

GROVEPORT MADISON LOCAL SCHOOLS



STUDENT HANDBOOK 2023-2024



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Our Belief Statement

We believe all Cruisers are valuable. We will unconditionally SERVE, SUPPORT, and INSPIRE. Therefore, every Cruiser will maximize their unique PURPOSE, POTENTIAL, and POWER to produce the results they want.



BOARD OF EDUCATION

[LaToya Dowdell-Burger](#), President

[Seth Bower](#), Vice President

[Libby Gray](#), Board Member

[Chris Snyder](#), Board Member

[Kathleen Walsh](#), Board Member

DISTRICT DEPARTMENTS

Superintendent:

[Jamie Grube](#)

Treasurer:

[Adam Collier](#)

Deputy Superintendent:

[Paul Smathers](#)

- Operations / Facilities / Safety

Director of Instruction and Achievement:

[Carole Morbitzer](#)

- Curriculum / Professional Development / ESL / Testing and Assessments

Director Innovation and Accountability

[Mike Morbitzer](#)

- District and Building Goals / Partnerships / Title IX / Federal Programs

Director of Diversity, Equity, and Human Capital:

[Dr. Christopher Green](#)

- Hiring / Licensure / Welcome Center

Director of Special Education:

[Mitzi Boyd](#)

- Special Needs Preschool / IEPs / Special Education

Director of Student Services:

[Jaime Scott](#)

- Enrollment / Title IX / McKinney Vento / Student Discipline

Chief Technology Officer:

[Nate Saum](#)

- Chromebooks / Instructional Technology

Director of Communications & Community Relations:

[Kaitlin Duncan](#)

- Strategic Communications / Alerts

Director of Business Services:

[Chris Reed](#)

- Maintenance / Transportation / Food Services / Classified HR

Director of Food Services:

[Dan Magee](#)

- School Breakfast and Lunch programs / Free and Reduced Meals

Director of Transportation:

[Theresa Ritchie](#)

- Bus routes / Bus issues

IMPORTANT WEBSITES

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

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

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

FinalForms: <https://groveport-oh.finalforms.com>

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

Twitter: <https://twitter.com/GMSchools>



GROVEPORT MADISON LOCAL SCHOOL DISTRICT
2023-2024 STUDENT HANDBOOK

SCHOOL HOURS

High School	7:15 AM – 1:45 PM
Middle Schools	8:15 AM – 2:40 PM
Elementary Schools	9:15 AM – 3:40 PM
Pre-K AM Class	9:00 AM – 11:30 AM
Pre-K PM Class	1:00 PM – 3:30 PM

CONTACT INFORMATION

DISTRICT SERVICE CENTER (DSC)

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

SCHOOL BUILDINGS

<p>Lil' Cruiser Campus Preschool Principal: Mitzi Boyd Fax number: 614-916-1148 Main Office: 614-237-8756</p>	<p>Groveport Elementary School Principal: April Bray Asst. Principal: Suzanne Robetoy Fax number: 614-836-4680 Main Office: 614-836-4975</p>	<p>Middle School North Principal: Chris Mosure Asst. Principal: Brittany Kimbleton Fax number: 614-833-2033 Main Office: 614-837-5508</p>
<p>Asbury Elementary School Principal: Ryan Wells Asst. Principal: Tyrone Olverson Fax number: 614-833-2004 Main Office: 614-833-2000</p>	<p>Madison Elementary School Principal: Tricia Faulkner Asst. Principal: Rian Burnett Fax number: 614-836-4683 Main Office: 614-833-2011</p>	<p>Middle School South Principal: Cody Bryson Asst. Principal: Ronda Stewart Fax number: 614-836-4956 Main Office: 614-836-4953</p>
<p>Dunloe Elementary School Principal: Lori Green Asst. Principal: Lindsay Maltz Fax number: 614-833-2007 Main Office: 614-833-2008</p>	<p>Sedalia Elementary School Principal: Katie Van Schoyck Asst. Principal: Tryvan Leech Fax number: 614-833-2429 Main Office: 614-833-2014</p>	<p>GM High School Principal: Jeff Altman, Principal Fax number: 614-836-4998 Main Office: 614-836-4964 Asst. Principal: Duane Bland Asst. Principal: Tai Curnute Asst. Principal: Sam Gamertsfelder Asst. Principal: Lindsey Himes Asst. Principal: Casey Martin Athletic Suprv.: Tommy Snyder, 614-836-4968 Attendance Office: 614-836-4970 Counseling Office: 614-836-4967</p>
<p>Glendening Elementary School Principal: Curt Brogan Asst. Principal: Nicholas Sakola Fax number: 614-836-4974 Main Office: 614-836-4972</p>	<p>Middle School Central Principal: John Brown Asst. Principal: Mark Saelzler Fax number: 614-836-4999 Main Office: 614-836-4957</p>	

2023-2024 DISTRICT CALENDAR

2023-2024 DISTRICT CALENDAR



Event or Holiday		Date
	New Cruiser Orientation	8/10 - 8/15
	All Teachers Report	8/16
	FIRST DAY OF SCHOOL (Grades 1 - 6, & 9)	8/17
	ALL STUDENTS REPORT (Grades 1 - 12)	9/4
	NO SCHOOL - Labor Day	9/20
	Interim Reports Mailed/Posted in ProgressBook	10/11
	End of 1st Grading Period	10/12
	NO SCHOOL - Teacher Release Day/Fall Break	10/13
	NO SCHOOL - Fall Break	10/16
	NO SCHOOL - PD Day for Staff	11/10
	NO SCHOOL - Veterans Day	11/17
	Interim Reports Mailed/Posted in ProgressBook	11/21
	Students Dismiss Two Hours Early	11/22 - 11/24
	NO SCHOOL - Thanksgiving Break	12/15
	End of 2nd Grading Period	12/15
	Students Dismiss Two Hours Early	12/18 - 1/1
	NO SCHOOL - Winter Break	1/2
	NO SCHOOL - PD Day for Staff	1/3
	Classes Resume from Winter Break	1/15
	NO SCHOOL - Martin Luther King Jr. Day	2/2
	Interim Reports Mailed/Posted in ProgressBook	2/19
	NO SCHOOL - Presidents Day	2/20
	NO SCHOOL - Teacher Release Day	3/12
	End of 3rd Grading Period	3/13
	NO SCHOOL - PD Day for Staff	3/28
	Students Dismiss Two Hours Early	3/29 - 4/5
	NO SCHOOL - Spring Break	4/26
	Interim Reports Mailed/Posted in ProgressBook	5/27
	NO SCHOOL - Memorial Day	5/30
	LAST DAY OF SCHOOL	5/31
	Teacher Work Day	TBD
	GMHS Graduation	
	Conference Days, to be announced by each school.	

August 23						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 23						
Su	M	Tu	W	Th	F	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 23						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 23						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 23						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 24						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 24						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 24						
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
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May 24						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

June 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 24						
Su	M	Tu	W	Th	F	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

★ First and Last Days for Students

No School

Two-Hour Early Dismissal

End of Grading Period

Interim Reports Sent Home/Posted on ProgressBook

MESSAGE FROM SUPERINTENDENT JAMIE GRUBE



Jamie Grube, Superintendent

Dear Parents and Students:

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

While our students' academic success is our primary mission, among our top priorities is ensuring our schools are safe, and the environments are suitable for learning.

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

The 2023-2024 *Student Handbook* reflects current state law and our Board of Education policies. Occasionally, unexpected changes in state law or Board policies require information in the handbook to be revised or updated. In any such instance, we will communicate changes to you and your child through various means.

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

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

Respectfully,

Jamie Grube



FORWARD

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

The *Student Handbook* applies to all GMLS students

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

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

Notification of the Availability of Free Language Assistance

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

Electronic Student Forms

GMLS uses FinalForms, an electronic records system to maintain most student data. FinalForms allows parents to enroll their child, complete permission slips, and submit emergency medical information, as well as electronically sign most forms that are required by our schools. FinalForms can be used using most mobile devices and it can be done in the parents'/guardians' native language. Best of all, the data remains in the student's records year-after-year, so there's almost never a need to provide the same information twice.



OUR GOALS FOR BUILDING A POSITIVE SCHOOL CLIMATE

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

TIPS FOR STUDENT SUCCESS

Helpful Tips for Parents/Guardians

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

Student Success: School and Home Working Together

School Begins at Home

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

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



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

Blended Learning

The following suggestions will go a long way to help your child to be successful with online learning:

- Create a learning space for your child. Set up a quiet home office for your student. Be sure to have access to an electric outlet for the Chromebook.
- Make a schedule and stick to it. Continue the school routine by having students up and ready to start their day at the normal time.
- Reduce distractions as much as possible. Turn off televisions, social media, video games, etc.
- Set up a calendar or daily planner with assignments and project due dates.
- Schedule in-brain breaks and physical activity at least every hour.
- See what accessibility features help your child—read aloud or text to speech, larger print size, use of earphones, etc.
- Communicate with teachers and principal. Having daily or weekly conversations with teachers is vital! Sign up for Class Dojo, Remind, Google Classroom—however your child's teachers communicate, make sure you reach out.
- Student daily engagement is paramount. Ensure your child connects with their teacher(s) daily. Ask questions, just talk, make it a point to connect.

Study Habits

During conferences, many parents ask, “How can I help my child?” or “Is it better for my child to work on their homework right after coming home from school or later in the evening?” The best reply to this question is, “What is best for your child?”

Teachers and parents can work together to develop a plan that ensures successful work habits. This plan may include:

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

Homework is intended to offer additional practice on content that was covered in class. If your child is spending an excessive amount of time on homework and is becoming frustrated, contact their teacher to discuss the situation.

EDUCATIONAL PROGRAMMING

Equal Education Opportunity

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

Any person who believes that the school or any staff person has discriminated against a student has the right to file a complaint. A formal complaint can be made in writing to the school district's Civil Rights Coordinator, Jaime Scott, at jaime.scott@gocruisers.org. Any complaint will be investigated and a response, in writing, will be given to the concerned person



within 15 days. The Civil Rights Coordinator can provide additional information concerning access to equal education opportunities. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Multicultural/Inclusionary Education

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

Special Education Identification: Child Find

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

Entrance Age Requirements

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

Preschool

A child between the ages of three (3) and five (5) is eligible for entrance into preschool if they are identified as a student with a disability. Students that are four (4) years old by August 1 are eligible to participate in the Spring screening to determine appropriateness as a peer role model within the special education preschool classroom. Upon acceptance as a peer role model, a nominal monthly tuition fee of \$50.00 is required.

Kindergarten

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



First Grade

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

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

Gifted Education and Services

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

Reporting Pupil Progress

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

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

Promotion and Retention

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

Third Grade Reading Guarantee

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

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

- A student who is an English learner enrolled in U.S. schools for less than three full school years and with less than three years of instruction in an English as a second language program;
- A student whose IEP specifically exempts the student from retention under the Third Grade Reading Guarantee;
- A student who demonstrates reading competency on an alternative assessment for reading approved by the Ohio Department of Education;



- A student whose IEP or Reading Intervention and Monitoring Plan shows the student received intensive remediation in reading for two years, and the student was previously retained in any of grades kindergarten through grade 3. A student who is promoted under this exemption must continue to receive intensive reading instruction in grade 4.

Multi-Tiered Systems of Supports (MTSS)

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

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

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

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

Academic Expectations

Academic Integrity

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

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

Honesty

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



Falsification


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

Grading Scale

K-5 Standards-Based Grading

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

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

Groveport Madison Local Schools – Standards Based Report Card				
Student				
Grade	03			
Teacher				
School	Asbury Elementary			
Year	18/19			
Grading Period				
				
Grading Scale		Achievement Key		
A = 90% - 100%		+ Achieving successfully at grade level standards, clearly on track		
B = 80% - 89%		✓ Progressing toward achieving grade level standards with some support		
C = 70% - 79%		- Skills are limited, frequent support needed		
D = 60% - 69%				
F = 59% or below				
Standards/skills left blank indicate that standard/skill has not been introduced or assessed at this point.				
CHARACTERISTICS OF A SUCCESSFUL LEARNER				
Collaborator - Works well with others	1	2	3	4
Communicator - Able to express their learning and needs	✓			
Independent Learner - Stays on task, can complete work on his/her own, learns routines	+			
Listener - Follows rules and directions, actively engages when adults and/or students are teaching/speaking	✓			
Conscientious - Shows best effort and demonstrates self-control	+			
Considerate - Respectful to peers, property and adults	+			
Responsible - Brings needed work materials, turns in homework, accepts responsibility for own actions	+			
Perseverance - Willingness to try new and different things without giving up	+			
A check mark indicates your child's reading level as measured by MAP (Measures of Academic Progress).				
	Fall		Winter	
Above Grade Level	✓		Above Grade Level	_____
At Grade Level	_____		At Grade Level	_____
Below Grade Level	_____		Below Grade Level	_____
ENGLISH LANGUAGE ARTS				
ENGLISH LANGUAGE ARTS GRADE	1	2	3	4
Reading Foundation Skills	✓			
Demonstrates and utilizes grade appropriate word analysis skills in decoding words	✓			
Reads fluently with accuracy, appropriate rate and expression	✓			
Reading Literature (Fiction)	✓			
Asks and answers questions to demonstrate understanding, referring explicitly to the text for answers	✓			
Retells stories, determines the theme and how it is conveyed through key details in the text	+			
Describes characters, setting or events in a story in depth	+			
Demonstrates comprehension/comparison of text elements and features in grade level literature	✓			
Compares and contrasts themes, settings and plot of stories by the same author	✓			
Reads and comprehends literature, including stories, drama and poetry on grade level	✓			
Reading Informational Text (Nonfiction)				
Asks and answers to demonstrate understanding, referring to the text for answers	+			
Determine the main idea of informational texts, recounts key details and explains how they support the main idea	+			
Use text features and search tools to locate information relevant to a given topic efficiently	✓			
Compares and contrasts the most important points and key details presented in two texts on the same topic	✓			
Reads and comprehends informational texts, including science and social studies texts, on grade level	✓			
WRITING				
Text Types and Purposes				
Writes opinion pieces on topics or texts, supporting a point of view with reasons	✓			
Writes informative/explanatory texts to examine a topic and convey ideas and information clearly	✓			
Writes narratives to develop real or imagined experiences or events using effective technique, descriptive details, and clear event sequences	✓			
Conducts short research projects that build knowledge about a topic	✓			
With guidance and support from peers and adults, produces writing in which the development and organization are appropriate to task and purpose	✓			



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6-12 Grading Practices

Grades at the secondary level illustrate the mastery of course content by the student. The secondary schools use an alphanumeric grading system which is structured on a 4-point or 5-point value to assign grades to students. Each earned grade equates to a point value from 0.0 to 5.0, which then gives the student an overall Grade Point Average (GPA).

Middle School Grading Scale – Grades 6-8

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

High School Grading Scale – Grades 9-12

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

Class Rank/Grade Point Average (GPA) Calculation

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

College Credit Plus

Groveport Madison Local Schools offers all students in grades 7 and up the opportunity to begin taking college courses for both high school and college credit through the College Credit Plus program. Groveport Madison Local Schools pays the tuition for any student who takes and passes classes taken at any Ohio college or university. The District has partnered with Columbus State Community College so that teachers at the high school offer some of the CSCC courses during the regular school day. Students



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also are free to take courses on the college campus, or through an online delivery system from any Ohio college or university. Students taking courses at a college campus are responsible for providing their own transportation. Students interested in participating in the College Credit Plus program should meet with their school counselor to ensure they complete all the required steps which include, but are not limited to:

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

Graduation Requirements

The Groveport Madison Local Schools Board of Education believes the teaching and coursework required for graduation will enable students to be successful upon graduation. In order to receive a diploma and graduate, a student must pass all assessments required by the Ohio Department of Education (ODE) for graduation or the State-approved alternative pathway. Visit the <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Ohio's-Graduation-Requirements> to learn Ohio Department of Education graduation requirements. A student also must meet the Groveport Madison High School requirements for basic coursework, and earn the total number of twenty (20) credits (<https://www.gocruisers.org/Downloads/2022-2023%20Program%20of%20Studies.pdf>) for the exact criteria for graduation. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessments will be determined by their IEP team.

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

For the most up-to-date information about graduation requirements, please visit the Ohio Department of Education website at <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Ohio's-Graduation-Requirements>.

Diploma

- Students are required to complete the outlined State of Ohio and GMHS graduation requirements, as well as meet required financial obligations to be awarded a diploma.
- Diplomas are awarded at the District's graduation ceremony at the end of the school year. Students who do not attend graduation may pick up their diploma at the school's main office on the Tuesday immediately following graduation.
- Due to alternative pathways, some students may qualify for a diploma midyear. Those students may obtain a transcript indicating their successful completion of all high school requirements, but will receive the diploma at the end of the school year with all of the other graduates.
- Find information about Honors Diplomas and Ohio Seals, including revised criteria for students in classes 2021 and beyond, by visiting <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas>.

Accelerated Graduation

- Students may request permission to graduate early. Minor students must have the written permission of their parent and meet with a counselor to develop a plan to complete all graduation requirements.
- A plan should be in place by the end of the student's sophomore year.
- Once a plan is approved, the student is considered a senior.
- A student who requests this option must meet their original graduation requirements.

National Honor Society

The National Honor Society (NHS) and the National Junior Honor Society (NJHS) are prestigious organizations that work to promote Character, Scholarship, Leadership, Citizenship, and Service. NHS and NJHS organize several events to support the community along with working to raise funds for charitable causes. Additionally, members of NHS/NJHS get involved in their own personal service projects, allowing them to not only contribute to others but grow as an individual. Incoming members must be invited and accepted by the faculty board. The NHS/NJHS Induction Ceremonies occur towards the end of the school year.



Student Fees and Fines

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

Selective Service (Groveport Madison High School)

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



CODE OF CONDUCT

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

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

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

Rights of Students and Parents/Guardians

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

Due Process of Law

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

GMLS Strives to Provide the Following to our Students:

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

Search and Seizure

Students' rights to decisions concerning searches to persons or property will be balanced by the responsibility of the school to protect the safety and welfare of **all** students. **Lockers are the property of the school system and are on temporary loan to students. There is no expectation of privacy in the contents of the lockers. All lockers are subject to examination by school personnel at any time. The regulation also applies to the use of any school district equipment including furniture, computers and related accessories. The Board also authorizes the use of devices and canines trained in detecting the presence of drugs or weapons when the Administration has reasonable suspicion that illegal drugs, weapons, or devices may be present in a school.**



Notice of Non-Discrimination

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) in its educational programs or activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

[Matt Cygnor](#), Executive Director of Human Resources

Matt.Cygnor@gocruisers.org

4400 Marketing Place, Suite B

Groveport, OH 43125

(614) 492-2520

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr?contactstate=MA> for the address and phone number of the office that services your area, or call 1-800-421-3481.

Rights and Responsibilities of Students

As a GMLS Student, you have the responsibility:

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

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

Steps to Making Good Choices

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

Consequences and Strategies to Correct Behavior

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

The GMLS staff is responsible for providing corrective instruction to students who fail to meet the behavioral expectations.

Multiple options for correcting student behavior may be selected depending on an individual student's needs. Considerations for



action include: age and grade level of the student, disabilities, student's history of misbehavior, specific offense and its seriousness in nature. Each building establishes its own school-wide PBIS Plan that includes activities for teaching and encouraging expected behaviors. The school principal and staff communicate the school-wide PBIS Plan to parents/guardians and students on an annual basis, as well as to new student enrollees.

Extra-Curricular Code of Conduct

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

Behavioral Intervention Strategies in our District

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

1. Parent/Guardian Contact/Conference

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

2. School-Based Behavioral Interventions

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

3. Detention

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

4. Emergency Removal

Exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. The emergency removal may be for part of a day and does not count toward suspension days.

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

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

6. Out of School Suspension

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



7. Expulsion

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

8. Individualized Plan

Grades and related academic credit(s) are awarded to students upon successful completion of their assignment.

9. Other

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

10. CORPORAL PUNISHMENT WILL NOT BE PERMITTED

Student Bus Conduct

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

School Bus Safety Rules

Student behavior on the bus is essential to the safety of all passengers. The following is an excerpt from the policies on transportation services, which have been approved by the Groveport Madison Local School Board of Education.

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

Students riding GMLS buses shall:

- always obey and cooperate with the bus driver promptly and respectfully.
- observe the GMLS "Student Code of Conduct" on the bus.
- arrive at the bus stop 5 to 10 minutes before the bus is scheduled for arrival. Buses are on a time schedule and will not return for late students before or after school.
- not behave at the bus stop in a manner which may threaten life, limb, or property of any individual.
- leave or board buses at assigned locations unless they have parental AND administrative authorization to do otherwise.
- when getting on or off the bus, cross the street or highway only when the driver has signaled that the way is clear. Students must remain visible to the driver at all times.
- wait for the bus to come to a complete stop before attempting to get on the bus or before getting up from a seat to get off the bus.
- go directly to an available or assigned seat – do not stand. Students may not change seats without the driver's permission.
- remain seated, keeping aisles and exits clear at all times.
- not open or close the windows on the bus without the driver's permission, and do not put any part of the body out of a bus window.



- not use profane language, eat, drink, spit, nor litter on the bus.
- not throw or pass objects on, from, nor into the bus.

Riding a District-provided school bus is a privilege, and when bus safety rules are not followed, students ~~will~~ may lose their privileges to ride a bus to and from school.

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

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

Surveillance Equipment

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

School Resource Officers

The School Resource Officer program is a cooperative agreement between the Groveport Madison Local School District, the City of Groveport, and Madison Township. This program assigns two full-time Police Officers to support the Groveport Madison Local School District. In addition to their law enforcement duties, the School Resource Officers provide mentoring to students, interaction with faculty, and participation in the classroom as guest speakers. The addition of the School Resource Officers has not only provided a safe school environment, but also enhances a positive relationship between students and the police.

Infractions That May Result in Disciplinary Action

This list is not inclusive of all possible infractions.

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

1A Unauthorized Use of Internet*

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

2A Disruptive Behavior

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



3A Dress Code Violations

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

4A Electronic Devices

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

5A Forgery/Fraud/False Identification

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

6A Gambling

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

7A Public Display of Affection

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

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

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

9A Disrespect Toward Another Student

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

10A Personal Profit/Commerce

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

11A Violations of Acceptable Use Policy

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

12A False reporting

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



13A Honor Violation

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

14A Falsification

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

15A Hazing

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

1B Use, Possession, Sale or Distribution of Alcohol

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

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

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

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

3B Fighting

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

4B Assault/Unauthorized Touching

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

5B Weapons Other than Firearm or Look-Alike

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

6B Explosives

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



7B False Alarms

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

8B Arson

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

9B Serious Bodily Injury

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

10B Disrespectful Acts Towards Staff

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

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

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

12B Consensual/Non-consensual Sexual Conduct

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

13B Sexting and/or Accessing Sexual Materials

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

14B Plagiarism/Cheating

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



15B Inciting Disobedient Acts/Inducing Panic

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

16B Vandalism

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

17B Trespassing

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

18B Extortion

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

19B Insubordination

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

20B Theft or Possessing Stolen Property

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

21B Bullying/Harassment/Intimidation

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

22B Incurability

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

23B Gang Activity

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



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24B Use, Possession, Sale or Distribution of Firearm

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

25B Firearm Look-Alikes

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



Board of Education Procedures and Rules

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

Due Process Rights – Policy 5611

Student Suspension and Expulsion Procedures

The Board of Education recognizes that students have limited constitutional rights when it comes to their education. Accordingly, the Board establishes the following procedures which Administrators shall use when dealing with students:

Students Subject to Suspension

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

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, Principal, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the
 - a. Superintendent;
 - b. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, assistant Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its Designee

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

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

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

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



Appeal to the Court

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

Students Subject to Expulsion

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

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

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

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

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

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

Appeal to the Court

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

Students Subject to Emergency Removal

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

Students Subject to Permanent Exclusion

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



Students Subject to Suspension from Bus Riding/Transportation Privileges

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

In determining whether disciplinary action set forth in this policy is to be implemented, District administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e., "Litigation Hold")) created and/or received as part of an investigation.

In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

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

Weapons - Policy 5772

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

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

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

Policy exceptions include theatrical props used in appropriate settings.

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

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

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

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



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

Firearm or Knife - Excerpt from Policy 5610

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

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.

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

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

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

Violent Conduct - Excerpt from Policy 5610

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

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

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



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

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

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

Bomb Threats - Excerpt from Policy 5610

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

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

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

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

"Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

Student Hazing - Policy 5516

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.



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Administrators, employees, faculty members, teachers, or volunteers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. Likewise, and volunteers associated with the District who fail to abide by this policy may be prohibited from continuing their involvement and/or participation in activities associated with the District and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers, and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Student Rights of Expression - See Administrative Guideline 5723

While students have the right to freedom of speech and expression consistent with Board policies and State law, such speech or expressions may not:

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

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

Dress Code

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

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

- Shorts or skirts that are at least four inches from the inseam;
- Shirts and blouses must not expose the midriff area or inappropriate cleavage;
- Tops and waistlines of bottoms must overlap;
- Pajama pants and/or pants designed for lounge pants, slippers (of any kind), or blankets are not allowed;
- Shoulder straps on sleeveless shirts or dresses must be the width of at least three fingers;
- Dress that promotes hate, profanity, vulgar or negative messages, anything advertising or related to alcohol, tobacco and drugs, or anything sexually explicit is not allowed;
- Transparent garments, open mesh garments, or garments with large open sides are not allowed;



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- Shoes must be worn and must not present a safety hazard;
- Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed;
- Items that could be dangerous to persons or destructive to school property such as chains or spikes, will not be allowed;
- Gang- or cult-related items of any kind are not allowed;
- Clothing with holes in inappropriate locations is not allowed;
- Sunglasses, masks, or other items that block the face, are not permitted;* Unless, masks are required for public health purposes.
- Headwear of any type that obstructs one's identity or makes it difficult to identify an individual will not be allowed;
- Hooded articles of clothing are permissible only if hoods are down;
- When any dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when any dress or grooming disrupts the educational process by being distracting, indecent, or inappropriate to the educational process, it is prohibited (as determined by the building administrator).

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

Bullying and Other Forms of Aggressive Behavior - Policy 5517.01

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

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

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

Harassment, intimidation, or bullying means:

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

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other



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

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

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

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

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

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

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

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

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

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



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

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

Complaints

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

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

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

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

Privacy/Confidentiality

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

Reporting Requirement

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

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



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Immunity

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

Notification

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

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

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

Education and Training

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

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

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

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

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

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

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



Every Minute Counts – Attendance Procedures - Policy 5200

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

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

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

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

- A. personal illness (a written physician's or health care provider's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. observation or celebration of a bona fide religious holiday
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751
- K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- L. college visitation
- M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- N. absences due to a student being homeless



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

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

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Grades Six (6) Through Twelve (12)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Grades K Through Five (5)

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Excessive Absences

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically-necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended



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beyond ten (10) days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

Habitually Truant

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

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

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

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.



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Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action

The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the 61st day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one (1) school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the 61st day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the attendance officer may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty. Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status.

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

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:



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- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Franklin County, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

Personal Communication Devices – Policy 5136

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

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

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

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

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



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Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

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

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

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

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

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

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

STUDENTS ARE PERSONALLY AND SOLELY RESPONSIBLE FOR THE CARE AND SECURITY OF THEIR PCDS. THE BOARD ASSUMES NO RESPONSIBILITY FOR THEFT, LOSS, OR DAMAGE TO, OR MISUSE OR UNAUTHORIZED USE OF, PCDS BROUGHT ONTO ITS PROPERTY.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day with permission from the principal.



Family Educational Rights and Privacy Act (FERPA) Policy/AG 8330

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

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

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

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

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

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.



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"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in 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 Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record; and
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.



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While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities;

The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

- H. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

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

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the Superintendent's annual public notice.



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In accordance with Federal and State law, the Board shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District-assigned e-mail address (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least seven (7) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within three (3) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs



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The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Since student records are

available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.



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Although the student's actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student's name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student's parent's school, institution of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.

If a non-custodial parent presents a subpoena or court order stating that s/he should be provided with copies or access to a student's records, the District will redact the student's confidential address and telephone number from the student's records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

2021 Solomon Amendment: Subtitle C - General Service Authorities and Correction of Military Records SEC. 521

Visitors - Policy 9150

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

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

Volunteers - Policy 4120.09

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

Each volunteer must note that they:

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

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



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Offenses

No person is to be accepted or maintained as a volunteer if they have been convicted of any of the following offenses:

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

Homeless Students - Policy 5111.01

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

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

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

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

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



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Services to Homeless Children and Youth

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

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

For families needing assistance with homelessness, contact Paul Smathers at paul.smathers@gocruisers.org.

Children and Youth in Foster Care

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



STUDENT HEALTH SERVICES AND REQUIREMENTS

The School Board of Groveport Madison Local Schools recognizes the responsibility of the school to help protect the health of the students.

School Health Information for Parents

Illness or Serious Injury

If your child has a fever of 100 degrees or more, vomits or has diarrhea, is too ill to be at school or has a serious injury, you will be notified to pick up your child. If a child demonstrates symptoms of an illness that may be contagious, the child will be isolated pursuant to Board of Health guidelines.

Please update your phone numbers and/or employment information even when your child is in high school, as they could have a life-threatening emergency and not be able to tell us the phone number where to reach you. Parents can easily update their contact information through their [FinalForms](#) account.

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

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

Emergency Forms

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

Parents, please remember to:

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

Groveport Madison Local Schools has transitioned all medical forms to our SchoolCare digital health platform.

Your Child's Medical Needs at School

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



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

The parent must keep the bus driver informed of any health concerns of which they feel the bus driver should be aware. Please feel free to contact the bus garage staff at 614-836-4788.

SchoolCare App

Groveport Madison Local Schools has partnered with SchoolCare to manage student health information. SchoolCare, a digital health platform, communicates directly with parents to ensure they know all about their student's healthcare at school. Parents will receive immediate alerts when their child visits the school nurse, when their child's medication is running low, or when immunization deadlines are approaching. SchoolCare information and is both HIPAA and FERPA compliant.

Please submit your child's health forms to us through the SchoolCare app so that school nurses will get the information they need to take good care of your child while they're at school. Just follow the link https://secure.caredox.com/signup/#/new/organization_group/1656 to create your SchoolCare account and complete the health registration process for your child(ren):

1. Check your inbox. Use the email invitation that is sent to you from activation@schoolcare.com and click on the link to begin.
2. Create a password and log into your SchoolCare account.
3. Once you have logged in, you will see "My Family." Click on the orange sign-up button to begin registration for your child.

If you need further assistance with your account, please contact support@schoolcare.com.

Food Allergies

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

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

Screenings

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

Contagious Diseases/Conditions

- **Coronavirus or COVID-19**

Your child must stay home, in accordance with CDC guidelines. Return to school as listed in CDC guidelines, found online at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>.

- **Chicken Pox**

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

- **Conjunctivitis (Pink Eye)**

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

- **Pediculosis (Head Lice)**

Head lice, or *Pediculus humanus capitis*, are tiny parasitic insects that live on human heads and feed on human blood. If a child in the District is found to have live head lice, the child's parent/guardian will be contacted to have the child treated and to pick them up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal to be sure they are free from bugs before being allowed back in school.

- **Impetigo**

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

- **Ringworm**

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

- **Scabies**

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

- **Strep Throat or Scarlet Fever**

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

- **Tuberculosis (TB)**

Tuberculosis (TB) test results are required if:

1. The student was born in a country outside of the United States.
2. The student has been in a foreign country for 30 days or more in the past year.

The test must show whether the result was positive or negative and how many millimeters the induration is.

▪ **Bed Bugs**

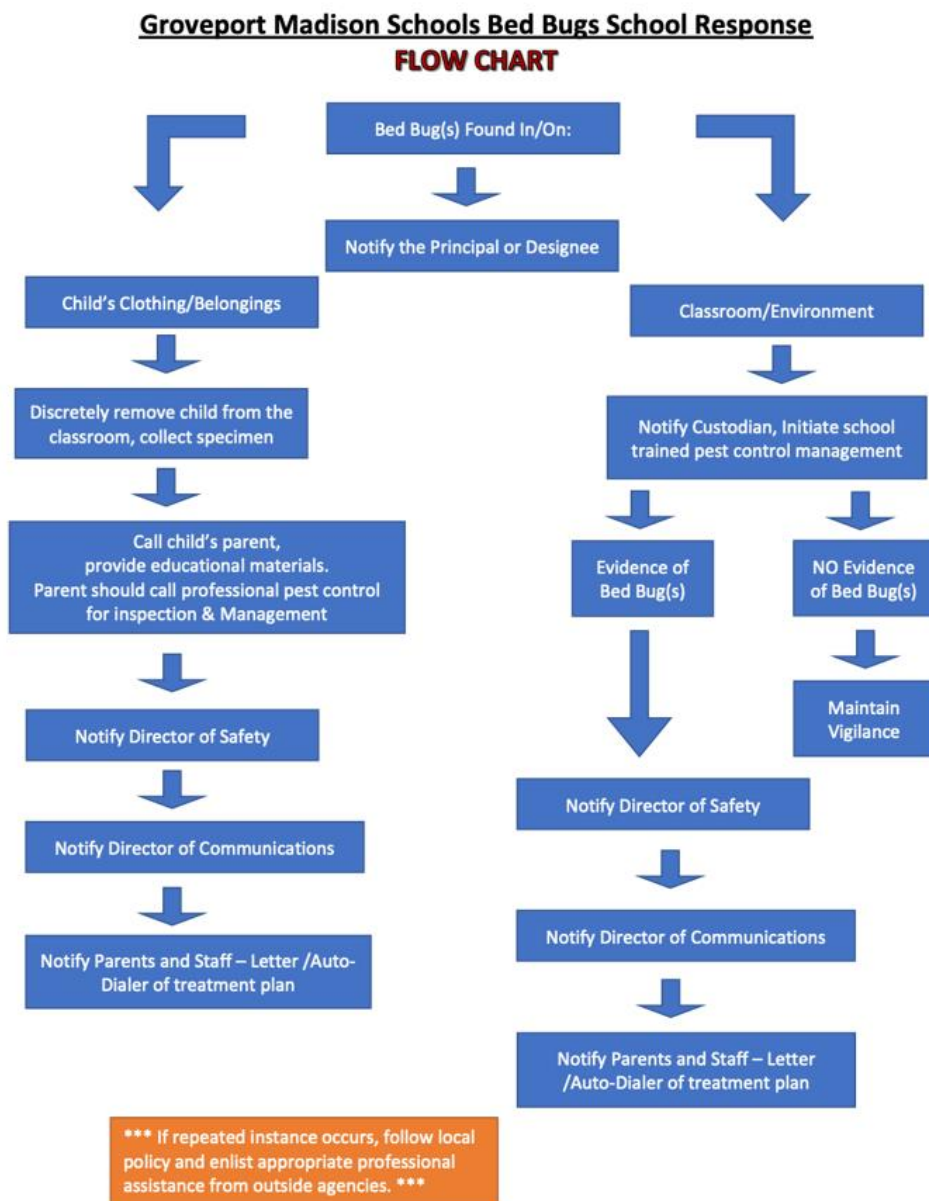
The person designated by the principal, may do examinations for bed bug infestation. At this time, public health scientific evidence does not show that bed bugs spread disease. Students will not be excluded from school due to bed bugs. If a suspected bed bug is found on a student or their belongings school principal or principal designee will privately follow these guidelines.

1. Discreetly remove the student from the classroom so a qualified individual can perform an inspection of the student's clothing and other belongings (including but not limited to: shoes, jackets, hats, books, backpacks, school supplies, etc.). If evidence of bed bugs is found, the staff/designee will place the student's unneeded items, such as book bags, into a large plastic bag and tightly seal the bag. If the student has siblings or other household members in the school system, they will be checked for evidence of infestation.
2. Check areas where the student sits or affected belongings may have been placed for extended periods of time for evidence of bed bugs. If a questionable bug(s) is seen, attempt to collect the specimen(s) using a tissue or a piece of gauze. Try not to crush the bugs. Additional bugs found after specimen collection, or if identification is not necessary (i.e., you know it is a bed bug) should be discarded by placing them in a sealed bag and disposing of the bag in the trash.
3. Do not send the student home. The parents are to be notified by the principal or the principal designee, if the specimen is a confirmed or suspected bed bug.
 - Suggest clean, freshly laundered (on high heat setting) and sealed change of clothing be sent to school (as long as needed).
 - Send only essential items to school with the student and inspect items upon arrival at school. If possible, the school could offer to keep non-essential items overnight to help ensure the items remain bed bug free.
 - Suggest keeping school items sealed in a plastic bag or tote at home and limit items going back and forth from home to school until infestation is treated.
 - Send home Bed Bugs Do's & Don'ts Checklist (available in school clinic or at <http://www.centralohiobedbugs.org>)
4. Vacuuming procedures to follow where bed bugs are found:
 - Vacuum affected areas where bed bugs are found during normal, after-school cleaning schedule, including floor and baseboards.
 - Sprinkle about $\frac{1}{4}$ to $\frac{1}{2}$ cup of talcum powder on the last section of floor to be vacuumed.
 - Remove the vacuum bag and place in a tightly sealed plastic garbage bag for disposal.
 - Do not use the same vacuum bag if moving to an uninfected area.

* If further environmental controls are deemed necessary, a licensed pest control company should be contacted by the Office of Business and School Improvement.
5. After positive identification, the school principal, designee should provide the student's classroom (elementary schools only) with the following information:
 - Parent/Guardian notification letter

Resources and additional information are available on Central Ohio Bed Bug Task Force web site at <http://www.centralohiobedbugs.org>.

Bed Bug Response Flow Chart



Immunizations

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











Blood Borne Pathogens

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

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

I NEED TO STAY HOME IF:

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE A BAD SORE THROAT	I HAVE BEEN IN THE HOSPITAL
							
Temperature of 100.0 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Active live lice present	Redness, itching, and/or "crusty" drainage from eye	Persistent, painful; with/without white patches	Hospital stay and/or ER visits

I CAN GO BACK TO SCHOOL WHEN:

I am fever free for 24 hours without the use of fever-reducing medication such as Tylenol or Ibuprofen.	I am free from episodes of vomiting for 24 hours and have resumed a normal diet.	I am free from episodes of diarrhea for 24 hours and have resumed a normal diet.	Rashes of unknown origin have been evaluated by a physician and provided a copy of physician orders to school.	I have treated lice with appropriate treatment and live lice are no longer present.	I have seen a physician and have been on medication for 24 hours.	I have seen a physician and been on medication for 24 hours.	I have provided the school with physician orders instructing staff on how to provide care for me at school.
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Media and Internet Release Form

Throughout the school year, students may be highlighted in efforts to promote Groveport Madison Schools (GMLSD) activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through the District’s website, social media, displays, and brochure, as well as in newspapers, radio, and television spots.

I certify that I have read the Media Consent and Release Liability statement and fully understand its terms and conditions.

Please Check One:

- Yes, I give Groveport Madison Schools and its organizations permission to print, broadcast, or use my child’s name, photograph or likeness in any media, electronic, digital and print, including but not limited to newspaper, magazine, radio, television, video, film, or any other form of mass communication.
 - A. This permission is given for the purpose of promoting the educational activities of the District. District representatives will reproduce said materials in a non-commercial manner and will not be used for any purpose that would bring financial value or receive monetary gain for use of my child’s name, photograph or likeness. I am also fully aware that I will not receive any compensation for my child’s participation.
 - B. I fully understand that I am releasing the District, its Board of Education, employees, and other representatives from any and all claims, damages, losses, suits, actions, demands, judgments, expenses, known or unknown, arising out of the use of this material.
- No, I **DO NOT** give my permission for my child’s picture or likeness to be used by Groveport Madison Local Schools or any other entities working with or associated with the District.

SAMPLE
Form will be completed in FinalForms Account.

Parent Signature _____



Chromebook Agreement

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

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

SAMPLE
Form will be completed in FinalForms Account.

Chromebook Agreement (continued)

12. The Children’s Online Privacy Protection Act, or COPPA, is a federal law that allows parents to control what information is collected online from their children under the age of 13. Groveport Madison Schools may contract with third-party website operators to offer online programs solely for the benefit of our students and for the school system – for example, homework helplines, individualized education modules, online research and organizational tools, or web-based testing services. In these cases, the schools may act as the parent’s agent and can consent to the collection of kids’ information on the parent’s behalf. The school’s ability to consent for the parent is limited to the educational context. If you choose to opt out of these programs, please contact your school’s principal.

Internet Rules and Expectations

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

General Handling and Required Care

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

Parent/Guardian Information

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

The student and parent acknowledge they have read all of the above terms, and that they agree to follow them.



Student Internet Acceptable Use Form

Parent/Guardian and Student Signature Form

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

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

Students must:

1. Respect and protect the privacy of others:
 - Use only assigned accounts;
 - Not view, use, or copy passwords, data, or networks to which they are not authorized;
 - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources:
 - Observe all network security practices, as posted;
 - Not allow others to use their accounts or passwords;
 - Report security risks or violations to a teacher or network administrator;
 - Not destroy or damage data, networks, or other resources that do not have clear permission of the owner.
3. Respect and protect the intellectual property of others:
 - Not infringe copyrights (no making illegal copies);
 - Not plagiarize.
4. Respect and practice the principles of communication:
 - Communicate only in appropriate ways;
 - Report threats or harassment;
 - Not use electronic communication to harass;
 - Not use electronic communication that is illegal (such as obscenity, stolen materials, or illegal content);
 - Not use electronic communication for acts that are criminal or violate the school's code of conduct; (such as messages or other mass unsolicited mailings);
 - Not use electronic communication for commercial purposes, or otherwise conduct business, unless approved as a school project.

SAMPLE
Form will be completed in FinalForms Account.

Students may, if in accord with the policy above:

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

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

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

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student Signature

Date

Parent/Guardian Signature

Date



Groveport Madison Local Schools Directory Information Withhold/Release Form

The items listed under **Directory Information** may be released in accordance with the Family Educational Rights and Privacy Act of 1074 (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of Directory Information.

The Board of Education designates the following personally identifiable information contained in a student's education records as "Directory Information."

- Directory Information includes the following:
- Student's name
- Student's place of residence
- Primary telephone number
- Date and place of birth
- Major field of study
- Participation in officially-recognized activities and sports
- Height and weight (if a member of an athletic team)
- Dates of attendance
- Expected date of graduation
- Awards received

SAMPLE
Form will be completed in FinalForms Account.

Please consider carefully the consequences of your decision. If you decide to inform this institution not to release Directory Information, the institution and its employees, contractors, or organizations will be responsible for the release of the information. If you decide to authorize the release of information from non-institutional persons or organizations, you may authorize at a later date on a transaction-by-transaction basis the release of information (for example, the release of a transcript for employment purposes) or information for other purposes. See the instructions below for instructions.

Note to students about to graduate: If you have requested that the information be withheld, a "Withhold Directory Information" flag will remain on your records after graduation if you have requested that the information be withheld; therefore, **we will not be able to verify your graduation to potential employers.**

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

Directory Information Authorization to Release

- I hereby authorize the release of my child's Directory Information as noted above.
- I do not authorize Directory Information to be released for my child and understand the ramifications of this decision.

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