroom related activities.

Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation is prohibited.

## **20. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network is prohibited. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the building administrator.

## **21. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property is considered theft. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal. The school is not responsible for the loss or theft of a student's personal property.

Where appropriate, the stolen property will be returned to the rightful owner and, in the event the property has been used, full restitution shall be made to the party aggrieved. school administrators reserve the right to refer such instances to law enforcement officials.

## **22. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members, may result in disciplinary action.

### **23. Damaging property (vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others, and a disregard for school property is vandalism.

A student who maliciously, willfully, or through gross negligence or carelessness, (considering the age of the student) burns, destroys, ruins, or permanently or temporarily defaces school property or the property of others, shall make restitution and may be subject to suspension or/and expulsion.

Destroying, ruining, or temporarily or permanently defacing school property or the property of others includes writing graffiti or obscenity on such property. Parents are liable, up to the amount provided by law, for the willful destruction of property by a minor in their control. Students may be referred to law enforcement officials.

### **24. Persistent absence or tardiness (see Page 22, above, regarding excessive absences)**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court.

### **25. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

### **26. Refusing to accept discipline**

Students who repeatedly and consistently refuse to comply with disciplinary penalties may face enhanced penalties for such action.

### **27. Aiding or abetting violation of school rules**

Students who assist other students in the violation of any school rule are guilty of aiding or abetting in the violation. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **28. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature on school property or at school-related activities is prohibited and will result in disciplinary action.

### **29. Possession of electronic equipment**

The school will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the building administrator. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

### **30. Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the Code of Student Conduct.

### **31. Violation of bus rules/ suspension of bus/ school transportation vehicle riding/transportation privileges**

When a student is being considered for suspension of bus riding/school transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal, or assistant principal, or other administrator will decide whether or not to suspend her/his bus/school transportation vehicle riding/transportation privileges for all or part of the school year.

If a student's bus/school transportation vehicle riding/transportation privileges are to be suspended, s/he and her/his parents will be notified of the reason for, and the length of, the suspension.

### **32. Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

### **33. Harassment and/or aggressive behavior (including bullying and cyberbullying)**

Harassment and/or aggressive behavior (including bullying/cyberbullying) towards a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

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 or while enroute 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, district employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the state Board of Education's Model Policy. The building administrator determines whether or not an incident should be called bullying.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, 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.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. 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 electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibit 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 other students.

Any student or student's parent 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 has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to an expulsion for students, up to discharge for employees, up to an exclusion for parents, 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.

Retaliation against any person who reports or files a complaint, or who is thought to have reported or filed a complaint, is prohibited and will not be tolerated. Such retaliation 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. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally 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, s/he should report it and allow the administration to determine the appropriate course of action.

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 parent 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, act of harassment, intimidate, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent 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.

#### **34. Ethnic intimidation**

No student shall engage in ethnic intimidation. Ethnic intimidation is defined as engaging in behavior prohibited by any criminal statute of the Ohio Revised Code, by reason of race, color, religion, or national origin of another person or group of persons. Examples of ethnic intimidation include, but are not limited to the following:

Making offensively coarse utterances, gestures, displays, or communicating unwarranted and grossly abusive language to any person;

Insulting, taunting, or challenging another, under circumstances in which such conduct is likely to provoke a violent response;

Menacing: knowingly causing another person to believe that the offender will cause physical harm to the person or property of such other person or member of his immediate family.

#### **Complaints**

Students and/or their parents 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.

#### **Privacy/Confidentiality**

The school district will respect the privacy of the complainant, the individual(s) against who 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 with 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 web site (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 handbooks. 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 procedure.

### **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, and aggressive behavior and bullying in general, will be age and content appropriate.

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.

### **35. Propping open doors**

Propping open, or holding open, an exterior door to a building will result in a suspension.



### **36. Opening exterior doors to the public**

Opening exterior doors to a building, or causing them to become open so that school or non-school people can enter, may result in a suspension and/or an expulsion.

### **37. Hazing**

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

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **38. Violent conduct**

Students may be expelled for up to one school year for committing a violent act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

### **39. Improper dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive to the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

### **40. Careless or reckless driving**

Students are prohibited from driving on school property in such a manner as to endanger persons or property.

#### **41. Burglary**

Students are prohibited from entering a building or a specific area of a building without consent and with the intent to commit a crime, or entering a building without consent and committing a crime.

#### **42. Fighting**

Students are prohibited from engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or both parties contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior) will result in disciplinary action.

#### **43. Lighting incendiary devices**

Students are prohibited from the unauthorized igniting of matches, lighters and other devices that produce flames.

#### **44. Possession of pornography**

Students are prohibited from possessing sexually explicit material on school property.

#### **45. Unauthorized use of vehicles**

Students are prohibited from occupying or using vehicles during school hours without parental permission and/or school authorization.

## **STUDENT TRANSPORTATION**

Throughout this document, the term “bus” includes school transportation vehicles.

**Bus/School Transportation Vehicle to School** (In this section, “bus” includes school transportation vehicles).

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

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

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The principal may approve a change in a student’s regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

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

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

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

Students who are riding to and from school on district-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

## **1. Prior to Loading (On the Road and at School)**

Each student shall:

- A. Be on time at the designated loading zone (five (5) minutes prior to scheduled stop);
- B. stay off the road at all times while walking to and waiting for school transportation;
- C. line up single file off the roadway to enter;
- D. wait until the school transportation is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the driver signals it is safe to cross;
- F. properly board and depart the vehicle;
- G. go immediately to a seat and be seated.

It is the responsibility of parents to inform the bus driver when their children will not be using school transportation. Drivers will not wait for students who are not at their designated stops on time.

## **2. During the Trip**

Each student shall:

- A. Remain seated while the school transportation is in motion;
- B. keep head, hands, arms, and legs inside the school transportation at all times;
- C. not push, shove or engage in scuffling;
- D. not litter in the school vehicle or throw anything in, into, or from the vehicle;
- E. keep books, packages, coats, and all other objects out of the aisle;
- F. be courteous to the driver and to other riders;
- G. not eat or play games, cards, etc.;
- H. not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- I. not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### **3. Exiting the School Vehicle**

Each student shall:

- A. Remain seated until the vehicle has stopped;
- B. cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

#### **STUDENT CONDUCT ON SCHOOL BUSES**

(In this section, “bus” includes school transportation vehicles.)

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

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students shall:

- 1. Be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway;
- 2. be on time at the bus stop in order to permit the bus to follow the time schedule;
- 3. sit in assigned seats (bus drivers have the right to assign a student to a seat in the bus and expect reasonable conduct similar to conduct expected in a classroom);
- 4. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
- 5. obey the driver promptly and respectfully and recognize that she/he has an important responsibility and that it is everyone’s duty to help ensure safety;
- 6. keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
- 7. refrain from loud talking or laughing (unnecessary confusion diverts the driver’s attention and might result in a serious accident);

8. keep head, arms and hands inside the bus at all times;
9. be courteous to fellow students and to the bus driver;
10. treat bus equipment as one would treat valuable furniture in her/his home (damage to the school bus is strictly forbidden); and
11. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

Failure of a student to follow these regulations may result in her/his forfeiting the right of transportation by school bus.

### **School Bus/Vehicle Transportation Discipline**

The Board authorizes the superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, she/he should report it to the transportation supervisor (bus write up). The transportation supervisor will forward all bus write ups to the appropriate principal(s). After three (3) write ups, bus riding privileges for that student shall be suspended for up to five days. Any discipline or notification of suspension of bus riding privileges shall be communicated by the principal of the appropriate school with support from the transportation supervisor to the parent and student.
3. Problems which cannot be resolved by measures specified above are referred to the superintendent.

### **Videotapes on School Buses/School Transportation Vehicles**

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and her/his actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior. We do not allow the general public to view videos from school busses.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the student conduct code and may lose the privilege of riding on the bus.

### **TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

When transportation by a district vehicle is either not available or not feasible, there may be a need to provide transportation to students by a private vehicle that is contracted by the Board. No student will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using the form "Parental Consent for Transportation by Private Vehicle." Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

### **SELF-TRANSPORTATION TO SCHOOL**

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the school. All vehicles entering school property are subject to search and inspection.

### **PBIS**

The Garfield Heights City Schools provide positive educational experiences for our students. We create positive learning environments for them so that they can be appropriately challenged and so that they can develop the confidence and pride they need in order to succeed. In order to help us to accomplish this mission, we participate in the Positive Behavior Intervention and Supports (PBIS) program.

At the elementary level, students are expected to be prompt and prepared, to accept responsibility, to work hard, and to show respect. Middle School, Learning Center, and High School students are expected to be safe, respectful, and responsible.

All of our students, are expected to show Bulldog Pride by incorporating all of the qualities that are mentioned above.

## **FOUNDATIONAL CONSEQUENCES**

The following Foundational Consequences Outline shall be used as a guideline and subject to District Administrator discretion. At any time, an Administrator reserves the right to impose a disciplinary action at their discretion due to the severity of the offense.

### **LEVEL I OFFENSES:**

**Repeated or chronic occurrences of Level I offenses may result in suspension as a Level II Offense.**

- Tardiness
- Behavior of a Disruptive Nature
- Failure to Comply with Directives
- Verbal/Physical Threats
- Unauthorized use of Electronic Equipment
- Appearance and dress.

### **SUSPENSION DISCIPLINE:**

Suspension shall be temporary exclusion of a student recommended by the superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed and fewer than ten (10) days remain in the school year.

**LEVEL II OFFENSES: Principals may suspend a student for a period of up to (10) school days for repeat offenders of the following:**

- Cutting/Skipping Class (1-3 days for repeat offenders)
- Use/Possession of Tobacco (1-5 days)
- Improper or Threatening Language/Gestures (1-5 days)
- Leaving school without permission (5 days)
- Forgery (1-3 days)
- Academic Misconduct (1-3 days)
- Gambling or Possession of Gambling Paraphernalia (1-5 days)
- Trespassing (1-5 days)
- Engaging in or causing a Disruption on the School Bus (1- 5 days) unless the offense is fighting which could result in a (10) day suspension) and removal from bus privileges.
- Horseplay (1-5 days)
- Profanity or Obscenity (1-5 days based on the severity and situation)
- Use of an Object as a weapon (3-10 days – possible recommendation for expulsion)
- Disruption (1-3 days)
- Possession of Stolen Property (3-10 days); may be recommended for expulsion and subject to police referral.



- Intrusion/Unauthorized Area (1-5 days)

**Corrective Actions for Level II Offenses:**

The principal may use Board approved agency mediation programs for conflicts between students as appropriate.

**LEVEL III OFFENSES:** Principals may suspend a student for a period of up to ten (10) school days or recommend expulsion for the following:

- Fighting (10 days)
- Bullying, Harassment and Intimidation (5-10 days)
- Cyber bullying, ‘and/or’ ‘harassment’ (5-10 days)
- Damage or Destruction of Property (1-10 days with the expectation of paying restitution)
- Theft or Unauthorized Removal of Property (5-10 days)
- False Alarm/Bomb Threat (10 days, automatic recommendation for expulsion)
- Hazing (1-5 days)
- Gang Related Activity (1-10 days, possible recommendation for expulsion)
- Extortion (5-10 days)
- Narcotics, Alcoholic Beverages, and Drugs (10 days recommendation for . expulsion)

1. Possession, Purchase, Use, Application or Being under the influence:

a. **First offense:**

1. The principal will notify the student and the student’s parent, guardian, or custodian in writing of an intent to suspend and will arrange a suspension hearing among the student, the student’s parent(s), guardian, or custodian and the principal.
2. The principal or principal’s designee will notify the appropriate counselor of the incident.
3. The principal may suspend the student for (10) days in compliance with all requirements of law and this Code of Student Rights, Responsibilities and Discipline Five (5) of the (10) days of suspension can be replaced with nine (9) hours of Community Service if the student completes the following:
  - The student proceeds to have a drug and alcohol assessment conducted by a chemical dependency counselor (which includes a drug test) and meets with the Principal and/or designee within (5) school days upon the return from suspension.
  - The student agrees to follow any appropriate treatment required by the chemical dependency counselor, which may include but not be limited to required attendance at support groups.

- The professional satisfactorily notifies the Principal and/or designee of the foregoing.
- The student agrees to continue attendance of in-school support groups where appropriate.
- Upon return students will be required to work with one or more of our partner agencies that provide social service support & intervention as part of the restorative process.
- The student attends educational programs required by Garfield City School District and/or School. **Failure to meet the above requirements will result in days (six) 6-10 (ten) of O.S.S. being reinstated.**

**B. Second offense:**

1. A parent of the student will be immediately notified of the incident. The student may be suspended from school for 10 days.
  2. The principal may recommend that the superintendent expel the student.
  3. The principal or principal's designee will notify the appropriate counselor of the incident.
  4. The superintendent and/or designee may expel the student for up to 80 (eighty) days beyond the days of suspension.
- Misconduct against a school official or employee, or the property of such a person, regardless of where or when it occurs. A student shall not commit misconduct against a school official or employee, including, but not limited to harassment (of any type), vandalism, assault (verbal and/or physical) and destruction of property. (10 days, recommendation of expulsion)
  - Robbery: a student shall not take another person's property by force or threat of force. (10 days, rec. expulsion)
  - Assault: a student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical harm to another person. (5-10 days, possible rec. expulsion)
  - Displays of Affection: Affection between students is personal and not intended for public display. This includes touching, petting or any other contact that may be considered sexual in nature. (1-5 days depending upon the level of affection)
  - Inappropriate use of Technology: Students shall not violate the information - Technology Acceptable Use Policy adopted by Board of Education. (1-3 days)
  - Computer 'Hacking': Unauthorized use includes:
    1. Use of district computers to gain unauthorized access to district or other databases

2. Use of school computers, facsimile equipment, or other electronic devices to transmit, receive, view or display obscene, vulgar, sexually explicit or racist media
3. Use of the school computer to engage in participation in hate groups, to incite violence or aggressive action on the part of the student body or promote racial disorder

***\*\* In addition to any criminal penalties, students will be suspended and recommended for expulsion. \*\****

**38. Misconduct Away From School:** A student who sells or transmits any narcotic drug, hallucinogenic drug, cocaine, marijuana, or any other controlled substance of abuse off school property or at a non-school sponsored or related activity; engages in an assault upon a school employee or other student off school property, at a non-school sponsored or related activity, function or event; or engages in electronic harassment or threats may be subjected to suspension or expulsion from school. The superintendent determines if the student's continued presence in the school is reasonably certain to significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students and or has a negative influence on others to act or do the same. (10 days recommended expulsion)

**For misconduct by a student occurring off district property but is connected to activities or incidents that have occurred on district property.** Students will be suspended and may be recommended for expulsion for any misconduct first occurring on school property, or started off school property and carried over into the school and caused conflict or disruption.

**Corrective Actions for Level III Offenses:**

- The principal may recommend a student be expelled.
- The Garfield Heights City Police Department may be called if a serious incident occurs.
- Parents will be informed of any Level III offense committed by their child within one school day by the administration or its designee
- In the event a student causes damages to occur to Board of Education property, Parents/guardians will be responsible for the cost of such damages in accordance with Ohio Revised Code Section 3109.09. Students may be assigned for Community Services (I.e. restitution)

**LEVEL IV OFFENSES: Principals may suspend a student for a period of ten (10) school days or recommend expulsion for the following:**

- Arson: (10 days, recommended for expulsion)
- Falsely setting off or pulling fire alarm in school building: (10 days, recommended expulsion)
- Use/Possession of a Firearm or Other Weapons or look alike weapons and firearms (10 days, recommended expulsion)
- Sale/Distribution of Weapons: (10 days, recommended expulsion)

- Use/Possession of an Explosive, Incendiary, or Poison Gas: (10 days recommended. expulsion)
- Sale/Distribution of other Drugs: (10 days, recommended expulsion)
- Criminal Acts: Commission of an act while under the authority of the district that is a criminal offense when committed by an adult (Ohio Revised Code 2901.1) ( 10 days and recommended expulsion)

**Corrective Actions for Level IV Offenses:**

- The principal may recommend a student be expelled.
- The Garfield City Police Department may be called if a serious incident occurs.
- Parents will be informed of any Level IV offense committed by their child within a reasonable time period by the administration or its designee.
- Students, after required due process as specified in Ohio Revised Code 3313.66, found to have violated this section shall be expelled by the superintendent.
- If the actions giving rise to expulsion for any of the misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in Ohio Revised Code 3313.662(A) based upon such actions, the student may be permanently excluded from the District. The procedures for permanent exclusion are set forth above in this handbook.
- In the event a student causes damages to occur to Board of Education property, parents/guardians will be responsible for the cost of such damages in accordance with Ohio Revised Code Section 3109.09
- 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 O.R.C. 3313.666. If that person reports an incident or 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.