

**GRANDVIEW HEIGHTS HIGH SCHOOL  
PARENT AND STUDENT HANDBOOK**

**GRANDVIEW HEIGHTS HIGH SCHOOL**  
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Columbus, OH 43212

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## Message From the Principal

The entire staff of Grandview Heights High School welcomes you to the 2011-2012 school year. We are committed to building upon the strong traditions of excellence that have existed in our school community for many years, and count on YOU to carry on those traditions. Our staff stands ready to assist you in your efforts to gain a quality education and maximize your potential.

We believe this handbook will serve as a reference to access information that is necessary to understand the daily operation of our school. It is essential that all students understand the information within this handbook to help each student successfully navigate throughout the school year. It is also strongly suggested that parents are familiar with the handbook.

If there comes a time this handbook does not give you the information you need, please call the high school and we will be more than happy to assist you in getting the information you need.

Your high school years should be four of the happiest and most active years of your life. Your involvement in school activities will leave an imprint on your life. You will also create memories that will last throughout your lifetime. Make your mark on Grandview Heights High School and take the initiative to get involved!

The partnership between families and our school is essential in the success of all those involved. Parents, I encourage you to become actively involved in your student's academic, extra-curricular and co-curricular activities. Together we will accomplish great things for our students, staff and school community!

**Go Bobcats!**

Dawn Sayre  
Principal  
Grandview Heights High School

## MISSION STATEMENT

*Our mission is to maximize and personalize each student's learning*

## QUESTIONS THAT GUIDE OUR WORK

- *What is it we want our students to learn?*
- *How will we know when they have learned it?*
- *What will we do when they do?*
- *What will we do when they do not?*

## GRANDVIEW HEIGHTS HIGH SCHOOL

Attendance (614) 485-4004  
Main Office (614) 481-3620  
Fax (614) 485-1067  
Athletic Office (614) 485-4008  
Athletic Directions Hotline (614) 485-4190  
**Main Office Hours: 7:30 a.m. - 4:00 p.m.**

## DISTRICT INFORMATION SOURCES

Grandview Heights offers a variety of ways to keep up with important news and information on our school district:  
Web Site: The district's site offers a wealth of information about Grandview Heights, including school closings and delays, Board of Education meeting minutes, calendar updates, and our monthly Harbinger Newsletter. Make sure you regularly visit [www.grandviewschools.org](http://www.grandviewschools.org).

**Listserve:** Receive news, announcements and updates from Grandview Heights straight to your e-mail inbox. To subscribe or to manage your account, visit [www.grandviewschools.org](http://www.grandviewschools.org).

**InfoNet:** We will occasionally call you with an automated message containing information that you may need to know about Grandview Heights High School.

## SCHOOL CLOSINGS

In the event of inclement weather, school delays and closings will be posted online at [www.grandviewschools.org](http://www.grandviewschools.org). Delay and closing information will also be reported to local television and radio stations.

## ASBESTOS NOTICE

The Board of Education maintains a program of periodic surveillance and inspection of facilities or equipment containing asbestos, and complies with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

## REGULAR BELL SCHEDULE

Regular Class Schedule - 50-Minute Periods

Zero Period	7:00	-	7:50
Homeroom	8:00	-	8:05
Period 1	8:08	-	8:58
Period 2	9:01	-	9:51
Period 3	9:54	-	10:44
Period 4	10:47	-	11:37
Lunch	11:37	-	12:24
Period 5	12:24	-	1:14
Period 6	1:17	-	2:07
Period 7	2:10	-	3:00

## EXTENDED LUNCH BELL SCHEDULE

Students will occasionally have the following extended lunch schedule in order to accommodate staff meetings at the high school.

Zero Period	7:00	-	7:50
Homeroom	8:00	-	8:05
Period 1	8:08	-	8:58
Period 2	9:01	-	9:47
Period 3	9:50	-	10:36
Period 4	10:39	-	11:25
Lunch	11:25	-	12:28
Period 5	12:28	-	1:14
Period 6	1:17	-	2:07
Period 7	2:10	-	3:00

## LATE START BELL SCHEDULE (9/13, 11/1, 2/7)

Students will occasionally have the following late start schedule to accommodate staff professional development.

Period 1	10:15	-	10:47
Period 2	10:50	-	11:22
Period 3	11:25	-	11:57
Lunch	11:57	-	12:43
Period 4	12:43	-	1:15
Period 5	1:18	-	1:50
Period 6	1:53	-	2:25
Period 7	2:28	-	3:00

## SPRING OGT TESTING SCHEDULE (March 12-16)

Period 1	10:00	-	10:34
Period 2	10:37	-	11:11
Period 3	11:14	-	11:48
Lunch	11:48	-	12:35
Period 4	12:35	-	1:09
Period 5	1:12	-	1:46
Period 6	1:49	-	2:23
Period 7	2:26	-	3:00

## CLOSED LUNCH CONTIGENCY PLAN

In the event that we would need to have a closed lunch, periods 1-4 and 6-7 would run as usual. Students would eat based on their 5<sup>th</sup> period teacher. Students and staff would be in their 5<sup>th</sup> period class when not at lunch.

Period	Time	Note
5A	11:30-11:50	If you have Ballinger, Hedge, Kegley, McCarthy, Richards, or Swary for 5 <sup>th</sup> period report to lunch.
5B	11:50-12:10	If you have Black, Corbett, DiSabato, Hendricks, Lee, or Smith for 5 <sup>th</sup> period, report to lunch
5C	12:10-12:30	If you have Anders, Grega, Hall, Johnson, Kelsey, Sidon or Urig for 5 <sup>th</sup> period, report to lunch
5D	12:30-12:50	If you have Hecker, Meister, Mendoza, G. Wieland, or R. Wieland for 5 <sup>th</sup> period, report to lunch
5E	12:50-1:14	All students should be in 5 <sup>th</sup> period

Announcements will be made to release students and clarify instructions. The times above may vary slightly. Students will need to remain in the cafeteria during their scheduled lunch since classes will be in session. If a student had a detention scheduled, he/she will need to serve it the next day that school is in session.

## EXAM SCHEDULE & GUIDELINES

Monday December 19 (Semester 1) or Wednesday May 23 (Semester 2):

- Period 1 Exam 8:00 – 10:00
- Period 4 Exam 10:15 – 12:15
- Lunch 12:15 – 1:00
- Period 7 Exam 1:00 – 3:00

Tuesday December 20 (Semester 1) or Thursday May 24 (Semester 2):

- Review 8:00 – 9:00
- Period 2 Exam 9:00 – 11:00
- Lunch 11:00 – 12:00
- Period 5 Exam 12:00 – 2:00

Wednesday December 21 (Semester 1) or Friday May 25 (Semester 2)

- Review 8:00 – 9:00
- Period 3 Exam 9:00 – 11:00
- Lunch 11:00 – 12:00
- Period 6 Exam 12:00 – 2:00

Guidelines:

- Students will remain in their class for the entire examination period. Please plan accordingly.
- The cafeteria will be open for lunch each day.
- Students are not required to be at school until 9 AM on days when Review is available. Teachers will be available beginning at 8 AM for review.
- Students are permitted to not attend study hall if *they have a note from their parents on file with the attendance office the day before*. Students are not permitted to be in the hallways during the examination period.

## HOMEROOM

Each student is assigned to a homeroom according to grade level. Students are expected to attend all homeroom functions as scheduled by the administrator. Daily attendance for the student's permanent record is taken during the homeroom period. The homeroom teacher is a source of assistance in all matters and helps with the activities of the class. Students who arrive after homeroom must report to the attendance office. Announcements are made over the PA system during the daily homeroom period.

## MEDICATION

The board wishes to cooperate fully with students, parents and the medical profession to assure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home, however, it is recognized that certain circumstances may necessitate taking medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of the students. In accordance with O.R.C. 3313.713, prescription medications must be kept locked in the office and administered by school personnel when the appropriate administrative procedures are followed. This policy applies to both prescription and non-prescription (over-the-counter) medication. In rare instances, a student may be allowed to carry certain prescription medications (e.g. asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him or her, the physician will note this on the required form.

## FREE AND REDUCED RATE MEALS

The Board of Education provides eligible children with lunch at a reduced rate or no charge, with the criteria issued annually by the State. The school will notify at the beginning of the year all interested families of the availability, eligibility requirements, and application procedure for free and reduced rate meals.

## FEES

While it is the policy of the Board of Education to provide free public education for all students, a limited number of courses require a student to pay for materials used, workbooks or other study materials. These fees have been described in the course descriptions in the Program of Studies. There is an Athletic/Activity fee of \$80.00 required per sport/marching band each year to help defray the cost of transportation. No family will be required to pay a total Athletic/Activity fee of more than \$400.00.

## FEE DUE DATES

First semester fees are due by **October 1**.

Second semester fees are due by **March 1**.

In the event that the fees will not be paid on time, please contact the building principal to make alternate arrangements.

## ATTENDANCE

The Grandview Heights Board of Education Policy recognizes that regular school attendance is necessary for success. Regular attendance is also required by Section 3321.04 of the Ohio Revised Code. Failure to attend school regularly disrupts the continuity of the instructional process, denies the students the rewards of classroom interaction, and minimizes the benefits derived from schooling.

## ATTENDANCE PROCEDURE

In order for a student to receive a passing grade in a course, he or she must have regular attendance. The maximum days or class period absences allowed is eight (8) per grading period. On the ninth (9<sup>th</sup>) day of absence in a grading period the student's record will be reviewed by the Attendance Review Committee with the intent of assigning a failing grade for the grading period in the effected classes. A failing grade will be a 64% or the student's grade earned, whichever is lower. Students will receive zero credit for work missed due to an unexcused absence.

## ATTENDANCE REVIEW COMMITTEE

The Attendance Review Committee will consist of a building administrator or his/her designee and four teachers appointed by the principal. The assignment of failing grades due to exceeding the maximum number of days absent will be subject to review by the Attendance Review Committee. Regardless of the committee's decision, students may not receive credit for work missed on days in which they had an unexcused absence. If a student and/or his parents believe that unusual circumstances dictate a review and reconsideration of the application of this policy, the student must file a written request for review with the principal. This request will insure a review of all pertinent information and reconsideration of the application of this policy. The presence of the student and/or the parents may be requested at the review.

## WARNING SYSTEM

Students and/or parents will be notified in writing of daily absences when a total of five (5) and eight (8) days per grading period have been accumulated. A parent conference may be requested at the discretion of the principal. If the student misses more than one period, it will result in at least half-day absence.

## NOTIFICATION OF ABSENCES

Any student entering the building after school has started or leaving the building for any reason, except at lunchtime, **must sign in/out in the attendance office**. Students must have permission to leave school and must sign out in the attendance office when they leave the building or he/she will be considered for a Wednesday School.

Whenever a student is absent from school the parents should call the school attendance office by 8:30 A.M. or as soon as possible at (614) 485-4004. For those instances when the school is unable to make contact with the parent to verify an absence, the child must bring a note signed by the parent to the school upon his/her return. If a note is provided, the absence is verified. *The student has 24 hours from the first day of returning to school (two school mornings) to provide a note. If no note is provided, the absence is recorded as unexcused and the student is considered truant.* The student will be unable to make up work for the unexcused absence and will receive a "zero" for the day(s) absent in all missed classes. Absences from school must be confirmed by a parent/guardian in order to be considered excused. The legal reasons for school absences are as follows:

- 1) *Personal Illness:* The building principal/designee may require the certificate of a physician if he/she is advisable.
- 2) *Illness in the Family:* The absence under this condition shall not apply to children under 14 years of age.
- 3) *Quarantine of the Home:* The absences of a child from school under this condition are limited to the length of quarantine as fixed by the proper health officials.
- 4) *Death of a Relative:* The absence arising from this condition is limited to a period of three days unless the applicant child can show a reasonable cause for a longer absence.
- 5) *Absence Due to Absence of Parents/Guardians:* Any absence arising because of this condition shall not extend a period longer than that for which the parents or guardians were absent.

- 6) *Observation of a Religious Holiday*: Any child of any religious faith shall be excused if his/her absence is for the purpose of observing a holiday consistent with his/her creed or belief.
- 7) *Emergency or Set of Circumstances* that in the judgment of the building principal or designee constitutes a good or sufficient cause for absence from school.

School-sponsored trips, court appearances, medical appointments, and personal or family counseling are also normally considered excused absences with permission from the principal or his designee.

A maximum of eight (8) absences per grading period will be considered excused with parental notification. All other absences from school will require additional information and/or documentation in order for the absence to be considered excused (i.e. a doctor's note). If a student is going to miss over 8 days in a grading period, they should provide documentation for as many of these days as possible. The principal or his/her designee will review documentation provided for the purpose of excusing absences from school. Students may not receive credit for work missed due to an unexcused absence.

## TRUANCY

*Truancies* are defined as being out of school for a reason other than the reasons listed under the Ohio Revised Code (see page 7). During school hours students may not leave the school premises, except at lunch, without permission from the school administration. A student who is truant or unexcused from school will not be allowed to receive credit for missed work in class for the truancy/unexcused dates. Truancy from school will result in disciplinary action that may include truancy charges being filed according to Senate Bill 181.

*What do I do if the student in my guardianship is absent?*

- Call GHHS attendance office at (614) 485-4004. This serves as a parent-notified (excused) absence. Students may have a maximum of eight (8) parent-excused absences per class per grading period. If a student is going to miss over 8 days in a grading period, they should provide documentation for as many of these days as possible.
- Once the eight (8) days per grading period have been used, documentation for an absence due to one of the seven (7) legal reasons listed on page 7 **MUST BE** turned in to the attendance office within 48 hours. Any absence that includes documentation will not count towards the 8 days, therefore you should provide documentation for as many of these days as possible. Without notification within 48 hours, the absence becomes unexcused.

*How does an absence affect a student's ability to receive CREDIT for work?*

(Note: the student is always allowed to make up the work).

- If a student is within his/her first 8 parental excused absences for the class OR has a verified legal reason for the absence, credit will be given for the work with no penalty (provided work is made up per the Student Code of Conduct - one day to make up for each day of absence).
- Any make up work for absences over and above the 8 parental excuses and/or days with no documentation will not be given credit (points) for the work.
- If a student misses over eight (8) days in a grading period without verified legal reasons for the absences, it will be the intent of the Attendance Review Committee to assign a failing grade for that grading period (see page 7).

REASON FOR ABSENCE	WILL CREDIT BE GIVEN?
<b>Student is Absent</b> <i>Is it excused?</i>	<b>Yes – Make up work submitted in a timely manner accepted with full credit given.</b> <b>No – Make up work accepted but no credit given.</b>
<b>Student is Absent due to field trip, in-school detention, school-sponsored activity</b>	<b>Make up work submitted in a timely manner accepted with full credit given.</b>
<b>Student has Out-of-School Suspension</b>	<b>Daily assignments may be made up for 75% credit. Quizzes, tests, exams, papers, and/or major projects missed while serving Out-of-School Suspension may be made up for full credit, providing the student will be willing to do the work as scheduled by the building principal. Tests and exams may need to be made up before or after regular school hours.</b>
<b>Student is Truant (class cuts are always unexcused)</b>	<b>Make up work may be accepted but no credit given.</b>
<b>Student is Tardy</b>	<b>If it is one of the parental excused absences or verified legal reasons, full credit may be earned. <i>Note: Tardies are considered full class absences if a student is more than 15 minutes late to school or 5 minutes late to any class period.</i></b>
<b>Student has In-School Detention</b>	<b>Student will do work during this time for full credit.</b>

## **MAKE UP WORK**

It is the responsibility of the student to contact the teacher on the day he or she returns to school and make arrangements to make up assignments and tests. The time limit for make-up work is one day for each day of absences, but will not exceed two weeks after the student has returned to school, unless an extension is granted in writing by the principal. When the absence is anticipated in advance, such as an operation, the student should arrange in advance for make up of assignments and tests.

## **OUT OF ASSIGNED AREA**

Students are required to remain with their assigned class in their assigned area at all times; *cutting class will not be tolerated*. Therefore, a student is considered out of his/her assigned area if they are not with their scheduled class or if he/she does not have permission from the classroom teacher to be excused from their assigned area. Students who are caught out of their assigned area without permission may not be allowed to receive credit for missed work from that class for that date and also may receive disciplinary action.

## **PLANNED ABSENCES**

Students who know in advance that they will miss school must fill out a Planned Absence Form, which is available in the attendance office. Students must receive permission from the principal to be away from school and have all their teachers sign the form. This form must be completed and turned in to the attendance office three (3) school days before the student will be gone in order to allow teachers to prepare homework. Students must work out an arrangement with their teachers for promptly finishing that work and resuming classroom activities upon their return to school. These absences are part of the 8 parental absences listed on page 7.

## **TARDY TO CLASS OR SCHOOL**

Students are expected to come to school and be in class on time. Teachers and the administration will make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for class or school. Any student who arrives after 8:15 a.m. or is more than 5 minutes late to a class will be considered absent. Students arriving to school late must report to the attendance office and receive a pass to class. Failure to report to the attendance office may result in disciplinary action.

The attendance office records a tardy, regardless of the reason, as a tardy. All tardies, excused or unexcused, count towards disciplinary action.

- Excessive Tardies – Students having excessive tardies, excused or unexcused, will be disciplined as follows:
  - 2 tardies per grading period – Verbal Warning
  - 4 tardies per grading period – Wednesday School
  - 8 tardies per grading period - Additional Wednesday School
  - 12 & subsequent tardies per grading period – Attendance Contract with possible Out-of-School Suspension

Tardiness will result in progressive disciplinary action. The more tardies the student accrues, the more severe the consequence. Excessive or chronic tardiness may result in out-of-school suspension. Please note that a student who misses 5 minutes or more from a class for unverified reasons will result in an absence rather than a tardy.

Students who are habitually late to class or school may be required to meet with the principal or his designee. A parent conference may also be required if a student continues his/her tardy behavior. At that meeting, students will be expected to resolve the reasons for being late to class or school.

## **UNEXCUSED ABSENCES, TRUANCY, AND CLASS CUTS**

Any unexcused absence, truancy, or class cut will have the following disciplinary consequences. Please note that if you are over 5 minutes late to a class, it will be considered an unexcused absence and the following will apply:

- 1st class period missed per grading period – Two Detentions
- 2<sup>nd</sup> class period missed per grading period – Wednesday School
- Three or more class periods in a grading period – Multiple Wednesday Schools or Out-of-School Suspension and possible loss of open lunch privileges

Unexcused absences will result in progressive disciplinary action. The more unexcused absences that the student accrues, the more severe the consequence. Excessive or chronic lack of attendance may result in out-of-school suspension, or in severe cases, expulsion. Students will not receive credit for work missed due to an unexcused absence.

## ACTIVITIES AND ATTENDANCE

Participants in co-curricular or extra-curricular activities must attend school during the entire day to participate in any event unless they have received permission in advance from the athletic director or principal. Students who are absent from school on the day of a game/match/event will not be permitted to participate -- including practice. Students assigned to Out of School Suspension may neither practice nor participate in school events on the day(s) of suspension.

## CODE OF CONDUCT

The image that a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, teachers, administrators, support staff and community members - show pride by doing our share to make the high school a better place in which to learn and work. One of the main goals of the high school staff is to develop self-discipline in all students. The following rules apply only while on school premises, school buses or during school activities at or away from school. Students shall be given due process before a disciplinary action is taken.

Any student conduct that would constitute criminal conduct under the Ohio Revised Code may also constitute a violation of the Code of Conduct. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, at any place, at any time.

A violation of any rule may result in discipline including, but not limited to:

- Morning, lunch or after-school detention
- Wednesday School
- In-School Detention (ISD)
- Emergency Removal
- Out-of-School Suspension (OSS)
- Court referral
- Expulsion
- Compensatory payment of damages
- Loss of open lunch privileges
- Loss of credit for assigned work or tests
- Assigned work related to the offense
- Loss of other privileges

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

**1) Disruption of School:** Students shall not, by the use of violence, force, coercion, threat or any other means, cause disruption or obstruction to the normal operation of this school or any other school or school district.

**2) Harassment:** Students shall not harass other students, school employees, persons that are guests of the school or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic or religious nature that are deemed offensive.

**3) Threats:** Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats may result in expulsion from school.

**4) Use of Obscene Language/Materials:** Students shall not use obscene, vulgar or profane language, make inappropriate gestures or possess vulgar materials.

**5) Sexting:** The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

**6) Attendance:** No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission. Refer to attendance guideline on pages 7-9.

**7) Forgery:** Students shall not misrepresent a signature on any document.

**8) Damage of Property:** Students shall not cause or attempt to cause damage of school or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action.

**9) Assault:** Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee or other persons. Specific violations include but are not limited to:

- a) Fighting/Violence
- b) Serious Bodily Injury
- c) Threats of fighting, violence, or serious bodily injury (see #3 – Threats)

**10) Failure to Obey Instructions/Insubordination/Disrespect:** No student shall fail to comply with any lawful instructions or requests of teachers, student teachers, principals or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.

**11) Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Discipline will include a recommendation for expulsion of students in violation of this policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. Specific violations include but are not limited to:

- a) Use, Possession, Sale or Distribution of a Firearm
- b) Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas
- c) Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas (including knives and any other object with a blade and a handle)
- d) Use, Possession, Sale or Distribution of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives.

**12) Narcotics, Alcohol, and Drugs:** It is the primary objective of Grandview Heights City Schools to assure that the education of all students proceeds in an efficient, orderly and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources may be available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures.

No student shall possess, handle, transmit, conceal, use, distribute, supply, make arrangements to purchase or sell, or show signs of the influence of any alcoholic beverage, narcotic, or other controlled substance. This applies to "look-alike" drugs as well. No student shall likewise possess, handle, etc., any drug related paraphernalia used for the packaging, conveyance, dispensation, or use of alcohol, tobacco, or narcotics. Specific violations include but are not limited to:

- a) Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages
- b) Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol

Additional consequences may apply to students subject to the Activity Code of Conduct (page 31).

**13) Tobacco:** Tobacco, in any form, shall not be carried or used by any student on school property or at school events, home or away. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Franklin County Juvenile Court.

Additional consequences may apply to students subject to the Activity Code of Conduct (page 31).

**14) Theft:** Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.

**15) Cheating/Plagiarism:** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.

**16) Dress Code:** Refer to the Dress Code (page 15)

**17) Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students are not to kiss or demonstrate other similar acts of affection.

**18) Unauthorized or Unsupervised Areas:** Students may not be in areas for which they have not been authorized or areas that are unsupervised.

**19) Bullying and Hazing (Initiations):** Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm. The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's Website. For more specific information, refer to the District Bullying and Other Forms of Aggression Policy (page 28).

**20) Computers Usage:** Computers/technology is provided for student use for teacher-assigned work in courses or programs at the high school. For specific information, please reference the Grandview Heights Student Acceptable Use and Internet Safety Policy (page 35).

**21) General Misconduct:** Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Respect the rights and feeling of others.

**22) Horseplay:** Students at the high school level shall refrain from acts of horseplay. As a general rule, students should not touch each other, run through the hallways, or act in an immature manner.

**23) Gross Misconduct:** Repeated violations of the Code of Conduct

**24) Other violations:** Other conduct violations not covered in the above rules

**25) Driving:** Students driving a vehicle on school property shall follow the rules and regulations established for this privilege. For additional information, refer to the Driving Regulations (page 16).

## **DISCIPLINE**

### **SCHOOL'S RIGHT TO SEARCH**

Lockers, desks or storage places provided for student's use are, and remain at all times, property of the Grandview Heights City School District Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. In addition, the contents of a cell phone may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

### **SECURITY RECORDINGS**

The Grandview Heights City School District may record security footage on District property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as District employees and other persons. Security footage contains personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the District has *not* designated the footage as "directory information" that may be disclosed without the prior written consent of the students' parents or guardians. Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

### **DETENTION**

Detention is generally served during lunch, although school personnel may arrange for before or after school detentions. Students are notified of the infraction and are to serve the detention within the time frame listed on the detention slip. The parents will receive a copy of the detention slip, which will be sent home. Transportation for a before or after-school detention is the responsibility of the student/parent.

The following rules must be followed in detention:

- 1) No talking or moving from assigned seat.
- 2) No headphones or radios.
- 3) Students need to bring schoolwork or reading material.
- 4) No sleeping.

Failure to serve assigned detention may result in further disciplinary action.

### **WEDNESDAY SCHOOL**

Students assigned to a Wednesday School will serve from 3:00 p.m. to 6:00 p.m. on Wednesday evening.

Wednesday School guidelines follow:

- 1) Absence from an assigned Wednesday School, without prior approval of an administrator, may result in a suspension.
- 2) Students are to sign in upon arrival.
- 3) Students are to bring schoolwork. No other kinds of activity will be permitted.
- 4) Talking is not permitted.
- 5) Appropriate breaks will be determined by the monitor.
- 6) Parents will be notified of assigned Wednesday School by mail. Students are also to inform parents.
- 7) No sleeping will be permitted.

### **IN-SCHOOL DETENTION (ISD)**

- 1) Students serving In-School Detention shall be permitted to make up and receive credit for assignments during In-School Detention.
- 2) Students are to bring schoolwork.
- 3) Parents will be notified of In-School Detention.
- 5) Guidelines for ISD will be issued and discussed upon assignment of the student to this detention.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

- 1) Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
- 2) Students will be permitted to make up daily assignments for 75% credit. Quizzes, tests, exams, papers, and/or major projects missed while serving Out of School Suspension may be made up for full credit, providing the student will be willing to do the work as scheduled by the building principal. Tests and exams may need to be made up before or after regular school hours.
- 3) Parents will be notified of the student's rights to appeal.
- 4) Suspensions may cross semester lines and may be carried from one school year to the next.
- 5) Students may not attend any school functions, home or away, while serving OSS.
- 6) Students are not permitted on school or district grounds while serving OSS.

### **EMERGENCY REMOVAL**

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place within a classroom or elsewhere on the school premises, the superintendent or a principal may remove a pupil from curricular or extra-curricular activities, and a teacher may remove a pupil from curricular or extra-curricular under his supervision, without the notice and hearing requirements of suspension or expulsion. As soon as practicable after making such removal, the teacher shall submit in writing to the principal the reasons for such removal.

**Community Service as a discipline consequence is presently being reviewed and is subject to change during the school year.**

### **COMMUNITY SERVICE REQUIREMENT WITH SUSPENSION OR EXPULSION**

The Board of Education believes it is in the best interest of the students, community, and school district to grant to the superintendent the authority to require a student to perform community service in conjunction with or in lieu of a suspension or expulsion in accordance with the guidelines set forth in this policy.

#### Community Service in Conjunction with Suspension or Expulsion

1. The superintendent may require a student to perform community service in conjunction with an in-school suspension, out-of-school suspension, or expulsion imposed under section 3313.66 of the Revised Code when the following criteria are met:

- a. Viable community service opportunities exist within ten (10) miles of the school district's boundaries.
  - b. The nature of the offense resulting in the student's suspension or expulsion indicates to the superintendent that the student would benefit from the experience of providing service to the community.
  - c. The superintendent believes that time spent in performing community service would be of greater benefit to the student, school district, and community than other alternatives proposed by the student's parent(s) or guardian(s).
2. The superintendent may require, to the extent possible, the student to perform the community service hours assigned in conjunction with an out-of-school suspension or expulsion during a time period that closely corresponds with the regular school hours that the student is suspended or expelled from.
  3. Additional discipline shall be imposed by the Superintendent upon any student who fails to timely or properly perform community service hours assigned in conjunction with an in-school suspension, out-of-school suspension, or expulsion.

#### Community Service in Lieu of Suspension or Expulsion

1. The superintendent may require a student to perform community service in lieu of suspension or expulsion imposed under section 3313.66 of the Revised Code, except for an expulsion imposed pursuant to division (B)(2) of that section, when the following criteria are met:
  - a. Viable community service opportunities exist within ten (10) miles of the school district's boundaries.
  - b. The superintendent believes that the student's attendance in the regular classroom will not likely jeopardize the safety and peace of mind of any student or staff member, particularly any student or staff member directly or indirectly involved in the incident resulting in the disciplinary action.
  - c. The superintendent believes that the experience of providing service to the community and remaining in school will be more beneficial to the student's education than being suspended from regular classroom instruction.
  - d. The student's parent(s) or guardian(s) indicate to the superintendent their willingness to cooperate in their minor child's fulfillment of a community service requirement in lieu of suspension or expulsion.
2. The superintendent should require, to the extent possible, the student to perform the community service within thirty (30) days of the disciplinary action.
3. The original length of the in-school suspension, out-of-school suspension, or expulsion shall be imposed on any student who fails to timely or properly perform community service hours assigned in lieu of such suspension or expulsion. A student shall not be given "credit" for hours worked on a community service assignment that was not completed.

#### General Provisions

The superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year.

#### **COURT REFERRAL**

Referral to Franklin County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness.

#### **EXPULSION**

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to eighty school days and may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up. O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district. The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated a delinquent child for committing, when he was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult, on property owned or controlled by a school board or at an activity held under the auspices of a school board:

- 1) Illegal conveyance or possession of a deadly weapon or dangerous ordnance on school premises
- 2) Carrying a concealed weapon, municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance
- 3) Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is an employee of the school board
- 4) Complicity in any violation described in items 1, 2 or 3 above, that was alleged to have been committed in the manner described in items 1, 2 or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held under the auspices of a school board, including extracurricular activities, the joint vocational schools and post-secondary options locations

## **DRESS CODE**

The Grandview Heights City School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Grandview Heights City Schools views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing and attire. Following are guidelines for students:

- 1) Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted.
- 2) Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
- 3) Any dress or statement that could in anyway represent gang affiliation is prohibited.
- 4) Hats (or other head coverings) are permitted to be worn inside the school building unless they cause a distraction. Each classroom teacher may decide if hats are permitted in his/her classroom. Each teacher's decision will be fully supported by the building administration.
- 5) Sunglasses are not to be worn in the school building unless specific permission is granted.
- 6) Accessories that increase a student's risk for accidents are not permitted.
- 7) Shorts and skirts will have hems and will be no shorter than the middle of the thigh.
- 8) Shirts and tops must be long enough to be tucked in and cannot be low enough to be inappropriate.
- 9) See-through clothing and clothing that has excessive rips, tears or holes is not permitted. Holes and rips in pants are permitted if they are below mid-thigh and do not cause a class disruption.
- 10) All undergarments are to be covered.
- 11) Oversized clothing, which compromises the safety of students, is not permitted.
- 12) Appropriate and safe shoes or sandals will be worn at all times.
- 13) Coats are to be worn to and from school only and must be placed in student lockers. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.
- 14) Some school programs, such as industrial arts, laboratory activities, physical education and interscholastic athletics may require special hair care, clothing, footwear or restrictions on jewelry to ensure the health and safety of all students.

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the high school Dress Code:

- 1) First Offense: The student will be sent to the Main Office. Student will change clothes, will be sent home to change his/her clothes, or a verbal warning will occur, depending on the severity of the offense. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence.
- 2) Second Offense: Same as 1st offense. In addition, the student may be assigned to detention. Parents will be contacted.
- 3) Third Offense: Same as 1st and 2nd offense. In addition, the student may be assigned to Wednesday School.
- 4) Further Offenses: Conference with parent/guardian and student may be suspended from school.

## **DRIVING REGULATIONS**

Students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations.

The Grandview Heights City School District assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.

Any junior or senior wishing to drive to school must abide by the following rules:

- 1) Students must observe a proper speed while on the school grounds.
- 2) Students must park only in the proper student parking lot.
- 3) Students may not park in faculty or visitor parking lots.
- 4) Students are not to drive on the grass.
- 5) Driving privileges may be denied for violation of Attendance Policies (to include absences, tardies and/or leaving school without permission).
- 6) Cars are to be parked within parking lines.
- 7) Students are not allowed to move their cars without permission from the office.
- 8) Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or principal's designee.
- 9) Students are not to loiter in their cars.

## **LOSS OF DRIVING PRIVILEGES**

When the superintendent of the school district receives information that the student of compulsory school age has:

- 1) Been absent without legitimate excuse for more than ten consecutive days or a total of at least fifteen school days;
- 2) Withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent;
- 3) Been suspended or expelled from school and the reason for the suspension or expulsion is the use or possession of alcohol and/or drugs; or,
- 4) Been suspended or expelled from school pursuant to Ohio Revised Code 2923.122 (A), (B), (D) and (E) (1), knowingly conveying, or attempting to convey, a deadly weapon or dangerous ordnance, knowingly possessing a deadly weapon or dangerous ordnance on school premises, in a school or school building, at a school activity or on a school bus, The superintendent may be required to notify the registrar of motor vehicles and the juvenile judge of the county. The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges will remain in effect until the student reaches age 18, or until the denial is terminated for another reason allowed by law. The student will have an opportunity to present evidence that s/he has not been habitually absent without legitimate excuse.

## **GENERAL EXPECTATIONS**

### **PROCEDURES TO RESOLVE STUDENT/TEACHER DISAGREEMENTS**

During the course of the school year, students may experience a problem with some person or practice in the school. When such problems arise, students are encouraged to come to the principal and explain the nature of their concern. Such concerns may include, for instance, a complaint about the behavior of another student or staff member, or the appeal of a decision of a teacher, coach, or administrator.

The principal may resolve the complaint personally and informally, or refer the student to a teacher or other staff member who can address the complaint more directly and effectively. Students can expect to be listened to with respect and patience, and have the reasons for school rules and procedures explained to them. While the decision of the principal or designated staff member may not agree with the student's desire, we will always keep in mind the welfare and progress of the student.

### **LOCKER ASSIGNMENTS**

Each student will be assigned a locker at the beginning of the school year. The locker number will appear on the student's copy of their schedule. The student will be responsible for cleaning and maintaining the locker. Writing on the outside and/or inside of a locker is prohibited. Any damage occurred through carelessness, kicking, slamming, etc. would be considered as vandalism. Pictures, cartoons and articles of good taste may be taped inside lockers, but should never be glued to the locker surface. Problems with lockers should be immediately reported to the office. In order to protect personal belongings, each student may put a combination lock on their assigned locker. Do not share lockers or combination numbers. Combinations should be given to the office. Students violating the locker policy may be issued school discipline.

### **ELECTRONIC DEVICES**

Personal property including, but not limited to, music playing devices, cellular phones, portable internet devices, and electronic games, etc., are to be turned off, kept out of sight, and not used during the class periods unless approved by a staff member. (Please review the new Student Acceptable Use Policy for more information on internet ready devices). Phones may be used before school, after school, between classes and during lunch. Violation of this rule may result in disciplinary action and confiscation of the item(s). On the first violation, confiscated items will either need to be picked up by a parent or discipline may be arranged for the student to get the item at the end of their school day. On the second and subsequent violations, students may be assigned progressive school discipline along with a parent being required to pick up the confiscated item. Distracting and harmful items, such as laser pointers, must be left at home. The school is not responsible for lost/stolen items.

### **TELEPHONE USE**

Students may use office phones only with the permission of office staff. Personal cell phones may not be used during instructional time.

## **LOST AND FOUND**

Articles that are found should be turned in at the school office. Lost books and other articles may be claimed at the office.

## **USE OF ELEVATOR**

The elevator may be used only if a medical reason makes using the stairs difficult or impossible.

## **DANCES**

School dances are open to district students only with the exception of prom and homecoming(s). All dances are open to students in grades 9-12 only. All other guests must be pre-approved by the administration. Once students leave a school dance, they may not return. Some dances may be designated as advance ticket sales only. The use of a Breathalyzer test may be required at dances.

## **STUDY HALL**

While study hall monitors are responsible for the environment, these are recommended guidelines:

- 1) Students must be occupied with school work or reading while in study hall.
- 2) All permanent passes must be signed by the office as well as the study hall teacher in order that the change may be noted on the student's schedule. Permanent passes must be renewed each semester.
- 3) The study hall teacher will maintain quiet and order.
- 4) Sleeping will not be permitted during study hall.

## **THE BROTHERHOOD OF THE ROOKS MEDIA CENTER GUIDELINES**

Open 7:45 –3:00 - Closed at lunch

The Library/Media Center combines print and electronic resources to support and to enrich the high school curriculum. Students are encouraged to research and to prepare class assignments at the Media Center. The collection also includes fiction titles, magazines and newspapers for leisure reading. The library should be used for education-related purposes.

The librarian is happy to help students locate needed information and resources. Do not hesitate to ask her for assistance.

Class research needs determine whether the Media Center will be open for general use or reserved for class use. When open for general use, students must have a pass from a teacher to complete course related work. Students are to sign-in in accordance with the procedures established by the librarian.

Books may be borrowed for up to five weeks, and checked-out materials may be renewed for an additional loan period. Reference volumes may not be checked out. Lunch detentions are assigned to students who fail to return materials on time. Students are responsible for paying replacement costs on any library materials that are damaged, lost, or stolen.

Media Center computers should be used only for educational purposes. Game playing, chat and instant messaging, and inappropriate Internet surfing are strictly prohibited. Students must comply with the Computer Usage Policy as published in this handbook. There is no charge for printing, but it should be limited to that which is essential for class assignments.

When using the Media Center, students should work independently, quietly and productively. Students should treat others in the Media Center with courtesy and respect. Misuse or abuse of Media Center materials or other school property is prohibited. Eating and drinking are not permitted in the Media Center.

## **OPEN LUNCH**

After the first two weeks of the school year, students must have a valid Open Lunch Application on file in the office to continue to leave the school for lunch. This application must be signed by a parent/guardian and the student to be valid. **Open lunch is a privilege that may be revoked by the administration for infractions. This privilege may also be revoked by a parent/guardian at any time, for any reason.**

## **FOOD SERVICE**

The Food Service Department affords students the convenience of consuming lunch in their building. Lunch is regulated by the Ohio Department of Education and consists of:

- At least 2 oz. of Protein
- A vegetable side
- A fruit side
- At least 1 grain
- Milk

A menu is posted in the schools and also on the web page. We can accommodate special diets that are Doctor ordered. We operate with a Point of Sale System called Lunchbox. This system fully allows parents the access to put money on their student's account in a variety of ways:

- Cash
- Check
- Online payment

The online payment is through e-funds (this can be done by debit or credit, there is a small fee not collected by the district for this process). We also sell ala Carte items at the high school level. The capability to view your student's transactions is also available by setting up access to the Lunchbox link. The Grandview Heights Board has a "no charging" policy.

## **CAFETERIA EXPECTATIONS**

The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable
- Loud talk and noise are not appropriate behavior
- Throwing food, paper or other items is unacceptable
- All trash/trays in your area must be disposed of properly

## **VISITORS**

By state law, all persons who are not regular members of the school personnel must report to the Principal's Office and state their reason for being on school grounds or in the building. As to whether the person can remain is entirely up to the principal. This law is for the protection of students and staff and will be enforced. Bringing visitors to school is discouraged. However, if there is a valid reason why a visitor must come to school with one of our students, this will be considered by the principal or principal's designee. The visitor is to have a pass from the office.

## **UNAUTHORIZED USE OF THE BUILDING**

Any student using the building without authorization and supervision may be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action.

## **POSTERS**

With administrative permission, Grandview Heights High School organizations or groups may post signs on the walls or bulletin boards in the halls. In addition, for special purposes the principal may give permission for outside organizations to post signs. Commercial advertisements for profit-making organizations must have prior approval of the principal. Signs must be in good taste. Defacing and tearing down of signs is prohibited. Persons who put up signs are responsible for their prompt removal when they are no longer useful.

## **ANNOUNCEMENTS**

Announcements are made over the PA system during the daily homeroom period. Announcements should be turned in before 8:00 A.M. Announcements must be approved by a teacher, coach, or advisor. Commercial ventures will not be promoted on the announcements. The Monday morning announcements begin with the Pledge of Allegiance.

## **TEXTBOOKS**

The Board of Education furnishes necessary textbooks. For identification, each book is numbered. Each student is responsible for all textbooks loaned to him/her and is expected to return each book at the end of his/her participation in the course or pay for any book lost, destroyed, stolen or mutilated.

Students should immediately write their name and homeroom number in all textbooks issued to them in the space provided inside the front cover. Lost textbooks will be returned to the appropriate teacher.

## **FIRE ALARMS AND DRILLS**

Fire drills are held at regular intervals during the year. Directions are posted in each classroom. When an alarm sounds, everyone should:

1. Use the proper exit to the outside.
2. Walk quickly, don't run.
3. Be quiet so that instructions can be heard.
4. Move away from the exits when you get outside.

## **TORNADO WARNINGS**

"Take Cover" drills are conducted during the year. "Take Cover" instructions are posted in each room. When the "Take Cover" order is given, proceed quickly and quietly to the area designated on the instructions in the room.

## **CONCEAL CARRY**

Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

## **FEDERAL/STATE/LOCAL COMPLIANCE**

It is the policy of the Grandview Heights City School District to provide for equal educational and equal employment opportunity through an affirmative action program. Conditions of education and employment in the school district shall be applied without regard to race, creed, handicap, religion, color, national origin, sex, marital status, or age. Inquiries regarding compliance with federal and state laws on equal opportunity may be directed to:

*Superintendent of Schools  
1587 West Third Avenue  
Columbus, Ohio 43212  
481-3600*

Complaints regarding alleged discrimination should be directed to:

*Affirmative Action Officer  
1587 West Third Avenue  
Columbus, Ohio 43212  
481-3600*

## **TEST SECURITY/STANDARDIZED TESTS**

Each year, students at Grandview Heights are required to take a number of "standardized" tests. These may include state achievement tests, Ohio Graduation Tests and "norm-referenced" tests such as the TerraNova and PSAT. All of these tests are considered "secure". The tests must be kept locked up when not in use and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests – even after the test is given.

Any student sharing information with others regarding secure tests or cheating in any other way will be referred to the building administrator for disciplinary action.

## **SENIOR CLASS TRIP**

All students of senior status may participate in the school-designated senior class trip. However, any senior under suspension, any senior student unwilling to abide by the schools rules/guidelines for the trip, or any senior student found to be in violation of the Grandview Heights City School District Activity Code of Conduct will not be permitted to participate.

## **PROCEDURES TO RESOLVE PARENT / TEACHER DISAGREEMENTS**

Whenever a complaint is made directly to the Board as a whole, a Board member as an individual, the Superintendent, Principal or other administrator, it will be referred to the appropriate building administrator. A teacher who is the object of a complaint will be informed promptly.

**Step No. 1 - Direct Conversation:** If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

**Step No. 2 - Fact and Possible Resolution:** If the complainant or the teacher is not satisfied with the outcome of Step No. 1, or the

complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved and the remedy sought.

**Step No. 3 - Formal Process:** If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the superintendent in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than ten calendar days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. Copies of the disposition will be sent to the board.

**Dispositions:** Dispositions at Step 3 will be sent in writing to all parties within ten calendar days of the meeting with reasons stated.

**Repeat Concerns:** If a complainant believes there has been a repeat of the previous concern, they may go directly to Step No. 3 – "Formal Process".

## **FACILITY DOG**

In 2008 Grandview Heights High School was selected by Canine Companions for Independence as an ideal site for a facility dog following the completion of a rigorous application process and site visit. Avery, a black lab mix, has been a member of our staff since that time. Avery is extremely well trained and very friendly. He plays many roles within the school, but much of his day is spent working in designated classrooms with students with special needs as well as with our guidance program.

## **GUIDANCE SERVICES/ACADEMIC INFORMATION**

Guidance and counseling services are available for all students. The high school counselors are available to assist students and parents during the school day. Counselors will make appointments for late afternoon and evening conferences.

## **GRADE LEVEL DETERMINATION**

Students are assigned to homerooms according to their grade level. Assignments to grade level classifications are made on the basis of credits accumulated according to the following:

- Freshmen must have completed 8th grade
- Sophomores must have five credits
- Juniors must have ten credits
- Seniors must have fifteen credits

## **GRADE REPORTING**

Numerical grades are used to report grades every nine weeks. Numerical grades are then changed to letter grades on transcripts at the end of each school year. The letter grade equivalents of the numerical grades are as follows:

A+	99 - 100	4.00	C+	81 - 82	2.33
A	94 - 98	4.00	C	74 - 80	2.00
A-	92 - 93	3.67	C-	72 - 73	1.67
B+	90 - 91	3.33	D+	70 - 71	1.33
B	85 - 89	3.00	D	67 - 69	1.00
B -	83 - 84	2.67	D-	65 - 66	0.67
			F	0 - 64	0.00

## **RANK IN CLASS**

Students attending Grandview Heights High School are not ranked by cumulative averages. Class rank is maintained internally and released upon request for some scholarship applications and admission to U.S. Military Academies.

## **ACADEMIC RECOGNITION AT COMMENCEMENT**

Valedictorian status is not designated. Students will be honored at commencement based on the following cumulative GPA scale:

*Summa Cum Laude:* 4.000 GPA and above

*Magna Cum Laude:* 3.800 to 3.999

*Cum Laude:* 3.670 to 3.799

## **HONOR AND COMMENDED ROLL**

The Honor Roll and Merit Roll are published at the end of each grading period.

Students with a nine-week GPA of 3.5 or above will be listed on the Honor Roll.

Students with a nine-week GPA of 3.0 to 3.499 will be listed on the Commended Roll.

## **CITIZEN OF THE MONTH**

Two students from each grade are nominated and selected each month by the high school staff. Honorees are selected for good

behavior, courtesy, classroom achievement, and other positive qualities. Winners are awarded a special certificate at a luncheon held in their honor that is sponsored by the Northwest Kiwanis.

### **HIGH SCHOOL HONORS CEREMONY**

In the spring a ceremony is held to honor students for outstanding scholarship. In order to be invited, a senior must have a 3.5 cumulative grade point average, a junior a 3.67, a sophomore a 3.8, and a freshman a 4.0. Awards and honors in addition to GPA achievements will also be distributed at this ceremony.

### **COURSE PREREQUISITE PARENTAL OVERRIDE**

Grandview Heights teachers make specific recommendations about which courses are most appropriate for their students using standardized achievement test data, current and previous course grade history, and specific knowledge of their students. In addition to these sources of information, teachers also follow the prerequisite guidelines printed in the Program of Studies. If a student and her/his parents wish to take a course that the student's teacher has not recommended, a course prerequisite parental override conference with the high school principal and guidance counselor will be held. The student and parent(s) will complete an override form. If the student experiences difficulty in the course and wants to drop it, she/he may receive a "WF" (withdraw F) in the course. In an effort to maximize and personalize every student's experience at Grandview Height High School, we encourage families to openly communicate with our guidance department concerning the course selection process.

### **TRANSFER/WITHDRAW**

According to the Ohio Revised Code, students may be withdrawn from high school for the following reasons:

1. Attend another secondary school.
2. 18 years of age.
3. In accordance with Grandview Heights Board Policy

*The procedure for transferring/withdrawal during the school year is as follows:*

1. Student must obtain a pink withdrawal slip from his/her guidance counselor.
2. The student must take the slip to the high school's athletic office secretary, librarian and financial secretary for signature regarding fees/obligations. Any outstanding fees/obligations must be paid before all records will be released to the new school.
3. The student will also have each teacher indicate final grade and book return.
4. Lastly, the form must be filled out, signed, and dated by the parent/guardian.
5. The withdrawal form must be returned to the guidance office by THE LAST DAY OF ATTENDANCE AT GHHS BY THE STUDENT for counselor signature.

*The procedure for transferring/withdrawal during summer months:*

1. The parent/guardian must come in to the guidance office or the board office to fill out the Records Release form.

### **COLLEGE ENTRANCE EXAMS**

Most colleges require that students complete college entrance aptitude tests. Both the ACT and SAT may be taken at various times and places during the year. Your guidance counselor will assist you in applying to take these tests.

### **PASS/FAIL RULE**

Seniors may choose to take one elective course by requesting to take the course pass/fail. In order for the process to work the following regulations have been established.

- Courses that are required for graduation may not be taken pass/fail.
- The student taking pass/fail must fulfill all course requirements including semester exams and be graded in the same manner as for regular grades.
- A grade of pass or fail is given for each grading period instead of a letter grade. The grade point average will not be affected either way but an F could affect OHSAA athletic eligibility.
- The student and parent must complete and sign the pass/fail permit within ten (10) days from beginning of the semester.
- The choice to take the course pass/fail stays in effect during the entire course.
- The rules for dropping and adding courses apply to pass/fail.
- Pass/fail grades are not used in determining grade point averages for honor roll, class rank nor academic awards.
- Students may not take a course pass/fail that they previously failed.

## HONORS CLASSES

Honors classes require more work than regular classes and provide more opportunities for individual progress. Guidelines, which are outlined in the Course Description Book, have been established to use in the recommendation process for students who wish to be placed in the honors program.

Honors courses are intended to challenge the best abilities of students. Any student who meets the established criteria for the honors program may participate. By agreement with the teacher, a student may move out of an honors class into a regular class without a penalty, but will forfeit the honors credit.

For calculating accumulative point average and determining rank in class the numerical value of a grade in an honors class will be weighted upward one-half point (.50). An honors class may not be taken pass/fail. A minimum of 83% is required to receive weighted honors credit.

## MAKE-UP WORK AND INCOMPLETES

- Assignments and class work missed because of absences shall be made up within a maximum period of five (5) school days.
- Excused absences shall receive credit for make-up work. Unexcused absences shall receive no credit.
- Students who receive an "I" for any grading period must make up the work within eight (8) school days after the end of the marking period.
- During summer vacation the student must make up the work five (5) office working days from the day that grade cards are distributed.
- If a student who receives an "I" has been absent from class due to illness, the number of missed days will be added beyond the deadline date for completion of work.
- If the deadline passes the grade is changed to an "F".

## SCHEDULE CHANGES

Schedule changes are generally granted under certain circumstances listed below:

- For a school sponsored work-study program (GWP).
- Summer school attendance requires a course level change or the replacement of a previously scheduled class.
- Medical problems necessitate schedule adjustments; a doctor's note may be requested.
- The teacher and student request a more appropriate level of a course for the student.
- Courses have been scheduled without proper credit for prerequisites.
- A senior needs to make a change to meet graduation requirements.
- Administrative or mechanical errors.

**Changes are generally NOT granted under other circumstances such as the following:**

- The student does not like the course or the teacher, or does not know anyone in the class.
- The student wants to drop a course required for graduation.
- The student's request will drop the number of classes on his/her schedule below the total number required.
- The student is unhappy with the course workload.
- The student does not like the time of day the course is scheduled.
- The student has too many extra-curricular activities.
- A student wants to leave school early for a job (and is not enrolled in a school-sponsored work-study program).

**Deadlines for dropping or adding after they have started are as follows:**

- If a student drops a course after the deadlines described below, he/she will receive an "F" for the entire course and it will be counted in the grade point average.
  - Students may not drop a first semester course ten (10) days after the course begins.
  - Students may not drop a second semester course ten (10) days after the course begins.
  - Students may not drop a full-year course fifteen (15) days after the course begins.
  - Students may not add any course after the fifth (5th) day of class.
- If a student is absent from school due to illness during the days preceding the deadlines, that number of days will be added beyond the deadline date.
- It is not intended that each rule be applied without exception: each individual case must be considered on its own merit.

## ONLINE/CORRESPONDENCE COURSES

Online and correspondence courses are limited to students:

- who are taking a course for credit recovery
- need a course their senior year that cannot be scheduled due to a conflict
- want to take Health in order to make room in their schedule for other coursework
- are in the Grandview Work Program (GWP)
- who submit and have a Credit Flexibility proposal approved for online/correspondence coursework

Students will assume the responsibility of paying for the online or correspondence coursework unless they are a senior who attempts to schedule required or elective classes and cannot do so because of master schedule conflicts. In this situation the family will be reimbursed by the school district upon successful completion of the course. This career pathway should be planned in advance and have the approval of the counselors. The principal will have the final decision in these matters.

A student who does not graduate with his/her class has one calendar year from that graduation date to complete the necessary course work to obtain a Grandview Heights High School diploma. After that year, the student will need to look into obtaining an alternative degree, such as a GED.

### **THE ROCKBRIDGE ACADEMY**

The Rockbridge Academy is an alternative educational setting that serves students in grades seven through twelve. The mission of Rockbridge is to provide academic support, guidance, and direction through a personalized approach to students not achieving success in the traditional school setting. The purpose is to help these students experience personal, academic, and social success. Rockbridge will work in partnership with the home school, parents, and students to successfully complete their individual academic and personal goals. Rockbridge provides small group instruction and online coursework. Space is limited at Rockbridge. If you believe that your student would be better served at The Rockbridge Academy, please contact the principal or a guidance counselor.

### **OHIO GRADUATION TEST**

The Ohio Department of Education requires that all high school students be given the Ohio Graduation Test. These tests will include the subject areas of reading, writing, mathematics, citizenship and science. All students must pass these tests in order to receive a diploma. Each student will have one chance in the tenth grade and two chances in both the eleventh and twelfth grade years to pass the Ohio Graduation Tests.

### **OHIO DEPARTMENT OF EDUCATION REQUIREMENTS FOR GRADUATION WITH HONORS**

To be awarded a Diploma with Honors, the student shall be required to meet at least all but one of the criteria listed below for either the college preparatory or the vocational education curriculum. A student shall not be required to meet more than the specified number of criteria, nor shall any student be required to meet any one specified criterion.

The student who completes the college preparatory curriculum in the high school must meet any seven (7) of the following eight (8) criteria:

- 1) Four units of English
- 2) Four units of mathematics that shall include Algebra I, Algebra II, and Geometry or complete a four-year sequence of courses that contains equivalent content
- 3) Four units of science that include physics and chemistry
- 4) Four units of social studies
- 5) Three units of foreign language that includes at least two units in one language
- 6) One unit of fine arts
- 7) Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- 8) Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT) excluding scores on the writing section

The student who completes an intensive vocational or technical education curriculum in the high school must meet any seven (7) of the following eight (8) criteria:

- 1) Four units of English
- 2) Four units of mathematics which will include Algebra I, Geometry, Algebra II or equivalent and another high level course or a four year sequence of equivalent content
- 3) Four units of science including physics and chemistry
- 4) Four units of social studies
- 5) Four units of Career-Technical curriculum. Program must lead to an industry-recognized credential, apprenticeship or be a part of an articulated career pathway that can lead to post-secondary credit.

- 6) Maintain an overall high school grade point average of at least a 3.5 on a 4.0 point scale up to the last grading period of the senior year
- 7) Complete a career passport that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the equivalent
- 8) Obtain a composite score of 27 on the ACT tests or an equivalent composite score of 1210 on the Scholastic Achievement Tests (SAT) excluding scores on the writing section

### **NATIONAL HONOR SOCIETY**

Qualifications:

- 1) Students must have attained 11th or 12th grade standing.
- 2) Students should secure an application from the National Honor Society (NHS) advisor.
- 3) Cumulative GPA must be 3.5 or better for membership eligibility and must be maintained to remain eligible.
- 4) Selection for membership is by an anonymous faculty council and is based on outstanding scholarship, character, leadership and service. The decision of this council is final. Once selected, members have the responsibility to continue to demonstrate these qualities.

### **TRANSCRIPTS**

Students desiring a copy of their transcript should contact their guidance counselor. Please allow one week to process transcripts, scholarships, college applications, recommendations, etc.

### **INTERVENTION ASSISTANCE TEAM (IAT)**

Concerns about academic performance or emotional, social or behavior problems will be discussed by the Intervention Assistance Team (IAT), a group of teachers, counselors, administrators and other appropriate school personnel, in an attempt to resolve the problem. Parents or school personnel may make referrals to the IAT. All referrals for special education must be made through IAT.

### **WORK PERMITS**

All working students are required by the State of Ohio to have a work permit up to the age of 18. You may secure information and application cards from the High School Main Office. The school information form will be completed by Student Services staff and signed by the principal. The county superintendent issues the permit itself. Students working without permits place their employers in jeopardy of legal action by state authorities.

### **RELEASE OF STUDENT RECORDS/FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained on page 36 include:

- The right to inspect and review the student's education records.
  - The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
  - The right to file a complaint with the U.S. Department of Education regarding an alleged violation of FERPA.
  - The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure otherwise is authorized by law or unless disclosure is made to school officials with legitimate educational interests.
- A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, address, telephone number, grade, date of graduation, extracurricular participation, achievement awards or honors earned, weight and height if a member of an athletic team, photograph and parents names.

Parents have the right to submit a written request to the building principal, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTO's, Booster organizations, the media and military recruiters. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit making ventures.

The written request or any questions should be directed to the building principal.

## ATHLETIC ACADEMIC ELIGIBILITY

- WEEKLY ELIGIBILITY – The student must be passing at least four (4) credits or the equivalent of four (4) credits. The student can fail no more than one course. D’s are reported as LOW. A one-week grace period is allowed for improvement from the reporting of two or more failing grades. For weekly reporting by teachers, grades are cumulative from the beginning of the current nine weeks.
- NINE WEEKS ELIGIBILITY – The student must pass five (5) credits from the preceding nine weeks to be eligible to participate each succeeding nine weeks from the conclusion of the preceding nine weeks (Physical Education is NOT included when determining academic eligibility).
- GPA REQUIREMENT – Grandview Heights High School students must maintain a 1.67 cumulative grade point average in order to be eligible to participate on an athletic team. GPA’s are computed each nine weeks.
- SPRING QUARTER TO FALL OF NEXT SCHOOL YEAR – From spring quarter to fall of the next school year the student must pass five (5) credits during spring AND four (4) credits for the year (determined by end of the year grades) to be eligible to participate. (Physical education is NOT included.) Credits earned during summer school CANNOT be used to establish eligibility. (OHSAA rule)
- NEW STUDENTS TO THE DISTRICT – For new students entering the Grandview Heights system, OHSAA standards only must be met. After the student has been in attendance for a full nine weeks reporting period, then the Grandview Heights requirements are added.

## CREDIT FLEXIBILITY

Teachers, counselors, and administrators at Grandview Heights High School are excited to give students the opportunity to show what they know and that they are ready to move on to higher-order content by learning in ways that are not limited solely to seat time in our high school building.

Ohio Senate Bill 311 allows our students to earn credit in the following ways:

- Option A: Complete traditional coursework
- Option B: Test out or otherwise demonstrate mastery of course content
- Option C: Pursue an educational option such as a senior project, distance learning, educational travel, an internship, service learning, music, arts, after-school program, sports, or community service. Online coursework will also be considered an educational option.

Credit Flexibility means more choice and autonomy for students and families in deciding how, when, and where students learn and earn high school credit. At Grandview Heights High School, students will work with parents and guardians, teachers, counselors, and administrators to determine which courses would be best for each student.

Grandview complete Credit Flexibility Plan is available in our Guidance Department or at

<http://grandviewschools.org/ghhs/guidance.cfm>

## GRADUATION REQUIREMENTS

<u>Total Credits Required for Graduation for Graduating Classes in 2012, &amp; 2013</u>	<u>21 Credits</u>
<b>English – 4 credits</b>	<b>Health Education - .5 credits</b>
<b>Social Studies – 3 credits</b>	<b>Economics or</b>
<b>Science – 3 credits</b>	<b>Personal Finance/Economics - .5 credits</b>
<b>Mathematics – 3 credits</b>	<b>Electives – 7 credits (Minimum)</b>
<b>*Physical Education - .5 credit</b>	

<u>Total Credits Required for Graduation for Graduating Classes in 2014 and beyond–</u>	<u>21 Credits</u>
<b>English – 4 credits</b>	<b>*Physical Education - .5 credit</b>
<b>Social Studies – 3 credits</b>	<b>Health Education - .5 credits</b>
<b>Science – 3 credits</b>	<b>Personal Finance/Economics - .5 credits</b>
<b>Mathematics – 4 credits</b>	<b>Electives – 5.5 credits (Minimum)</b>

*Science courses must include an inquiry-based lab experience, including 1 credit each in Physical Science and Life Science and one unit in Chemistry, Physics, or other physical science, Advanced Biology or other life science, or earth or space science. Math credits must include 1 credit of Algebra II or equivalent.*

*\*Please see the new Physical education Credit policy next page.*

## **STUDENT CLASS LOAD**

Because a student is required to have 21 credits for graduation, it is strongly recommended that 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders schedule six (6) classes with no more than one study hall.

## **EARNING PHYSICAL EDUCATION CREDIT THROUGH SCHOOL ATHLETICS AND MARCHING BAND**

- The student needs to schedule at least one semester with the Physical Education teacher.
- The student may earn one semester of credit for Physical Education (1/4 credit) if he/she participates in two sports seasons for two years. The student has to be eligible and in good standing with the team. At least one of the sports must be repeated for two consecutive years. Band season is defined as full year participation including Marching Band. Jazz Band does not fulfill this requirement.
- The student needs to complete his/her alternative Physical Education credits before the start of his/her senior year. Any senior that has not fulfilled his/her Physical Education requirement by the end of their junior year will be required to take Physical Education Class. No credit will be awarded for sports/band participation during the senior year.
- Participation in the following activities will count towards the student's Physical Education requirement: Any school sponsored sport, band, or cheerleading. School sponsored sports do not include club activities.
- At the conclusion of each season, coaches/band director will turn in a list of all students that have satisfactorily completed the season (a minimum of 60 contact hours). The high school guidance office will record the information and grant credit on a P/F basis once requirements have been met.
- **NOTE: Students are encouraged to consider the Flex Credit Policy when seeking alternative methods of earning PE credit.**

## BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board is committed to providing a safe, positive and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations among 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, psychological abuse, violence within a dating relationship and cyberbullying. 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 in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle or where an employee is engaged in school business. This policy applies while away from school grounds if the bullying behavior affects the school environment and/or welfare of the students.

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

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

Harassment, intimidation or bullying means 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). 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 but not limited to race, color, national origin, gender, handicap, disability, age, sexual orientation, religion, marital status and limited English skills. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidation, menacing, coercion, name-calling, taunting, making threats and hazing.

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

Any student or student's parent/guardian who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to any school staff member or administrator. Reports shall be promptly forwarded to the building principal for review, investigation and action. 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, including dating violence. 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 designee shall prepare a written report upon completion of the investigation. 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 act of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. These actions may be up to and including expulsion for students, discharge for employees, 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, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation in reference to a substantiated or unsubstantiated report shall be considered a serious violation of Board policy. 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, he/she 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/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and/or bullying.

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

## Complaints

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

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

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

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited, as is appropriate, in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report will be anonymous.

## Privacy/Confidentiality

The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligation 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. The list shall be limited to the number of verified acts of harassment, intimidation and/or bullying, whether in the classroom, or 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 will cooperate with investigations by such agencies.

## Immunity

A 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 Ohio law 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 in the teacher, student and parent/guardian handbooks. State and federal rights posters on discrimination and harassment shall also be posted at each building.

## Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent/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 with respect to aggressive behavior and bullying in general will be age and content appropriate.

To the extent that state and federal funds are appropriate for these purposes, the district shall also provide training, workshops, and/or courses on this policy for school employees and volunteers that have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

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

## **GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT ACTIVITY CODE OF CONDUCT**

### **Statement of Philosophy**

Participants in extra-curricular programs are held to a higher standard of responsibility and conduct. They are representatives of their school, the Grandview Heights City School District, and the Grandview Heights/Marble Cliff community.

The Grandview Heights City School District recognizes that the use and abuse of tobacco, alcohol, and other drugs has a negative effect on learning, behavior, athletic development and performance. The Board of Education and the staff of the school district encourage students to choose healthy, lawful activities. This code of conduct has been developed to ensure that the school district is represented by law-abiding, tobacco, drug and alcohol-free students in the activities it offers. As extra-curricular activities are a privilege and not a right, all students participating in extra-curricular activities agree to be tobacco, alcohol, and drug-free.

### **Voluntary Referral Opportunity**

In recognition that peer pressure is a powerful force and that learning occurs through experience, there is an understanding that errors in judgment are part of the learning process. Taking responsibility for these errors in judgment is also an important part of learning. Therefore, the following Voluntary Referral Opportunity is available as defined below for violations of agreements 1-6.

Voluntary referral must occur before any discovery by school personnel of violations. The student may use voluntary referral once in his/her athletic or academic career grades 7-8 and once in his/her athletic or academic career grades 9-12. Voluntary referral cannot be used if the student has been found to be in violation of any provision of this policy at any other time.

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the possession or use of tobacco, alcohol, and other drugs. The student or immediate family members may make voluntary referrals. Voluntary referrals will not carry violation consequences on the first offense only. Voluntary referrals are considered a first offense with no penalty.

If the voluntary referral is made due to use or possession of alcohol or drugs, an appointment for assessment and/or the Saturday Family Workshop must be made within five days. The cost of this assessment will be the responsibility of the student or the family of the student.

If the voluntary referral is made due to use or possession of tobacco, an appointment to attend HABIT Smoking Cessation Workshop must be made within five days. If verification is not made with the principal or the principal's designee within five days, the violation will be considered a first infraction with applicable consequences.

In the event that a student is in violation of agreement 7, voluntary referral may not be used. The student must, however, report any violations of agreement 7 in order to lessen the possible consequences. Please refer to the "Violation of Agreement 7" sections below for specific details.

### **Definitions:**

1. Extra-curricular- any school sponsored activity that is not part of the graded course of study. This includes, but is not limited to, athletics, clubs, school-sponsored trips, and other school related activities.
2. Co-curricular- any activity or contest that is required and is directly related to the graded course of study, including, but not limited to Band, Singers, FIRST, etc...
3. Sports Season- the time from the first practice as recognized by OHSAA until the final contest or awards ceremony (whichever occurs last).
4. Leadership position-any appointed or elected position. These include but are not limited to officer of a class or organization, captain/co-captain of a team, student council, or camp counselor.
5. Highly Visible Position- any activity which places a student in front of other students for honor or recognition. Examples include but are not limited to Citizen of the Month, Homecoming Court, and Homecoming Escort.
6. Assessment- a program operated by a certified chemical dependency counselor, a licensed physician trained in chemical dependency or a mutually agreed on provider.

**Agreement:**

**All participants of extra-curricular activities agree to the following:**

1. Students will not possess, use, sell, or distribute tobacco in any form.
2. Students will not possess, use, sell, or distribute alcoholic beverages.
3. Students will not possess, use, sell, or distribute non-prescribed or illegal drugs.
4. Students will not sell, distribute, or misuse prescription drugs or over-the-counter medications.
5. Students will not possess, use, sell, or distribute body-altering or performance-enhancing chemicals, such as steroids.
6. Students will not knowingly remain in attendance at any social situation or event in which peer group underage alcohol use or illegal use of drugs is taking place. Actual possession or use is not required to be considered a violation of this provision. First time offenders of this provision will be counseled by school officials regarding this policy. Parents and students will be reminded that future infractions will result in consequences. No other consequences will be given for first time offenders. Upon a second violation, the leveled consequences would begin.
7. Students will not violate any local, county, state, or federal laws or ordinances. For the purpose of this policy, minor moving traffic violations are excluded. A violation occurs when a student is cited or charged by police or other entity for an infraction of local, state, or federal law or ordinances.

**Violations of Agreement and Related Consequences:**

**Interscholastic Athletics:**

Violation of Agreement 1: Loss of 100% of current season contests\*. If student and parent/guardian attend HABIT Smoking Cessation Workshop, consequence will be reduced to 20% of the current season\*.

Violation of Agreements 2-5: Loss of 100% of current season contests\*. If student and parent/guardian attend the Saturday Family Workshop or similar educational/counseling program (must be approved by building principal), consequence will be reduced to 20% of the current season\*.

Second Violation of Agreements 1-5: Loss of 100% of current season contests\*. Families may opt to have a drug and alcohol assessment completed. If the assessment is completed, consequences will be reduced to 30% of the current season\*. The assessment must be approved by the building principal.

Third violation of Agreements 1-5 will result in the loss of participation privilege for one calendar year.

Violation of Agreement 6: No Consequences. (First offense)

Loss of 10% of current season contests\*. (Second offense)

Loss of 30% of current season contests\*. (Third offense)

Loss of 50% of current season contests\*. (Fourth offense)

Loss of participation privilege for 1 calendar year. (Fifth offense)

Violation of Agreement 7: Any time a student is cited or charged by police or other entity for an infraction of local, state, or federal law or ordinances, the student is required to report the incident to the principal or athletic director the first day the student returns to school. If students are on break (any time when students have one or more days when school is not in session), the report must be made before the student participates in any extra-curricular or co-curricular activity. Failure to report will result in a 50% loss of current season contests\*. Once reported, the student (and parent) will have the opportunity to outline the details of the violation to a panel consisting of the building principal, the athletic director, one coach, and one non-coaching teacher. The panel will make a decision regarding the length and duration of loss of current season contests. The panel may choose to act on the information presented or may require further documentation before rendering a decision. The decision of the panel is final and not subject to appeal.

**Notes**

\*If the percentage of lost contests cannot be fulfilled during the current season or if the student is not currently involved in interscholastic athletics, the remaining percentage of contests will be lost during the next sport season in which the student-athlete participates for the entire season.

Scrimmages do not count toward the percentage of lost contests. Tournaments do count toward the total percentage of lost contests. Student may continue to practice with the team at the discretion of the coach. Students may not dress for any contest during their suspension period.

**Other Extra-curricular Activities:**

Violation of Agreements 1-5: Each violation will result in a 2-month suspension from all clubs, activities and organizations. If student and parent/guardian attend the Saturday Family Workshop or similar educational/counseling program (must be approved by building principal), consequence will be reduced to a 1-month suspension.

Violation of Agreement 6: Each violation after the first offense will result in a 1-month suspension from all clubs, activities, and organizations.

Violation of Agreement 7: Any time a student is cited or charged by police or other entity for an infraction of local, state, or federal law or ordinances, the student is required to report the incident to the principal or athletic director the first day the student returns to school. If students are on break (any time when students have one or more days when school is not in session), the report must be made before the student participates in any extra-curricular or co-curricular activity. Failure to report will result in a 6-month suspension of all club and organization activities. Once reported, the student (and parent) will have the opportunity to outline the details of the violation to a panel consisting of the building principal, the athletic director, one coach, and one non-coaching teacher. The panel will make a decision regarding the length and duration of club and organization suspension of privileges. The panel may choose to act on the information presented or may require further documentation before rendering a decision. The decision of the panel is final and not subject to appeal.

NOTE: If the principal concludes that the suspension from an extra-curricular activity due to this section of the Activity Code of Conduct would be detrimental to a current production or performance; the principal may enforce consequences immediately following the final performance or production.

**Leadership Positions:**

Violation of Agreements 1-6: Each violation will result in loss of extra-curricular leadership positions for one calendar year with the exception of a first offense of Agreement 6.

Violation of Agreement 7: Any time a student is cited or charged by police or other entity for an infraction of local, state, or federal law or ordinances, the student is required to report the incident to the principal or athletic director the first day the student returns to school. If students are on break (any time when students have one or more days when school is not in session), the report must be made before the student participates in any extra-curricular or co-curricular activity. Failure to report will result in a loss of extra-curricular leadership positions for one calendar year. Once reported, the student (and parent) will have the opportunity to outline the details of the violation to a panel consisting of the building principal, the athletic director, one coach, and one non-coaching teacher. The panel will make a decision regarding the length and duration of suspension from extra-curricular leadership positions. Any loss of co-curricular leadership positions will be based on the classroom policies of the sponsoring teacher. The decision of the panel is final and not subject to appeal.

Any loss of co-curricular leadership positions will be based on the classroom policies of the sponsoring teacher.

**School-Sponsored Trips:**

Trips defined as co-curricular will not be subject to this policy. However, individual teacher policies in regards to co-curricular class trips may limit participation.

Extra-curricular trips will be subject to this policy as follows:

Violation of Agreements 1-5: Loss of travel privileges for 6 calendar months (1<sup>st</sup> offense). Loss of travel privileges for one calendar year (2<sup>nd</sup> offense). No travel privileges for remainder of school career (3<sup>rd</sup> offense).

Violation of Agreement 6: No consequence (1<sup>st</sup> offense). Loss of Travel privileges for 6 calendar months (each additional violation).

Violation of Agreement 7: Any time a student is cited or charged by police or other entity for an infraction of local, state, or federal law or ordinances, the student is required to report the incident to the principal or athletic director the first day the student returns to school. If students are on break (any time when students have one or more days when school is not in session), the report must be made before the student participates in any school-sponsored trip. Failure to report will result in a loss of travel privileges for a minimum of one year. Once reported, the student (and parent) will have the opportunity to outline the details of the violation to a panel consisting of the building principal, the athletic director, one coach, and one non-coaching teacher. The panel will make a decision regarding the length and duration of loss traveling privileges. The panel may choose to act on the information presented or may require further documentation before rendering a decision. The decision of the panel is final and not subject to appeal.

Prior to committing to a school-sponsored trip, families should discuss the implications of this policy. If a student loses the privilege of Travel, no refunds will be made by the school district. Families may want to independently explore Trip Insurance prior to committing to any school-sponsored trip.

**Highly Visible Position:**

Violation of Agreement 1-5: Loss of Highly Visible Position (excludes co-curricular positions) for 1 calendar year (each offense).

Violation of Agreement 6: No loss (1<sup>st</sup> offense). For each subsequent offense, Loss of Highly Visible Position (excludes co-curricular positions) will be for 6 calendar months.

Violation of Agreement 7: Any time a student is cited or charged by police or other entity for an infraction of local, state, or federal law or ordinances, the student is required to report the incident to the principal or athletic director the first day the student returns to school. If students are on break (any time when students have one or more days when school is not in session), the report must be made before the student participates in any extra-curricular or co-curricular activity. Failure to report will result in a loss of highly visible position(s) for one calendar year. Once reported, the student (and parent) will have the opportunity to outline the details of the violation to a panel consisting of the building principal, the athletic director, one coach, and one non-coaching teacher. The panel will make a decision regarding the length and duration of suspension from highly visible positions. Any loss of co-curricular highly visible positions will be based on the classroom policies of the sponsoring teacher. The decision of the panel is final and not subject to appeal.

**Investigation:**

All reported suspected violations of this policy will be investigated. Documentation for a rules violation must come from one or more of the following:

1. Staff member's report.
2. Police Report.
3. Result of Principal/Athletic Director/Coach/Advisor/Teacher investigation.
4. Video or Picture Evidence.
5. Athlete's/Participant's Admission.

**Additional Provisions:**

1. This policy is in effect for all Grandview Heights City School students' grades 7-12.
2. Cumulative consequences are in effect for students in grades 7-8. Upon completion of grade 8, students receive a fresh start beginning the day they complete their 8<sup>th</sup> grade school year. From that point, cumulative consequences are then in effect until graduation from Grandview Heights High School.
3. Graduated Seniors are not eligible to participate in school related co-curricular or extra-curricular activities/trips.
4. This policy is in effect for actions on and off school grounds.
5. This policy is in effect 24 hours a day throughout a student's school career (grades 7-12).
6. This policy is in addition to any and all other consequences related to Code of Conduct violations.
7. Decisions rendered by the principal as applied to this policy are not subject to appeal.

**GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT**  
**Student Acceptable Use Policy 2011-2012**

Technology is fundamental to the daily lives of our students. The Grandview Heights City School District provides students with access to a computer network and the Internet for educational purposes. This document is a guideline for acceptable use of the District's network and computer-related equipment. All students must sign the Acceptable Use Policy. If the student is under the age of 18, a parent or guardian must also sign.

The District defines "network" as electronic devices linked together to transfer data. This includes the access to computers, mobile devices, the Internet, and Internet-based storage.

**Responsibilities**

The efficiency of the District network depends on responsible usage. Students may not:

- Install or copy any software without the consent of a district administrator;
- Execute any personal software on District equipment;
- Attempt to access any other user's data without permission;
- Tamper with district network, computers, and technology;
- Intentionally damage any network or computer equipment;
- Attempt to send, view, or retrieve inappropriate, vulgar, obscene or otherwise offensive materials;
- Cause any interruption to network or computer uptime; or,
- Login as someone else or allow someone else to use their login

Students are responsible for safeguarding their own passwords as well as anything that happens under their login.

**Content Creation and Publishing**

The usage of District resources is a privilege, not a right. Through this usage, students may create and publish content on the network and the Internet, within the following guidelines.

Students are prohibited from publishing, transferring or creating content that:

- Threatens, harasses or defames another student or school employee;
- Violates laws or school rules and policies;
- Disrupts class or school business;
- Plagiarizes a resource, person or copyrighted material;
- Links any personal website or social media to district web sites unless approved by the Network Administrator;
- Discloses anyone's personal contact information;
- Can be deemed commercial, political, or advertising material;
- Could provide a monetary gain; or,
- May be deemed inappropriate by District Administration.

**Network Enabled Personal Devices**

A member of the technology department must approve the usage of any personal devices with accessible Internet features. Students using these approved personal devices at school must follow the guidelines of the Acceptable Use Policy. The district is not responsible for any support of personal devices.

**Student Email**

Students may be given access to use a district provided email address with the purpose of school related communication. Email communication with someone other than staff or students must be approved by a district administrator beforehand. All email communication must follow the guidelines of the Acceptable Use Policy, regardless of where the communication is accessed or initiated.

**Monitoring and Privacy**

Students using district networks consent to monitoring. Students have no expectation of privacy in data submitted or accessed via the network. The district reserves the right to:

- Monitor and review data to analyze the use of systems and/or compliance with policies;
- Disclose any electronic message or file to an appropriate third party; and,
- Access any information on school networks, including any information that may be password-protected.

**Internet Content**

Although the district makes its best effort to filter and limit access to inappropriate material on the Internet, students may occasionally be able to access items that are illegal, defamatory, inaccurate, or potentially offensive.

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**Student Agreement**

I have read and understand the Acceptable Use Policy. I agree to follow the terms and conditions contained in this Policy. I understand that if I violate the rules, my use of the computing resources can be terminated, and I may face additional disciplinary action.

Name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

User's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT/GUARDIAN SECTION**

As the parent or legal guardian of the student signing above, I have read and understand the District Acceptable Use and Internet Safety Policy and grant permission for my child to access the district network, Internet and email, pursuant to the terms and conditions set forth in this policy. I understand that the District's resources are designed for educational purposes and it is impossible to restrict access to all controversial materials. I will not hold the District responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. I accept full responsibility for supervision when my child's use is outside of school. I understand that if the Student violates the rules, his/her use of the computer resources can be terminated and the Student may face additional disciplinary action.

Parent /Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Adopted 5-10-2011

**Annual Notification of Rights under FERPA  
Grandview Heights City School District**

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

1. The right to inspect and review the student’s education records within 45 days after the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate District official) a written request that identifies the record(s) they wish to inspect. The District official will make arrangements or access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of the privacy rights of the student. The parent(s) or eligible student shall write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the privacy rights of the student. The school principal shall decide whether he/she will amend the record within a reasonable time of the request, not to exceed forty-five (45) days after the request is made. If the school principal decides to grant the request, he/she shall amend the record accordingly. If the school principal decides not to amend the record as requested by the parent or eligible student, the school principal notify the parent or eligible student of the decision and advise them of their rights to hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when they are notified of the right of a hearing. If, as a result of any hearing held, it is determine that the information is inaccurate, misleading, or otherwise in violation of the student’s privacy rights, the record shall be amended accordingly, and the parent or eligible student shall be notified of the amendment in writing. If, as a result of any hearing held, it is determined that the information in the education record is not inaccurate, misleading, or otherwise in violation of the student’s privacy rights, the parent or eligible student shall be so informed and shall be advised of the right to place a statement in the record commenting on the contested information and/or stating why he or she disagrees with the decision of the District. If the District places such a statement in the student’s education records, the District shall maintain the statement with the contested part of the record as long as the records is maintained and shall disclose the statement whenever it discloses the portion of the record to which the statement relates.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Board as an administrator, supervisor, teacher, instructor or support staff member (including health or medical staff and school resource officers); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task, including but not limited to an attorney, auditor, medical, educational or other consultant; a volunteer performing a task or function as directed by a person employed by the Board; or therapist.

“Legitimate educational interest” is defined as a direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District, or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student’s family.

The District also discloses student education records without consent of the parents or eligible student under the following circumstances:

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

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

In addition to the above, the District releases the names, addresses, and telephone listings of secondary students to military recruiters for any branch of the United States Armed Forces, or to an institution of higher learning, that requests such information, unless the secondary student or parent of the secondary student requests that such information not be released without prior parental consent.

**Parent(s), guardian(s) or eligible students shall provide notice to advise your school principal by September 1, 2011, in writing, of any or all of the above items that should not be released without the parent's or eligible student's prior consent.**

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

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