



Grant Career Technical Planning District 2023-2024

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Grant Career Center

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(513) 734-6222

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WELCOME

Welcome to Grant! You have committed yourself to more than just career training, you have committed yourself to learning about success in life. Values, motivation, optimization of your capabilities and potential are attributes that will pay big dividends throughout your working career. It is the mission of Grant CTPD to provide you with the best instruction and training equipment possible. It is your responsibility to attend school daily, work hard and give complete effort so that you can maximize your learning and master your career choice.

The policies and procedures contained in this Student Handbook are the result of a combined effort of the Faculty, Administration, and Student Advisory Council to help you adjust to, and become an integral part of our school. Please read the material contained within this handbook. It is designed to supply information and to answer questions regarding school rules and procedures. It is also designed to be informative so that you can be successful while you are with us at Grant.

The staff and I want you to know that we care about each student and want all of you to be successful in life. We take our positions very seriously, and we expect you to approach each day at Grant willing to try your best. If you have any questions or concerns about the handbook, please contact any staff member or me.

Barry L. Daulton

Principal

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year. Each student is responsible for knowing its contents. Please take time to become familiar with this information. Questions should be directed to your instructor(s) and the Principal. The following information supersedes all prior guides and other written material on the same subjects and will remain in force until such time as new guide or materials are approved by the Board of Education.

DISTRICT VISION

Choose to be Great!

DISTRICT MISSION

The mission of the U. S. Grant CTPD: Equip students with skills, capabilities, and a sense of purpose to succeed in their lives.

VALUES

1. **Students First:** Our plans, choices and actions are driven by what is best for our students.
2. **Future-Focused:** We look forward, focusing on what is essential for success in the future.
3. **Trust and Openness:** We are worthy of others' trust, and ensure an environment where others are actively engaged and informed.
4. **Community:** We play an essential role in our community and commit to engage with others to create shared success.
5. **Greatness:** We are not satisfied with just being good, but instead, constantly pursue greatness in all that we do.

BELL SCHEDULE

A and B Regular Day

A- Periods 1,3,5 and 7

B- Periods 2,4,6, and 8

<u>Period</u>	<u>Time</u>
1,2	7:45 – 9:15am
3,4	9:15 – 10:45am
5,6	10:45 – 12:50pm
7,8	12:50- 2:25pm

LUNCH

Senior Lunch 10:45am – 11:20am

Junior Lunch 11:30am – 12:05pm

Junior Lunch 12:15pm – 12:50pm

LAB TIMES

Junior Lab – 7:45 – 10:45am

Senior Lab – 11:20 – 2:25pm

Two Hour Delay Schedule

<u>Period</u>	<u>Time</u>
1,2	9:45 – 10:45am
3,4	10:45 – 11:45am
5,6	11:45 – 1:25pm
7,8	1:25 -2:25pm

LUNCH

Senior Lunch 11:45am – 12:15pm

Junior Lunch 12:20pm – 12:50pm

Junior Lunch 12:55pm – 1:25pm

Lab Times

Junior Lab – 9:45 – 11:45

Senior Lab – 12:15 – 2:25

Monday Schedule

<u>Period</u>	<u>Time</u>
1	7:45 – 8:30am
2	8:30 – 9:15am
3	9:15 – 10:00am
4	10:00 – 10:45am
Sr. Lunch 10:45 – 11:30am	
Jr. Lunch 11:35 – 12:10pm	
Jr. Lunch 12:15 – 12:50pm	
5	10:45 – 11:30pm
6	11:30 – 12:50pm
7	12:50 – 1:35pm
8	1:35 – 2:25pm

LUNCH

Senior Lunch 10:45 – 11:30am

Junior Lunch 11:35 – 12:10 pm

Junior Lunch 12:15 – 12:50pm

Lab Times

Junior Lab – 7:45 – 10:45am

Senior Lab – 11:30 – 2:25pm

SCHOOL IMPROVEMENT MODEL

Grant CTPD utilizes the High Schools That Work (HSTW) framework as the Ohio Department of Education school improvement model.

EQUAL EDUCATION OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, social or economic background, or place of residence within the boundaries of the District has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below: (Grievance Form is available in the school office or through the Title IX Coordinator).

Barry Daulton, Title IX and Civil Rights Coordinator
Grant Career Center
718 West Plane Street
Bethel, OH 45106
(513) 734-6222

The complaint will be investigated and a written response will be given to the complainant within five days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

IMPORTANT DATES

Grading Periods

1st	August 16 – October 12
2nd	October 13 – December 21
3rd	January 3 – March 8
4th	March 11 – May 22

Any school days missed due to inclement weather or other calamity reasons and required to be made up by law, would be made up on the following dates: May 28, 29, 30, 31 and each successive weekday thereafter until all required days are made up.

August

August 16, 2023	First Day for Junior Students
August 17, 2023	First Day for Senior Students

September

September 4, 2023	Labor Day – No school
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October

October 16, 2023	No School For Students
October 17, 2023	Alternative Assignment Day for Students

November

November 6, 2023	Parent/Teacher Conferences (5-8 PM)
November 7, 2023	Teacher In-service – No school
November 20-21, 2023	Sophomore Career Days –Alternative Assignment Day for Students
November 22, 2023	P/T Comp Day – No school
November 23-24, 2023	Thanksgiving Break – No School

December

December 22, 2023	Winter break begins
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January

January 3, 2024	Classes resume
January 15, 2024	MLK, Jr. Day - No school

February

February 14, 2024	Parent/Teacher Conferences 5-8 PM
February 15, 2024	Teacher In-service – No school
February 16, 2024	No School
February 19, 2024	President’s Day – No school

March

March 11, 2024	Alternative Assignment Day for Students
March 25- April 1, 2024	Spring Break – No school

April

April 1, 2024	No School
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May

May 17, 2024	Student Recognition Ceremony and Senior Students Last Day
May 22, 2024	Last Day for all Students
May 23, 2024	Staff In-Service Day

STUDENT RIGHTS AND RESPONSIBILITIES

Rules and regulations of the District are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can exercise their rights to freedom of expression and to fair treatment as long as they respect those rights of their fellow students and staff. Students will be expected to follow directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) and change behaviors.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and when concerns arise. Many times, it will be the responsibility of the student to deliver that information or a personal contact will be made. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to communicate with their child’s teachers and also inform them of suggestions or concerns that may help their child better achieve his/her educational goals.

The staff expects students to arrive at school on time and prepared to learn. If, for some reason, this is not possible, the student should seek help from Student Services staff or the Principal.

Students, age 18 or older, will follow all school rules. If residing at home, they should include their parents in their educational program.

STUDENT EMANCIPATION

Only students who have a completed emancipation form on file will be excluded from the requirement of parental/guardian approval. A student is considered emancipated if he/she: 1) is 18 years of age; 2) lives separately from parent(s)/guardian(s); 3) supports himself/herself independently from parent(s)/guardian(s); 4) does not wish for parent(s)/guardian(s) to be contacted by the school for any reason other than immediate emergency; and 5) parent/guardian completing an emancipation form.

STUDENT EXPECTATIONS

Grant CTPD takes pride in promoting an atmosphere that emphasizes student discipline and a positive learning environment. Students are responsible for adhering to three major expectations:

1. Always be prepared for class
 - complete all homework
 - have laptop, books, supplies, and materials
 - be on time
2. Always be attentive in class
 - be alert and on task
 - follow class rules and policies
3. Always be respectful
 - of all school staff and all fellow students at all times (in class, hallways, lunch, school transportation, and all school events)

STUDENT/STAFF CONFIDENTIALITY ISSUE

As a student at Grant CTPD, if you should voluntarily decide to share information with any staff member, including guidance counselor, which involves matters, which may directly or indirectly affect the health, safety, and welfare of students or staff, you are placed on notice that there is no promise or expectation of confidentiality. Additionally, should you voluntarily choose to share information concerning violations of school rules, policies, codes of conduct, and/or laws, there is no promise or expectation of confidentiality.

STUDENT WELL-BEING/USE OF MEDICATIONS

All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of a dangerous situation or accident, s/he must notify school staff immediately.

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the general office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit their needs, in writing and with proper documentation by a physician, to the designated medical staff members. **In those circumstances where a student must take prescribed or non-prescribed medication during the school day, the following guidelines are to be observed:**

- Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- An Authorization for Medication or Treatment form must be filed with the respective building office before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the High School Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at parental/guardian request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or by other means.
- Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered and/or at the end of a school year.

- The student has the sole responsibility to report to the High School Office to take their medication at the scheduled time prescribed by the Physician.
- A log for each prescribed medication shall be maintained by the school which will note the trained personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's/guardian's written release.
- Staff is not permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the high school office staff must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school medical personnel. In addition, the principal or school medical personnel must receive a backup dose of the medication from the parent or student.

Care of Students with Diabetes (Board Policy 5336)

The Board of Education is committed to ensuring that each student enrolled in the District who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating practitioner.

The diabetes care to be provided includes any of the following:

- checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
- responding to blood glucose levels that are outside of the student's target range;
- in the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
- administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
- providing oral diabetes medications;
- understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the student's treating practitioner's order;

- G. following the treating practitioner's instructions regarding meals, snacks, and physical activity; and
- H. administering diabetes medication, as long as the conditions described below are satisfied.

Within fourteen (14) days after the District receives an order signed by the student's treating practitioner, the Board will inform the student's parent, guardian, or other person having care or charge of the student that the student may be entitled to a Section 504 Plan regarding the student's diabetes. The Board will use the 504-plan information sheet developed by the Ohio Department of Education to provide such notification. Additional Information on this Policy is available on the Grant Career Center website.

Student with Special Dietary Needs

Education and planning with regard to food allergies and other dietary issues is the key to establishing and maintaining a safe school environment for all students. The management of student allergies is a coordinated and collaborative approach among the parent/guardians, the student and the school.

The Board of Education has adopted a policy with regards to the special needs of students with food allergies. The policy sets forth responsibilities for the student's family, the student, and the school for handling and minimizing the risk of exposure to harmful allergens.

The District will work with parents and students to ensure that food allergies do not detract from full participation in a safe, educational school experience. Parents/guardians will need to provide the district with proper medical documentation establishing the student's allergies and possible treatment needs.

Students with allergies will not be discriminated against or excluded from participation based solely on food allergies to the extent physically possible. On the other hand, students will not be forced to participate where such participation would lead to exposure to harmful allergens.

Student Wellness Program

In response to the re-authorization of the Child Nutrition and Women, Infants and Children Act, the Board directs the Superintendent/designee to develop and maintain a student wellness program. The student wellness program:

- includes goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
- includes nutrition guidelines for all foods available in the District during the school day in order to promote student health and reduce childhood obesity;
- provides assurance that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture; and
- establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness program must be a collaborative effort between parents, students, food service workers, administrators, the Board and public. See Policy 8510 for details.

INJURY AND ILLNESS

Any student who is injured at school should report that fact to the teacher in charge who will refer those cases needing further attention to the Administrative Office. First aid will be supplied and a determination will be made whether to advise a parent/guardian of the situation, send the students back to class or lab, or call for further medical assistance. If a decision is made to send the student home or to call for medical assistance, school personnel will make the necessary contacts and

release the student. Students will not be permitted to go home unless permission has been obtained from a parent/guardian.

Incidents and accidents are going to happen in the lab or classrooms. If an incident or accident happens, it is the responsibility of each teacher to report the event to the administrative office. In an emergency situation, teachers are to provide first aid to the student and immediately notify the administrative office for help. In those situations, an Incident Report Form is to be filed as soon as possible. In a non-emergency situation, the teacher is to send the student along with a completed Incident Report Form to the administrative office for first aid. In situations where the student injury is non-school related, teachers should send the students to the administrative office where first aid is given. An Incident Report Form must be filled out for all accidents no matter how minor the accident appears to be. All accidents must be reported anywhere on school property or on any school-sponsored activity.

SECTION I - GENERAL INFORMATION

Advertising for Outside Activities

No announcements or posting of outside activities will be permitted without prior approval of the Principal. A minimum of 72 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

Building Closure Assignments

The Ohio State Department of Education allows school districts the opportunity to make up hours missed due to weather, mass illness, or other events that prohibits school from being in session.

If Grant Career Center is closed for a calamity day, students will be provided assignments from each of their classes through our on-line learning platform that are to be completed and turned in to their teachers. These assignments will be evaluated. All assignments are due based on the teacher due date.

Students will be able to access their lessons via the Grant website, www.my.grantcareer.com and specifically our on-line learning management system called Schoology. Students will be responsible for having their laptops and completing the on-line assignments.

If school is cancelled for more than the allowable number of hours in one school year, the additional time will be made up according to the school's adopted calendar for that particular school year.

In the event of a pandemic/catastrophic illness or event that would affect the staff and students at Grant Career Center, the Superintendent will authorize closure of the school. This closure would occur when it is determined that the pedagogical mission of Grant Career Center is no longer able to be performed due to a lack of instructional staff on-site, or attendance at school would endanger the health and/or safety of Grant's population.

Building Use

Students are not to remain in the school building or on school property after school hours or during days that school is not in session unless as a member of a recognized group practicing or meeting under the direct supervision of a staff member.

Care of Property

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property,

the student or his/her parent(s)/guardian(s) will be required to pay for the replacement or damage and the student will also be subject to discipline according to the Student Discipline Code.

Control of Casual Contact Communicable Diseases and Pests

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

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

Control of Non-Casual Contact Communicable Diseases

In the case of noncasual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a physician to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is evidence to warrant exclusion.

Noncasual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents/guardians will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing will be in accordance with laws protecting confidentiality.

Daily Routine

The school building opens at 7:30am and students are to sit in the cafeteria until 7:40 a.m., then report to their 1st period class by 7:45 a.m. Official attendance will be taken daily at the beginning of 1st period. Teachers will then check attendance each period throughout the day.

Students are to leave classes only for reasons of urgent necessity. Visits to lockers, water fountains, or restrooms should be made between classes. Students who have continual requests to leave the classroom or lab may be referred to the Administration. Supervision for students is provided between the hours of 7:30 a.m. and 2:25 p.m.

Emergency Closings and Delays

If Grant Career Center must close due to inclement weather or other emergencies, an announcement will be made on all Greater Cincinnati radio, television stations' web sites, social media outlets, at www.my.grantcareer.com and through our Call System. You may also call 513-734-6222 and listen to the phone message regarding school closings and delays. When Grant CTPD is in session, students are expected to attend school. In the event that a student does not have transportation from their home school due to an emergency or closure due to inclement weather the absence will be recorded as a function of the home school and will not count towards a student's absences (parent note required).

All announcements will be aired under the name of **Grant CTPD**. Parents/guardians and students are responsible for knowing about emergency closings and delays.

Field Trips

Field trips are academic activities that are held off school grounds. There are other trips that are part of the school's co-curricular program. No student may participate in any school-sponsored trip without parental/guardian consent, unless the student has a completed emancipation form on file in the principal's office.

Attendance and Student Code of Conduct rules apply to all field trips. Students may be denied field trip privileges by the instructor and/or Administration. These decisions are final.

Fire, Tornado, and Safety Drills

The school complies with all fire safety laws and conducts fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their instructors who will be responsible for safe, prompt, and orderly evacuation of the building(s).

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State using a tornado warning system. Students will be given instruction regarding tornado-warning procedures.

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

Food and Drink

Based on safety, health regulations, and allergies it is the classroom/lab instructor's discretion concerning the consumption of food or drink in their area. Students are not permitted to sell food for a fundraiser during the school day from 7:00am until 3:30pm.

Food Service

No student is allowed to leave school premises during the lunch period without specific written permission from the Administration. **No outside food delivery services unless authorized by the administration.**

Grant CTPD makes lunches available to students. In addition, a la carte items are provided during lunch. Students may also bring their own lunch to school. Students wishing to participate in the pre-paid option, either weekly or monthly, should contact the cafeteria supervisor. **Students are not permitted to make lunch charges (Board Policy 8500).**

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on, lack of, proof of residency. For additional information contact the Principal.

Illegal Access to Computer Systems/Entering and/or Reproducing Unauthorized Information/Materials

It is illegal to access another's computer account without permission. Permission to access another's account must be in writing and must include the instructor's signature as authorization. Entering and/or reproducing any information that is not directly related to the instructional assignment is strictly prohibited. It is the policy of the District that a student cannot interfere with

the operation of school business. Unauthorized access, entering unauthorized information, and/or reproducing unauthorized information/material falls under this policy. **Students are not permitted to bring, install or use unauthorized software in any classroom or on any school computer.** Violations are defined in Rules/Regulations of Student Handbook in the Student Discipline Code.

Individuals with Disabilities

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies to students as well as all individuals who have access to Grant CTPD programs and facilities. The District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent/guardian to be an active participant. The recording of IEP Team meetings and 504 Team meetings is prohibited unless it is necessary in order for a parent to understand the IEP process or 504 process and/or his/her child's IEP or 504 Plan, or otherwise necessary to implement other parental rights under the IDEIA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended: If a parent believes that audio recording an IEP Team or 504 Team meeting is necessary, s/he should notify the Principal in writing, preferably at least two (2) school days before the IEP Team or 504 Team meeting, of his/her desire to audio record the meeting and the reason the recording is required. The Principal will notify the parent at least one (1) school day before the meeting if s/he intends to deny the parent's request to record the meeting. (Board Policy 2461).

Parents/guardians who believe their child may have a disability may inquire about the procedure or programs by contacting the Director of Student Services at 513-734-6222.

The following is a description of the rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights, if you disagree with any decisions made by the School District.

You have the right to:

- A. have your child take part in, and receive benefits from public education programs without discrimination because of his/her disabling condition;
- B. have the School District advise you of your rights under Federal law;
- C. receive notice with respect to identification, evaluation, or placement of your child;
- D. have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
- E. have your child educated in facilities and receive services comparable to those provided nondisabled students;
- F. have your child receive special education and related services if s/he is found to be eligible under Individuals with Disabilities Education Act;
- G. have evaluation, educational, and placement decision made based upon a variety of information sources, and by persons who know the child, the evaluation data, and placement options;
- H. have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by this District;

- I. have your child be given an equal opportunity to participate in co-curricular and extracurricular activities offered by the District;
- J. examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement;
- K. obtain copies of educational records at a reasonable cost unless the fee effectively denies you access to the records;
- L. a response from the School District to reasonable requests, for explanation and interpretations of your child's records;
- M. request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the School District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- N. request mediation or an impartial due-process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Section 504 contact;
- O. ask for payment of reasonable attorney fees if you are successful on your claim;
- P. file a local grievance or contact the Office of Civil Rights at any time.

The person in this District who is responsible for assuring that the District complies with Section 504 is:

Director of Student Services
Grant CTPD
718 West Plane Street
Bethel, OH 45106
(513) 734-6222

The person who believes s/he has a valid basis for grievance shall discuss the grievance information informally and on a verbal basis with the building's 504 Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. It is recommended that s/he initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the 504 Coordinator within five business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five business days.

Step 2

If the complainant wishes to appeal the decision to the 504 Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within twenty days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U. S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio, 44114.

Inquires concerning the non-discriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20201.

A Grievance Form is available in the school office or from the 504 Coordinator.

Individuals do have the right to proceed directly to the U. S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio, 44114, with their grievance.

Lost and Found

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will become the property of Grant Career Center.

Observation Cameras

Observation cameras are in place to monitor the property and facilities of the Grant CTPD. They are not in place to protect the personal property of those individuals on official business, nor are they in place to monitor/enhance the personal safety of those individuals entering and exiting the facility.

Pep Assemblies and Early Dismissals

All bus riders are to attend home school assemblies. Prior to boarding the bus, these students are to sign their name on the assembly sign out sheet. Then upon arrival at their home school, they are to sign in at the office. Any student who drives or rides to the career center and wishes to attend a home school pep assembly or approved assembly must follow the same procedure. Students who sign out for the assembly are to be in attendance at that assembly. Any student that signs out and does not attend the assembly will be considered truant and in violation of the Student Code of Conduct. Students who drive or ride and who wish not to attend the assemblies will attend their classes on their regular schedule and will be dismissed at the regular time. Students who attend any home school function are to familiarize themselves with the home school code of conduct and abide by the home school dress code.

Personal Communication Devices (Board Policy 5136)

Students may use personal communication devices (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. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be stored out of sight.

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. 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. 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 Director.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, 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 the end of the school day, 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 Director are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

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 allow 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 Director 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, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the building 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.

Scheduling and Assignment

Class schedules are provided to each student at the beginning of the school year or upon enrolling. Students are expected to follow their schedules, unless changes are approved by the Grant guidance counselor. It is important to note that some courses may be denied or have course prerequisites.

State Testing

It is the School District's intent to comply with the State Department of Education's guidelines for test security. The Guidance Counselor is designated as the District's Test Coordinator (DTC) and Principal is designated as the Building Test Coordinator (BTC) for his/her building. The DTC and BTCs are responsible for assuring that all the assessment administration and assessment security provisions adopted by the State Board of Education, and all assessment procedures adopted by the State Department of Education and this District, are followed explicitly by the appropriate staff. The DTC is responsible for making sure all Statewide assessment materials (i.e., achievement tests) and assessment procedures are secure and not made available to unauthorized parties. The BTC is responsible for assessment security within his/her school, and for appointing a sufficient number of examiners and monitors to satisfy State regulations. The DTC shall identify each person by name with a designated title as being either a test coordinator, examiner, monitor, translator, or scribe in the District or participating school who is authorized to be present in an assessment room during an assessment session, including a makeup session, and/or who is authorized to have access to the assessment materials.

The DTC and BTCs are responsible for assuring that all assessment security provisions are met while assessment materials remain in the District and/or the participating schools. Persons designated as examiners are responsible for assuring that all assessment security provisions are met while each assessment administration session is in progress and accounting for all assessment booklets by serial number, all CDs containing English audio and foreign language translation of assessments, all answer documents, and all tape recorded student responses from the translation sessions received from a BTC, until such time as the examiners return said assessment materials to the BTC. No person shall reveal, cause to be revealed, release, cause to be released, reproduce

or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral. No unauthorized person shall be permitted to be in an assessment room during any assessment session or be permitted to have access to any secure assessment materials at any time such materials are in the District or participating school.

All assessment administration rooms shall be selected such that assessment security can be maintained while student comfort is maximized. During each assessment administration period, assessments shall be administered in the order prescribed by the Ohio Department of Education. No student shall take any assessment more than once during any assessment administration period unless authorized by the Ohio Department of Education. Except for accommodations made in accordance with the rules adopted by the State Board of Education, only materials specifically designated by the Ohio Department of Education shall be provided to students and/or permitted in the assessment administration room during testing.

The examiner and all adult monitors assigned to an assessment administration room shall be informed of, and agree to follow, all prescribed assessment administration and assessment security provisions. Examiners and monitors must remain in the assigned assessment administration room during the entire administration of any assessment to assure compliance with rules governing assessment administration (as adopted by the State Board of Education and/or the Ohio Department of Education). AG 2623B

Student Records

There are two basic kinds of student records -- **directory information** and **confidential student records**.

Directory information can be given to any person or organization for non-profit making purposes when requested unless the parents/guardians of the student restrict the information, in writing, to the Principal, Grant CTPD. Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities; height and weight; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. (Ohio Revised Code 3319.321)

A non-custodial parent is entitled to have access to records pertaining to his or her child to the same extent that such access is provided to the custodial parent, unless otherwise provided in the separation agreement, divorce decree or court order. The burden is on the custodial parent to inform the school of any such limitations. (Ohio Revised Code 3319.321)

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of a parent/guardian, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have a parent's/guardian's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent/guardian through the originator and parents should keep copies of such records for their file. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into the directory and confidential student information categories and will be made available on the same basis as enrolled students.

Students and parents/guardians have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs will be charged to the requestor. If a review of records is wanted, a written request must be made to the Principal of Grant CTPD stating the records desired. The records will be collected and an appointment will be made with the individual requesting the records to answer any questions there may be.

For any situations regarding student records not specifically addressed above, the Grant CTPD will abide by all applicable state and federal laws.

Student Fees, Fines and Charges

Grant CTPD charges Board approved fees for student activities and programs. Such fees or charges are determined based on the cost of materials, freight/handling fees, and fines for loss or damage to school property. Students are to contact their lab instructor regarding fees. Fees are listed on student schedules and report cards on a quarterly basis. All fees must be paid in order for a student to attend school dances and the Senior Completion Ceremony.

Students using school property and equipment can be fined for loss or abuse (including excessive wear) of the property and equipment. The fine is used to pay for the damage.

All student debts, including school fees, should be paid in a timely manner. Payment of a debt incurred by a student is the responsibility of the student. Failure to make payment may result in the following actions:

- Students will not be permitted to participate in extracurricular or competition activities.
- Withholding report card(s) until payment is made.
- Senior students will not receive a final report card, career passport and/or certificate of program completion until payment is made.
- Senior student's transcripts will not be released to college(s) and/or employer(s) until payment is made.
- Associate schools will be provided with a list of students owing debts for withholding of grades and/or transcripts.
- Students completing a program will not be permitted to participate in the Senior Completion Ceremony.

Tool Kits: Each career-technical program has a specific list of tools, which are required to complete the educational activities of that program. Each student is responsible for having these tools when the school year begins. A complete list of required tools for each career-technical program should be obtained from the career-technical instructor(s).

Safety

An important part of your education at Grant CTPD includes required participation in safety programs. The District promotes and enforces safety rules and regulations according to standards set up by the Occupational Safety and Health Administration (OSHA). Safety rules will be reviewed and enforced by all program instructors throughout the school year. It is the student's responsibility to follow the safety regulations set forth by his/her career-technical program instructor. **Students are to report ALL accidents/injuries immediately to their instructor and submit a Student Accident Report form to the school within 24 hours of the accident.** Failure to abide by all safety regulations will result in educational safety assignments and/or disciplinary action.

Student Identification Cards

Students will be issued a student ID at the beginning of their junior year. If the ID is lost or destroyed students will be responsible for the immediate replacement of the ID. Cost of a replacement ID is \$5.00. The student ID card must be carried by students during school hours and events for identification purposes and for the purchase of lunch.

Textbook Replacement Policy

All texts, workbooks, or any other instructional materials, which are issued in class are the student's responsibility. Damaged, lost, or stolen items will be replaced by adding the cost to the student fees. The cost will be according to the replacement value.

Use of the School Equipment and Facilities

Students wishing to use program equipment or materials must receive the permission of the program instructor. Students wishing to use any other school equipment or facilities must receive prior approval of the Principal. Students will be held responsible for the proper use and safekeeping of any equipment or facility approved for their use. Instructors will assign lockers and students are responsible for locking and maintaining their lockers.

Use of School Telephones

Except in an identified emergency situation, classes will not be disrupted for students to receive telephone calls. Office personnel may make all calls on behalf of a student seeking and/or confirming permission to leave school. A separate phone line is available in the main office for student use.

Visitors

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, all visitors must report to the main office upon entering the school to sign in and obtain a visitor's pass. To obtain a visitor's pass each individual will need to have their driver's license scanned through our visitor identification software system. Failure to allow a driver's license to be scanned will limit entry into Grant Career Center. Any visitor found in the building without signing in and obtaining a pass shall be reported to the Administration. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school in order to make sure that staff member is available and not in class.

Students are expected to display courtesy and hospitality to anyone visiting Grant Career Center. The image projected by the student body will leave a lasting impression with these visitors that may affect their future and the future of the career center.

No student may have visitors at school without first obtaining written permission from the Administration.

Withdrawal from School

No student under the age of 18 will be allowed to withdraw from school without the written consent of a parent/guardian and the superintendent.

Career choices made by students enrolled in career-technical programs have been made only after extensive deliberation, counseling, and testing. Therefore, decisions to return to the associate high school must be carefully considered. Students are expected to remain in attendance at Grant CTPD through the second week of school. Students will NOT be considered withdrawn simply by turning in books, tools, etc. Students transferring back to their associate school must follow the prescribed withdrawal procedures.

Withdrawal procedures/requirements:

- A conference and/or phone contact with program lab instructor

- A conference with a career-technical counselor at Grant CTPD
- Completing a withdrawal form with approval signatures of the student, parent/guardian, instructor(s), career-technical counselors, and Principal. No student will be officially withdrawn from Grant CTPD until all the required signatures are affixed to this form.

SECTION II – ACADEMICS

Career Technical Certificate

A career technical certificate is issued to each student based on the following criteria:

1. Completion Certificate of Merit

This certificate is awarded to students who meet the following criteria:

- **Attendance:** Students may not have more than 72 hours of absence over a two-year program involvement (all absences are counted toward the total absences, both excused and unexcused.)*
- **Grade Point Average:** Students must have a G.P.A. of 3.0 through the 30th week of the final year of the program in both academic and career-technical classes.
- Must pass all career-technical and academic classes
- Must pass all parts of the state end of course exams or met requirements for graduation
- Must pass lab end of program assessment or industry credential

2. Completion Certificate

This certificate is awarded to students who meet the following criteria:

- **Attendance:** Students may not have more than 144 hours of absence over a two-year program involvement (all absences are counted toward the total absences, both excused and unexcused.)*
- **Grade Point Average:** Students must have a G.P.A. of 2.0 through the 30th week of the final year of the program in both academic and career-technical classes.
- Must pass all career-technical and academic classes.
- Must pass all parts of the state end of course exams or met requirements for graduation

3. Participation Certificate

This certificate is issued to students who have not met the requirements for the completion criteria:

- **Requirements:**
 - Must pass at least one semester of the Career Technical Program or passing scores on the program end-of-course assessments
 - Must pass 75% of all Academic classes

*Special medical circumstances may be considered on an individual basis

Career Technical Diploma with Honors

Grant students wishing to obtain the Honors Diploma must complete at least two years of intensive career technical education and shall meet at least seven of the following eight criteria:

- Earn two (2) units of one world language;
- Earn four (4) units of mathematics
- Earn four (4) units of science, including 2 units of advanced science
- Earn four (4) units of social studies;
- Earn four (4) units of the Career-Technical Program. Programs must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post- secondary credit.
- Maintain an overall high school grade average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year;
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.

- i. Obtain a composite score of 27 on the American College Testing program's ACT Test or a composite score of 1280 on the Scholastic Aptitude Test, the SAT.

Students wishing to pursue the Honors Diploma should contact the Student Services Office at Grant.

Work Based Learning Program

All students may become eligible to participate in the district's Work Based Learning Program by meeting and maintaining the program's eligibility requirements. **Participation in this program is a privilege, not a right.** The date of eligibility will be determined by the student's attendance, grades, End of Course test passage, instructors' evaluations; all placements must be approved by the Work Based Learning Coordinator and recommended by the building administration based on a review of the student's conduct. **Please consult the Work Based Learning Handbook for all the details regarding this program.**

Employability

It is the goal of Grant Career Center to assist students to become "business ready" by developing competencies that meet current industry standards for gainful employment. An important competency for students is possessing employability skills. Students are required to attend school, be prepared for class, remain on task, participate in class, and be professional. These work ethics/employability skills will be evaluated/graded every day in all classes. Students not in attendance will lose points on their daily employability grade.

Employability Grading Procedures for Lab, Related, & Academic Classes:

*** A student with a doctor's note will be held harmless for employability for those dates.**

**** Students on school field trips and associate school events will be held harmless for employability.**

*****Students who attend immediate family member funerals are held harmless for employability.**

****** Students will receive employability grades for the days they are scheduled to be in class or attending work.**

ABSENT FROM ENTIRE CLASS

0 points for all areas of employability; allowed to make up tests, quizzes and exams with grade earned. Any work not completed within two days of returning to school will receive reduced credit. Daily lab grade 0.

EMPLOYABILITY REPORT CARD

Students will receive a grade for each quarter, as well as a yearly grade, for their employability.

This employability grade is based on the following criteria:

- Professional Skills - 60% (30% program and 30% academic)
- Attendance – 20%
- Timeliness – 10%
- Behavior – 10%

The rubric for determining their score is provided to all students and parents. The grade is updated in Progress Book each week. The student does receive one elective credit for employability.

Extracurricular Eligibility

Students may participate in associate school extracurricular programs but must meet associate school and State eligibility requirements.

Grades

Grant CTPD uses a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the level of mastery of learning. Students are assigned grades based upon assessment results for each indicated standard. Grant uses a mastery-based learning approach. The focus of the mastery-based learning approach is on the learning and not on the grading. Grades will be given, but they will be based on the level of mastery the students will demonstrate. Students will work at their own pace throughout the quarter on the important learning concepts for each class. Students will have multiple types of learning opportunities to work toward mastery of the concepts and skills for each class. Grades will be given once the student has demonstrated their level of proficiency on an assessment for each standard. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

89.5 to 100	= A (Mastery or Skilled +)
79.5 to 89.4	= B (Skilled)
69.5 to 79.4	= C (Proficient)
59.5 to 69.4	= D (Developing)
59.4 and below	= F (Not Attempted)
Incomplete work	= I = (work to be completed within 3 weeks)

Any “incomplete” grade must be made up within three (3) weeks after the end of the grading period. However, in cases of prolonged illness, a student may be given special permission for an extension of time to complete work based upon a joint decision of the instructor and principal. An incomplete grade not made up within the specified time becomes a grade of “F”. Students will be informed of progress by individual conferences with the teachers two times per year. In addition, a formal grade card will be given that will indicate the student’s progress and final grades. **Parents may access student’s grades through a student management system.** Semester grades will be determined by averaging the quarter percentage grades. **Career program courses are granted semester credit.**

Graduation/Diploma Requirements

Students who successfully complete the graduation requirements in their associate school district and the course requirements will be eligible to receive a diploma and graduate from their associate school. It is the responsibility of the student and the associate school to make arrangements to complete credit deficiencies needed for graduation. Second year students will also be eligible to participate in the Grant CTPD Student Recognition and Completion Ceremony that meet the Summa Cum Laude (4.0 gpa) academic requirements. Magna Cum Laude (3.85-3.99 gpa) and Cum Laude (3.75 – 3.84 gpa) will be recognized at the completion ceremony.

Any student that needs to be given a credit recovery class during their senior year, due to not passing one of their senior courses, will forfeit their right to participate in the senior completion ceremony.

Homework

The assignment of homework is a part of program completion requirements to enhance the student’s learning potential. Homework will not be used for disciplinary reasons.

National Technical Honor Society (NTHS)

Induction into the National Technical Honor Society is an honor. Membership has become recognized nationally as one of the highest honors that can be bestowed upon you. Students who

are to be inducted into the NTHS must have demonstrated outstanding qualities of skill, honesty, service, responsibility, scholarship, citizenship and leadership. To be eligible for this honor a student must meet the following criteria:

- 3.5 GPA while attending Grant Career Center
- 97% attendance while attending Grant Career Center
- 18 points on state end of course tests or passing score on web exams or remediation free score on ACT – English 18, Reading 22 and Mathematics 22.
- No suspensions and discipline history is a factor in final decision.

Students that meet these criteria will be invited to complete an application for admission. A committee comprised of teaching staff and administration will make final selections for membership based on the information presented in the applications.

Once inducted into the NTHS students must complete 10 hours of community service and uphold all the rules and regulations of the school. Failure to comply could result in revoking of membership in the NTHS.

Digital Portfolio/Career-Technical Certificate

Each student will have the opportunity to create a digital career portfolio. The digital portfolio is a Grant CTPD-issued, school-validated, student-developed portfolio containing formal documents that identify marketable skills, strengths, and knowledge a student has attained through his/her workforce development program. It is designed to assist students in making the transition from school to work, job seeking and career planning by presenting skills and knowledge acquired while enrolled with the Grant CTPD.

From the district, students receive a career-technical certificate and a digital portfolio, which includes the following components:

The Career Portfolio

- a. Serves as a credential of a student's marketable skills
- b. Indicates student is a completer of Ohio's career-technical education programs
- c. Identifies Ohio State Seals earned
- d. Identifies the industry credentials earned
- e. Can include your career-technical program Certificate of Attendance
- f. Contains student's Continuing Education Plans (Student Success Plan)
- h. Can include student's credentials, certificates, diploma, or samples of work

Report Cards

All parents/guardians and students will be advised via mail or student regarding his or her achievement and progress quarterly.

When a student appears to be at risk of failure, parent(s)/guardian(s) will be notified by the program and/or academic instructor so they can discuss what actions can be taken to improve poor grades.

Student Assessment

- To measure student progress, students will be tested in accordance with State standards and District policy.
- Unless exempt, each student will be expected to pass the appropriate end of course state exam.
- Classroom tests will be used to assess student program progress and to assign grades. These tests are selected or prepared by teachers to assess how well the students have achieved specific instructional objectives.

- Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. Grant CTPD will not violate the rights of consent and privacy of a student participating in any form of evaluation.
- All students will complete the appropriate web exam, national, and/or state standardized test for program certification before they exit their program.

SECTION III - STUDENT ACTIVITIES

School-Sponsored Clubs and Activities

Grant provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit and/or required for a particular course, and/or related to the school subject matter. It is the District's policy that the only authorized school-sponsored groups are Grant CTPD Student Council, National Technical Honor Society (NTHS); Business Professionals of America (BPA); Family, Career, and Community Leaders of America (FCCLA); Interalliance; National FFA Organization; Educator's Rising; HOSA and SkillsUSA.

All the organizations listed above provide each student with the opportunity to develop citizenship, leadership, social graces, poise, character, self-discipline, and respect for self and others. All members are eligible to run for local, regional, state and national offices. They are also given the opportunity to display their skills by competing against fellow members at the local, regional, state and national levels and attend leadership conventions. Other activities include community service projects, skills contests, attending educational seminars, career development events learning parliamentary procedures, and directing school-related service projects, etc.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements and fees have been paid.

Student Activity Standards

All students of the Grant CTPD are encouraged to participate in school activities. Through participation in school activities, students learn the true meaning of responsibility, competition, accountability and team-work. Those who participate will undoubtedly receive a more balanced comprehensive and enjoyable education than those who choose not to become involved in school activities.

Expectations

Students participating in school activities are expected to:

1. Abide by the Student Code of Conduct and other specific and related activity rules. Violations shall result in a denial of participation for the duration of the activity.
2. Represent themselves in a manner that is becoming to Grant CTPD.
3. Be at scheduled activities on time.
4. Anticipate schedule conflicts in advance and initiate necessary communications directly to advisors in a timely fashion.
5. Refrain from using profanity and/or degrading actions/comments.
6. Maintain a neat and appropriate appearance.
7. Take care of equipment and assist in the setting up and taking down of activity equipment.

These expectations are in effect during the official beginning and ending date of the activity. Denial of participation shall be for a period not to exceed the ending date of the activity.

Student Code of Conduct for Extracurricular Activities

While under the jurisdiction of the school, students are expected to abide by the guidelines as outlined in the Student Code of Conduct and/or rules and regulations adopted by the Grant CTPD Board of Education. Furthermore, each extracurricular activity may have specific guidelines with which its participants must comply and abide by. In order to be a candidate and/or maintain participant status, students should familiarize themselves with all guidelines associated with student activities and are advised that failure to abide by the guidelines may affect their status as a participant, spectator, or student. When it becomes necessary to deny a student participation in an extracurricular activity, school personnel will follow the procedures outlined in the Student Code of Conduct.

Student Fund-Raising

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

- Students involved in the fund-raiser will not interfere with class activities or students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member.
- No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- No house-to-house canvassing is allowed by any student for any school approved fund-raising activity.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the permission of the Principal.
- All Fundraisers must meet the Wellness Policy Guidelines. Board Policy 8510.

SECTION IV - STUDENT CONDUCT

Compulsory Attendance

A student who is at least five, but under twenty-two years of age is entitled to attend public school free in the school district in which their "parent" resides as per Ohio Revised Code - Section 3313.64B.

All children between the ages of six and eighteen years of age are required to attend school regularly unless excused by law.

At such time as a school administrator/county attendance officer have reason to doubt a parent or guardian's statement that a child has been absent from school due to illness or when an illness has caused an excessive number of days of absence, the school administrator/attendance officer may require the parent or guardian of such child to secure from a licensed physician a statement setting forth the reason for the absence and the period of time that is expected to lapse before the child returns to school. If parents refuse to comply with this regulation, the administrator/attendance officer may initiate legal action to assure compliance with the attendance laws of the State of Ohio.

Student Absences

We believe that the value of a student being in school cannot be measured solely by the attainment of passing grades. Learning goes well beyond that of the completion of assignments and the recall of facts and information. Further, research reveals a direct correlation between student attendance and academic success. Students who attend school with a high degree of regularity, greatly increase the likelihood of their academic success.

Thus, we believe that the best attendance policy is one that places a high emphasis on students being in school; holds students accountable for “poor” attendance; rewards students for “good attendance;” and involves school personnel, parents, and the community in specific procedures designed to carry out established regulations.

Based on these beliefs, we expect students’ attendance to be 100%. However, realizing that circumstances arise which prevent students from meeting this expectation; we will encourage attendance for all students to be an integral part of their educational goal.

To ensure that these goals are met, the following guidelines have been established:

1. Parents/guardians are responsible for reporting their son/daughter’s absence and the reason(s) for the absence. This should be done on the morning of the absence via a telephone call.
2. School personnel are responsible for implementing a process whereby parents/guardians are contacted regarding an absence if parental notification has not occurred. An automated call will occur at 9am and 12pm for any students the school has not received notification on from a parent/guardian.
3. School personnel are responsible for providing staff members with the names of students who miss class as a result of scheduled field trips, and/or such things as guidance appointments or administrative conferences.
4. School personnel are responsible for recording student absences and, based on the reasons for the absence, will record the absences as being excused or unexcused as established by standards set forth by the State of Ohio.
5. Students are responsible for making up work due to any absence. Teachers will give students the opportunity to make up class work following an absence due to any reason. Students will typically be given the same amount of time to make up the work as the amount of time that they were absent from class. However, for absences that are unexcused, due to truancy (including skipping class) will be given reduced credit for the make-up work but will result in a zero score for the attendance portion of the employability grade.
6. School personnel are responsible for creating and maintaining a school-wide attendance incentive program that promotes “good” student attendance practices. These incentive/rewards may include but will not be limited to luncheons and gifts.
7. School personnel are responsible for implementing a system of accountability for student attendance related to the State of Ohio House Bill 140 as it pertains to eligibility for and maintenance of an Ohio Driver’s License and Ohio House Bill 410 that defines truancy and excessive absences. See Board Policy 5200 for all attendance details.
8. When Grant CTPD is in session, students are expected to attend school. In the event that a student does not have transportation to their home school due to an emergency or closure due to inclement weather the absence will be recorded as a function of the home school and will not count towards a student’s absences (parent note required).
9. Excessive unexcused tardiness will be addressed by school personnel on an individual basis.

Excused and Unexcused Absences

The state law requires that all pupils be in school all days and hours that school is in session. Pupils who must be out due to reasons of health and/or family emergency may be returned to school on a statement from a parent or guardian to the principal’s office. Students will be allowed three parent or guardian excused absences per quarter. Upon three absences in a quarter, medical

documentation must be submitted to the attendance office. Depending on the reason, a student's absence may be classified as excused or unexcused.

Absences considered excused, include, but are not limited to:

- A. Personal illness
- B. Illness in immediate family
- C. Death in family, to classmate, friend
- D. Home school activities
- E. Religious holiday
- F. Doctor's/Dentist's appointment
- G. Quarantine
- H. Court appearance, if subpoenaed
- I. No bus (departing from home school)
- J. Family Vacation*
- K. School Field trips*
- L. Hospitalization
- M. Military related

*Must be approved in advance by the Principal or Director of Student Services by completing and submitting appropriate documentation.

**A maximum of (4) days per year may be granted for college visits or a School-to-Work activity by the Principal or Director of Student Services by completing and submitting the appropriate documentation.

Students are not counted as absent if not assigned (work placement) to be in attendance that day.

NOTE: If a student has 72 hours of unexcused absences in a school year they may be required to return to their associate school and not finish their program at Grant CTPD.

Extended Period of Absenteeism

Students who experience long-term illness, hospitalization, a physical impairment, and/or a medically substantiated problem, which requires frequent absences, will be reviewed by the Principal or designee as the medical issue develops. Students or parents are responsible for informing the Principal or guidance counselor about pending long term absence from school. After a student returns from a long-term absence they will have up to fifteen days (with the student in attendance at school) to complete all make-up work. Students will be held harmless with respect to employability grades for an excused long-term absence from school.

Tardy to School

Excused tardies are medical appointments and all other situations as defined by the Principal or Director of Student Services with appropriate documentation. Over-sleeping, missing the bus, picking up a friend, etc. are NOT excused tardies. Unexcused tardiness will be addressed by school personnel on an individual basis. Unexcused tardies will result in the following disciplinary consequences: 1st Tardy – Student Warning; 2nd Tardy – Lunch Detention; 3rd Tardy – Two Lunch Detentions; 4th Tardy and Any Beyond – Thursday School and/or In-School Restriction

Early Dismissal

All students who wish to leave school during the regular school day must present a signed note from a parent explaining the reason for the dismissal including the dismissal time. This note should be brought to high school office before school, if possible. Each early dismissal excuse will be judged excused or unexcused based upon the same criteria as in absences. Students will receive an early dismissal note which should be presented to their teachers. **All early dismissal students must sign out in the high school office prior to leaving school.** Students who come to Grant for the morning lab may bring a signed note to the front office for an early dismissal for the

morning and for the period of time before they would return to their regular high school. The regular high school would handle any early dismissal request after student returns and signs in. All attendance issues (tardies, unexcused absence, early dismissals, absences, etc.) will be communicated to your regular high school.

Student Dress and Appearance Code

Grant CTPD has as its primary mission the education and grooming of students for future employment, meeting current industry standards. Therefore, it is important that students learn to dress and groom themselves in a manner that is acceptable in the job market, and to dress in a professional manner. Some programs may require additional requirements beyond those stated below. The program instructors will advise students of those particular requirements. The following dress and appearance code applies to all students:

- Students should not call undue or unnecessary attention to themselves by an immodest clothing style. Skirts, split skirts and dresses (to include slits) are to be no shorter than a student's middle finger when the student is holding their arms and hands to their side. **Shorts are not to be worn. Clothing that has holes above the knee should have holes covered and pants should fit properly around the waist. The outer layer of clothing should appropriately cover the torso of the body. Students should not wear pajama type clothing at school.**
- Students need to wear shoes that are appropriate and safe for school. **All shoes need to be securely fastened to prevent shoes from coming off.** Students in the trade and industrial areas need to wear leather work shoes which have laces up the front.
- Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd, racist, or vulgar should not be worn. Clothing that bears statements, slogans, images, or insignia that harass, threaten, intimidate, demean, discriminate or suggests violence, and that creates a reasonable risk of substantial interference of the educational process, should not be worn. Clothing that bears statements, slogans, images or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, or illegal drugs, and that creates a reasonable risk of substantial interference of the educational process, should not be worn.
- Extreme makeup or body piercings which are not conducive to learning and/or industry standards are discouraged. Additional lab requirements may be enforced due to safety or industry standards.
- Students will also be required to wear uniforms and conform to the uniform requirements for lab areas.
- A student's face must be fully visible at all times.
- Students should not wear trench coats in the school building.
- All school sports uniforms must meet Grant's dress code expectations.

The administration reserves the right to determine what clothing items are disruptive to the school environment or adverse to the pedagogical mission of the school district.

Note: Students not following the Dress and Appearance Code will be required to correct the issue before they can return to class/lab.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION (BOARD POLICY 5630.01)

Positive Behavioral Interventions and Supports (PBIS) is a school wide systematic approach using evidence-based practices and data driven decision making to improve school climate and culture, to achieve improved academic and social outcomes and to increase learning for all students. It encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish recurrences of challenging behaviors and teach appropriate behaviors to students.

We want to create a culture of consistent expectations through educating and recognizing positive and appropriate behavior. We believe PBIS helps our school achieve this goal and create school pride and excitement in our students to learn and be an active participant in the community.

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion. Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school. All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy. This Policy shall be made available to parents annually and shall be published on the District's website.

CODE OF CONDUCT

Students learn best in an atmosphere of mutual acceptance and trust. The best discipline is self-acquired and not imposed. Freedom and self-direction are achieved gradually and as students learn to substitute self-imposed controls of behavior for adult-imposed controls. The ultimate goal is to help students see that rules and regulations are necessary and, when applied, shall be reasonable and appropriate to the nature of the behavior and in accordance with the holdings of Ohio courts of law.

Student Discipline

The Student Code of Conduct, adopted by the Board of Education as required by Ohio Law, sets forth a student discipline code which outlines the conduct for which a student may be removed from an activity, be suspended, or expelled from school.

In maintaining the student's right to equal educational opportunity, it is reasonable and necessary to maintain order in the career/technical center. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it disrupts the educational process, deprives others of their basic rights, or violates rules as stated in the Student Code of Conduct.

Behavior Expectations

Students are expected to abide by the rules as stated in the Student Code of Conduct and/or Rules and Regulations adopted by the Board of Education.

REPORTING THREATS OR ANY ACT OF VIOLENCE

In the event that a person suspects an act of violence could occur to a person while on U. S. Grant Career Center property, or an act of violence will occur against U. S. Grant Career Center, that

person is encouraged to inform a U. S. Grant Career Center employee immediately for the direct purpose and protection of the health and safety of all students, employees, and visitors. Failing to report the actions or plans of another person appropriately to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such action or plans will result in disciplinary consequences. Anyone with information may also report the threat through the Safer Ohio School Tip Line (844-723-3764). The tip line is an anonymous reporting system that accepts both calls and texts 24 hours a day. This service enables students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student. Calls or texts to 844-SaferOH (844-723-3764) are answered by analysts within Ohio Homeland Security. If action is needed, the analysts immediately forward information to local school officials, law enforcement agencies and the Ohio School Safety Center (OSSC) for action and follow up.

STUDENT DISCIPLINE CODE

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after a review of facts and/or special circumstances of the situation.

The absence of a behavior or any specific action not listed in the student discipline code does not mean that such conduct does not violate the discipline code or cannot be punished.

CATEGORY A

Students behaving in a manner as described in Category A may be suspended from school and may be recommended to the Superintendent for expulsion from school for up to one calendar year.

1. FIREARMS: A student shall not bring a firearm to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal a firearm while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Firearm" means: 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 firearm silencer; or any destructive device; (See 18 U.S.C.A. Sections 921-924). "Destructive device" means: any explosive, incendiary, or poisonous gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of such devices. Includes any dangerous ordinance as defined by Ohio Revised Code. A student committing this violation will be expelled for a period of up to one calendar year. The Superintendent may consider reducing the expulsion period on a case-by-case basis for the following reason(s):

1. The student has not had a record of reoccurring discipline problems.
2. There are mitigating circumstances surrounding the offense that may indicate expulsion for one calendar year to be an inappropriate measure.
3. The student's age and grade level indicate expulsion for one calendar year to be an inappropriate measure.
4. A reason(s) not listed in one, two, or three but which the Superintendent, in his/her sole discretion, believes warrants a reduction of the expulsion period.

2. KNIVES: A student shall not bring a knife onto school property, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any type of knife while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. A knife includes but is not limited to any instrument having a sharp blade and a handle. A student committing this violation may be expelled for a period of up to one calendar year. The Superintendent may consider reducing the expulsion period on a case-by-case basis in accordance with the reasons set forth in Category A-1: Firearms. **Knives to be used as a tool in lab are to remain in that lab (examples include culinary knives and box cutters).**

CATEGORY B

Students behaving in a manner as described in Category B can be suspended from school and a letter recommending expulsion may be sent to the Superintendent. The school may refer these cases to the proper legal authorities.

1. ARSON: A student shall not burn or attempt to burn any part of any building or property owned or leased by the Board of Education, nor shall a student set or attempt to set an unauthorized fire.

2. ASSAULT: A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault.

3. COUNTERFEIT CONTROLLED SUBSTANCES AND/OR RELATED TOOLS: A student shall not possess, use, transmit, conceal and/or sell, counterfeit controlled substances and/or related tools as defined in Amended House Bill 535.

4. DANGEROUS WEAPONS/OBJECT: A student shall not bring a dangerous weapon/object to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or object while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Dangerous Weapon or Object" includes, but is not limited to a chain, club, metal knuckles, explosives, noxious irritation or poisonous gases, poisonous gases, poison or firearm (not within the definition in Category A-1 Firearms) and any other items that could be considered a dangerous weapon, or object capable of inflicting bodily injury. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject the student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that the weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law says a student may be expelled from school for a period of one (1) year if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm

5. ENDANGERMENT OF HEALTH, WELFARE & SAFETY OF SCHOOL ENVIRONMENT: A student shall not make any verbal, written, or any other gesture(s) that may be interpreted as a threat against the district or its administrative staff, instructional staff, another student, or anyone present within or on school property, at a school sponsored activity, or on transportation associated with school activities. Any such threat will be considered in violation of the district's policy and the appropriate law enforcement agency will be immediately contacted in addition to school discipline being implemented.

6. FALSE ALARMS: A student shall not initiate an alarm for fire, and impending bomb explosion, or another catastrophe without just cause.

7. FIREWORKS AND EXPLOSIVES: A student shall not possess, transmit, sell, conceal, use, or detonate any fireworks and explosives, or other such devices capable of inflicting bodily injury.

8. LOOK ALIKE WEAPONS: A student shall not possess, transmit, use, or conceal a look-like weapon including, but not limited to, a knife, gun, or a device that could be considered a look-like weapon.

9. NARCOTICS, MARIJUANA, DRUGS, MOOD ALTERING, SUBSTANCES, AND DRUG PARAPHERNALIA:

Buying, selling, transferring, using, possessing or being under the influence of, or showing evidence of having used, any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance, (any substance that is made to look like a controlled substance, or that is believed to be, or represented to be a controlled substance).

Buying, selling, transferring, using, possessing or being under the influence of, or showing evidence of having used, any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.

10. ALCOHOLIC BEVERAGES

Buying, selling, transferring, using, possessing or being under the influence of, or showing evidence of having used alcohol.

11. UNAUTHORIZED ENTRY: A student shall not enter a school building, or other Board owned facility or vehicle that has been locked and/or otherwise secured from student and public use without administrative or staff approval.

12. UNAUTHORIZED USE/MISUSE OF COMPUTERS: A student shall not, without proper authority, use any computer or computer component to include printers, scanners and other equipment without expressed consent of an instructor or staff member. All use of the aforementioned equipment will fall under the computer usage agreement signed by each student. Failure to comply or any violation of this section will result in a category A infraction.

CATEGORY C

Students behaving in a manner as described in Category C may be suspended from school. Serious and/or further violations may result in a letter sent to the Superintendent recommending expulsion.

1. DEFIANCE/INSUBORDINATION: A student shall not refuse or otherwise fail to follow directives given by school personnel, nor shall the student refuse to identify himself/herself when asked.

2. DESTRUCTION/DAMAGE OF PROPERTY: A student shall not cause or attempt to cause damage to school or private property.

3. DISRESPECT: A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person.

4. DISRUPTION OF SCHOOL: A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extracurricular activity, or the normal operation of the school.

5. EXTORTION: A student shall not gain or attempt to gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat.

6. FAILURE TO SERVE IN-SCHOOL RESTRICTION (ISR)/ THURSDAY SCHOOL: A student shall not fail to serve an ISR assigned by the school administrator.

7. FIGHTING: A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons.

8. HARASSMENT/BULLYING/HAZING:

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

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

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

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

Prohibited Activities and Consequences

Prohibited activities of any type, including electronic acts committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device are inconsistent with the educational process and are always prohibited. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee. Students may be suspended from school for one (1) to ten (10) school days, **especially should a student be found responsible for harassment, intimidation, or bullying by an electronic act.** Serious and/or further violations may result in a

letter sent to the Superintendent recommending expulsion.

Examples of Prohibited Conduct

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks.
2. threats, taunts and intimidation through words and/or gestures.
3. extortion, damage or stealing of money and/or possessions.
4. exclusion from the peer group or spreading rumors.
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
- 6.. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.
7. Name calling, and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reasons are prohibited. This shall include cyber/text-bullying.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

The Board maintains a detailed bullying policy (5517.01) separate and apart from this handbook which explains in further detail procedures for dealing with complaints of bullying, enforcement, as well as preventative measures.

9. IMMORALITY: No student shall engage in sexual acts on school property or during school events. No student shall commit any acts of gross immorality or indecent exposure on school property or during school events. No student shall publish, distribute or possess obscene or pornographic material on school property or during school events or access obscene or pornographic Internet sites in the school building or bring obscene or pornographic computer material into the school building.

10. RECORDS: A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

11. SEARCH: No student shall refuse, impede, hinder, obstruct, or otherwise interfere with a search.

12. STEALING: A student shall not take or acquire the property of others without the consent of the owner.

13. TELECOMMUNICATIONS DEVICES: A student shall not use in the classroom/instructional area telecommunication devices or unauthorized recording device, including, but not limited to, pagers, cell phones, and/or other items, which may be considered telecommunication devices unless authorized by staff. This also includes CD players, DVD players

and iPods or similar devices. Students are permitted to use personal electronic devices, which may include but are not limited to cell phones, personal computers, iPod's, and tablets in the hallways during class changes and during lunch. **Use of unauthorized recording devices in the building is prohibited (Board Policy 2461).** "Sexting" is prohibited at any time on school property or at school functions.

CATEGORY D

Students behaving in a manner as described in Category D may be suspended from school. Repeated violations may result in a letter sent to the Superintendent recommending expulsion.

- 1. CHEATING:** A student shall not cheat on any educational assignment.
- 2. CLASS CUTTING:** A student shall not cut any educational assignment (class, online lab, library, homeroom, field trip, etc.).
- 3. DISRUPTION CLASS:** A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives.
- 4. FAILURE TO ATTEND SCHOOL:** A student shall comply with the compulsory attendance laws.
- 5. FAILURE TO SERVE DETENTION:** A student shall not fail to serve detention as assigned by the teacher and/or administrator.
- 6. GAMBLING:** A student shall not gamble.
- 7. LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION:** Upon boarding the school bus or upon arriving onto school property, the student is considered to be under the jurisdiction of the school. Students are not permitted to leave school property until the end of the school day unless they have a "special excuse" approved by an administrator or designee.
- 8. PROFANITY/OBSCENITY:** A student shall not use profane or obscene language or gestures.
- 9. RESTRICTED AREA:** A student shall not enter a closed or restricted area without administrative or staff approval. Students are not to leave the school building during the school day without permission from the front office.
- 10. RULES/REGULATIONS OF STUDENT HANDBOOK; POSTED SCHOOL STANDARDS:** A student shall follow the written rules and regulations in the school student handbook and shall follow the posted standards of each class, department, and school building.
- 11. STUDENT AUTOMOBILES/PARKING LOT:** Use of the parking lot is a privilege. A student shall comply with the parking lot regulations.
- 12. TARDINESS TO CLASS:** Any time a student comes to class late, the student is considered tardy unless accompanied by an excused pass.
- 13. TARDINESS TO SCHOOL:** Any student who arrives to school after the designated starting time must report to the general office to sign in and receive a tardy slip. The policy on tardiness permits a student to be considered excused if the lateness in arriving is a result of an important appointment, illness, or emergency, provided the school receives parental/guardian verification by telephone or in writing.

14. TRUANCY: A student shall not be absent from his/her assigned class or from school without the knowledge of his/her parents/guardians or school officials.

CATEGORY E

1. SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS: A student shall not smoke, use, or possess tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking. Students shall not use any e-cigarettes, vapor pens, or other inhalant type materials.

CATEGORY F

1. AIDING/ABETTING: A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this manner will be disciplined according to the consequences given for the rule being violated by the other student.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal/Administrator. Failure to report such knowledge may be subject to the disciplinary action outlined above.

2. FAILURE TO ABIDE BY THE STUDENT DRESS AND APPEARANCE CODE: A student shall not be in violation of the Dress and Appearance Code.

3. REPEATED VIOLATIONS OF SCHOOL RULES: A student shall not repeatedly violate school rules as outlined in the Student Code of Conduct. A student who repeatedly violates school rules may be recommended to the Superintendent for expulsion from school.

4. SCHOOL PROPERTY: School officials retain control of school property such as desks and lockers even though assigned to students. Therefore, such school property is subject to inspection and search at any time.

CATEGORY G

1. TRANSPORTATION OF STUDENT: Students violating the Student Code of Conduct and/or the Student Transportation policy may be suspended from the bus and/or school. Serious and/or repeated violations may result in a letter sent to the Superintendent recommending expulsion from the bus and/or school. The school bus driver is responsible for students being transported to and from school. The driver has the authority and responsibility for the orderly conduct of students.

CATEGORY H

1. STUDENT ACTIVITIES: A student shall comply with the rules and regulations of said club, organization, department and/or school.

ADMINISTRATION OF STUDENT DISCIPLINARY CODE

The Principal, or designee, shall administer the student disciplinary code and shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

POSSIBLE DISCIPLINARY STEPS

- A. Administrative conference or warning
- B. After School Detention/Thursday School
- C. Out of School Suspension
- D. Lunch Detention
- E. Expulsion
- F. Restoration/restitution/community service

- G. Police notification and/or arrest
- H. Loss of driving privileges
- I. Emergency Removal
- J. In-school Restriction
- K. Bus Suspension

The following list is designed to inform students of the probable consequences for violations of the Grant CTPD Code of Conduct. The letters listed above and below represent disciplinary steps that are progressive in nature the purpose of which is to maintain a positive educational environment. The Board of Education and the administration reserve the right and authority to move to a higher step and/or combine steps in the discipline progression as the situation demands. A student shall comply with the rules and regulations of said club organization, department, and/or school and will be held accountable as per the acts of misconduct above. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code shall be subject to disciplinary action.

DUE PROCESS RIGHTS

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

Suspension from School

When a student is considered for a suspension, the Principal, or designee, will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After an informal hearing, the Principal, or designee, will make a decision whether or not to recommend suspension. If a student is suspended his/her parent(s)/guardian(s) will be notified within one day of the reason for and length of suspension. The suspension may be appealed by scheduling an appointment with the Principal. If the Principal upholds the suspension decision, further appeal would be initiated by requesting an appeal to the Superintendent or his/her designee. A written appeal request must be received by the Superintendent or his/her designee, within ten (10) days after the receipt of the suspension notice.

During the appeal process the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

A student who is out of school due to a suspension shall be permitted to make up work. This work when submitted in a timely fashion (days turned in equal to days suspended) will be accepted for a minimum of passing grade if earned.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents/guardians. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent or his/her designee, during which the student may be represented by his/her parent(s)/guardian(s), legal counsel and/or by a person of his/her choice.

Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature

with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunities to earn grades or credit end when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Grant Board of Education.

Permanent Exclusion

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

In addition to any other disciplinary action which may be taken, a student may be permanently excluded/expelled from Grant CTPD and from any public school in Ohio if the student is convicted of or adjudicated a delinquent child for committing, when the student was 16 years of age or older, any of the following acts on school property or at a school-related activity:

1. Convey, attempt to convey, knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the Board of Education
1. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs)
2. Carrying a concealed weapon
3. Aggravated murder
4. Murder
5. Voluntary manslaughter
6. Involuntary manslaughter
7. Felonious assault
8. Aggravated assault
9. Rape
10. Gross sexual imposition
11. Felonious sexual imposition
12. Complicity in any of the violations described immediately above.

This process is formal and will usually follow an expulsion and the proper notification of the parents/guardians.

Grant CTPD makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal or Director of Student Services.

Discipline of Students with Disabilities

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

INTERROGATION OF STUDENTS BY LAW ENFORCEMENT

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property, if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify the parent.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

STUDENT RIGHTS OF EXPRESSION

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

- A. Material cannot be displayed if it:
 - 1. Is obscene to minors, libelous, indecent or vulgar
 - 2. Advertises any product or service not permitted to minors by law
 - 3. Intends to be insulting or harassing
 - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is for the benefit of the students. The staff is to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Suggestions, concerns, and grievances may be directed to the Principal.

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V – TRANSPORTATION BUS TRANSPORTATION TO SCHOOL

The student's associate school district provides bus transportation for all students from that school district. Please contact the associate district for information. All rules covered in the associate school handbook apply to students riding buses.

Student Conduct on School Buses

The Grant CTPD is committed to ensuring the safe and efficient operation of its school buses.

Pursuant to Ohio Revised Code 3327.014 students riding district school buses may have such riding privileges suspended by the Superintendent or other district administrators for a period of time not to exceed 80 days for any violation of the Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers and/or the Board of Education.

Students riding district buses are under the authority of, and directly responsible to the bus driver. The driver has the authority to enforce established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services to any student. Before a suspension from bus riding privileges is imposed under this policy, the Superintendent or Administrator shall provide notice of intent to suspend these privileges to the student and provide the student the opportunity to appear before the Superintendent or Administrator regarding the reasons for suspending the student's bus riding privileges. The parent of the student shall be notified of the suspension and the reasons therefore within one school day of the suspension. Students are subject to emergency removal from a school bus in accordance with the provisions of R.C. 3313.66 (C), as well as to school suspension and/or expulsion.

Students Are Encouraged Not to Walk to and from Grant

Due to safety considerations in crossing State Route 125, students are discouraged from walking to and from the Grant Career Center. Students should either ride the bus, drive or ride to and from school each day. Students will not be dismissed between 7:48 a.m. and 2:25 p.m. for illness or other reasons if they are to walk home.

Students Can Only Ride on the Home School Bus

Students are only permitted to ride on their home school bus. This means that students cannot ride on a bus from another district (i.e., to go home with a friend, etc.)

PERSONAL TRANSPORTATION TO SCHOOL – DRIVING PRIVILEGES

Maximum speed on the school property is 15 MPH at ALL times.

Students have the option of driving their own vehicles to school or riding the school bus. Student drivers shall park in designated areas. Vehicles are not to be accessed during school hours without

school authorization. Students driving to school should enter the building immediately upon their arrival. **Students are not permitted to sit in vehicles on school property.**

Parking permits are required for all student drivers. Proof of insurance, valid driver's license and copy of vehicle license plate number are required to obtain a parking permit.

Upon completion of the Student Application to Drive on School Property, students will be issued a parking permit (hanging tag). Students must have a displayed (visible) parking permit to park in the parking lot. **Parking passes are \$15 and will be valid for two years.** Persistent parking violations or lack of a parking permit will result in a loss of parking privileges or vehicles will be towed at the owner's expense.

After the permit is issued, all student drivers are expected to abide by the following regulations:

1. Student drivers must operate vehicles in a safe manner at all times, including driving to and from school and on school property and abide by all state laws including the use of seat belts.
2. Illegal parking or reckless operation, failure to follow directions given by parking lot supervisors, or disregard for parking lot safety in general will result in disciplinary action and/or loss of driving privileges.
3. Students are to abide by the speed limit on school property of 15 m.p.h.
4. Students are to park in the Student Parking Lot located at the rear of the main building.
5. Students are not to loiter in the parking lot before or after school; vehicles are to be locked and students are to enter school immediately upon arrival.
6. Students are not to be parked on school property during non-school hours unless an official school activity is being held.
7. Students are not to be in the Student Parking Lot during school hours without permission from the Principal or Dean of Students. **Please note:** Permission to be in the lot during the school day will be given only for emergency situations.
8. Student vehicles are not permitted to depart from school grounds until all buses have departed. Drug Free Club members will be permitted to leave prior to the buses.
9. Student drivers are advised that Grant Career Center accepts no responsibility for property lost from vehicles, theft, and damage to vehicles while on school property.
10. Student vehicles on school property are subject to search by school officials.
11. Students are not permitted to ride in the back of any open truck bed while on school property.
12. Any unreasonable noise from an exhaust system, sound system, horns, speakers, motor, etc., that can be heard from more than 50 feet is unacceptable. Any music containing offensive language is prohibited.

Driving is a privilege and if abused, the driving privilege may be revoked.

NOTE: Per Ohio Revised Code Section 4509.101 Operation of motor vehicle without maintaining proof of financial responsibility prohibited. "No person shall operate, or permit the operation of, a motor vehicle in this state, unless proof of financial responsibility is maintained with respect to that vehicle or, in the case of a driver who is not the owner, with respect to his/her operation of that vehicle."

ONE TO ONE LAPTOP PROCEDURES AND GUIDELINES

****Students will not be able to participate in the one-to-one computer program or access the network through this program until an Acceptable Use Policy (AUP) form has been signed.**

The procedures, guidelines, and information within this document apply to all laptops used at Grant Career Center, as well as any other device considered by the Superintendent to come under these

guidelines. Teachers may set additional requirements for use within their classrooms.

RECEIVING YOUR LAPTOP

Laptops will be distributed during the beginning of the school year. Students along with their parents will sign the One-to-One Laptop Agreement before the laptop is issued. Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will receive their original laptop each school year.

TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly should be taken to the Technology Department's Office.

General Precautions

1. Food and beverages can damage your laptop. Students will be responsible for damages caused by food and beverage spills.
2. Cords, cables, and removable devices should be inserted carefully into the laptop.
3. Students should never carry their laptops while the screen is open, unless directed to do so.
4. Laptops should remain free of any writing, drawing, stickers, or labels that are not the property of Grant Career Center.
5. Laptops should never be left in a vehicle or any unsupervised area.
6. Students are responsible for keeping their laptop's battery charged for school each day.

Screen Care

The laptop screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure.

1. Do not lean on the top of the laptop when it is closed.
2. Do not poke the screen.
3. Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
4. Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. Students are responsible for bringing their laptops to all classes, unless advised otherwise by staff.

Laptops Left at Home

"Laptop left at home" is not an acceptable excuse for not submitting work. Repeat violations of this policy may result in disciplinary action.

Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair with the Technology Department. Students are responsible for the care of the loaner while in their possession and are subject to the same one-to-one laptop agreement signed for the original unit. The student will be charged for damaged or lost items. All warranty repairs will be waived and treated as normal usage. If the laptop damage is beyond repair and needs to be replaced, we will evaluate replacement options on a case-by-case basis. Students may be responsible for full replacement costs up to \$500.

Charging Your Laptop's Battery

Laptops should be brought to school each day in a fully charged condition. Students must charge their laptops each evening. In cases where use of the laptop has caused batteries to become depleted, students may be able to connect their computers to a power outlet in class (limited in number).

MANAGING YOUR FILES & SAVING YOUR WORK

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. Avoid storing personal music, pictures, and videos as the school will not be held responsible for their loss.

SOFTWARE ON LAPTOPS

The software originally installed by Grant Career Center should remain on the laptop in usable condition and be easily accessible at all times. If technological difficulties occur or illegal software is discovered, the hard drive will then be reformatted. The school does not accept responsibility for the loss of any data or software deleted due to a re-format or re-image.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY

In addition to agreeing to the One-to-One Laptop procedures and guidelines, students must agree and abide by the Student Technology Acceptable Use and Safety Policy (7540.03). Students must sign and return the Student Technology Acceptable Use and Safety Agreement before a One-to-One Laptop can be issued. Board adopted Student Technology Acceptable Use and Safety Policy 7540.03 can be found on Grant Career Center's website or at <http://www.boarddocs.com/oh/gctpd/Board.nsf/goto?open&id=AWYKZE543CD3>

PROTECTING YOUR LAPTOP

Awareness is the best protection for any electronic device. Keeping an eye on your device or knowing where it is at all times is the best practice to avoid issues. To protect against mechanical issues, use the laptop in a practical setting and avoid moving it around while it's running.

Laptop Identification

Student laptops will be labeled in the manner specified by the school. Students will not remove Grant Career Center property stickers, product key, or serial number sticker. If stickers have or appear to be falling off, students should take laptops and stickers to the Technology Department immediately.

Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised laptops will be confiscated by staff and taken to the office.

Intentional or Negligent Damage

Students are expected to keep the laptop in good condition. Failure to do so will result in fines depending upon laptop condition. Students will be responsible for the full cost of repair or replacement: Full replacement costs may cost up to \$1000.

1. Liquid/beverage spills on the laptop, i.e., eating or drinking near a laptop is not accidental and will not be covered by non-negligent repairs.
2. Damage to the screen, keyboard, or exterior due to drops or misuse.
3. Excessive scratches/wear to laptop exterior caused by failure to regularly use the protective case as required.
4. Damage caused by repairs made by an unauthorized source. District laptops should only be brought for repair to Grant Career Center's Technology Department.
5. Deliberate damage, neglect or abuse caused by you or others you allow to use your

- laptop. This includes intentionally marking, defacing and/or abusing the laptop. Also damage caused by tampering with hardware components to alter district configurations.
6. Leaving the laptop unattended or failing to secure it per school recommendations.
 7. Leaving the laptop in an unlocked car, locker, or on the bus.
 8. Mysterious disappearance of the laptop - meaning the laptop user has no knowledge as to the place, time, or manner of the loss.

School District Protection

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **SHOULD** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report should be provided to the principal's office.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG PREVENTION (Board Policy 5530)

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance containing betel nut (areca nut);
- G. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION (Board Policy 8330)

In compliance with Federal regulations, the Grant CTPD has established the following guidelines concerning student records:

- A. The Student Services Office is responsible for the processing and maintenance of all student records. The office is located at Grant Career Center, 718 West Plane Street, Bethel, Ohio 45106, (513) 734-6222.

- B. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or the legal guardian of a student, adult student (eighteen (18) years of age or older), and those designated by Federal law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 14 days from the date of this notification that s/he will not permit distribution of any or all of such information: student's name, address and telephone number; date and place of birth; major field of study; participation in officially recognized activities; weight and height, if a member of an athletic team; dates of attendance; date of graduation, awards received; honor rolls; and scholarships; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.
- E. Military recruiters are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless a parent, guardian or eligible student objects to such release by submitting a written notice to the Principal.
- F. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that applicable law authorizes disclosure without consent.
- G. One of the exceptions that permit disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District shall disclose education records without the consent of officials of another school district in which a student seeks or intends to enroll.
- H. A copy of the policy and the accompanying guidelines are available at the Board office, on the Grant Career Center website (www.my.grantcareer.com) and at all school offices. There will also be a person available to answer any questions concerning the policy or guidelines.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, parents/guardians need to be aware of these requirements ahead of time. That way, if the situation does develop, they will understand the reason for the request and will have an opportunity to

consider it in advance. These are serious diseases; however, through proper precautions and cooperation, they can be prevented from spreading.

If you have any questions or concerns, please contact the Student Health Office.

ASBESTOS MANAGEMENT PLAN – AHERA COMPLIANCE

The inspection of the Grant Career Center is complete and some asbestos containing materials were identified in the main building. The materials are distributed in various locations and include only those areas covered with vinyl asbestos floor tile and certain sections of the greenhouse. Our Management Plan has now been updated twice as required by AHERA. It outlines in detail the methods we will use to maintain the materials in a safe manner. It also includes a schedule for the phased removal of these materials as applicable. A copy of the Management Plan is on file in the Administrative Office.

CONCEALED CARRY PROHIBITION

Unless otherwise authorized by law, pursuant to Ohio Revised Code (ORC) 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone. See ORC 2923.122 for exceptions.

INSTRUCTIONAL MATERIALS

As the governing body of the District, the Board is legally responsible for the selection of instructional materials. Since the Board is a policy-making body, it delegates to the administrative and teaching staff of the District authority to recommend instructional and supplemental materials.

Materials for school classrooms are recommended by the appropriate professional staff in consultation with the Superintendent and other sources as needed. The final decision relative to purchase rests with the Superintendent, subject to official adoption by the Board in the case of textbooks.

The Board believes that it is the responsibility of the District to provide:

1. materials which enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
2. materials which stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards as they relate to our pedagogical mission;
3. a background of information which enables students to make intelligent judgments in their daily lives.
4. diverse viewpoints so that young citizens may develop, under guidance, the practice of analytical reading and thinking;
5. materials representative of the many religions and ethnic and cultural groups, showing their contributions to our American heritage.

The above principles serve as guides in the selection of all instructional materials including, but not limited to, textbooks, supplementary books, library books, computer software, Internet access sites, filmstrips, films, videotapes, audiotapes, and recordings.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. “Instructional materials” means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

PESTICIDE NOTIFICATION

Ohio Revised Code has established that written notification shall be provided each year, prior to any pesticide application when school is in session, to those parents, adult students and employees who notify the school district in writing within ten (10) days after receipt of the District's public notice. If you need prior notification of pesticide application, please submit a letter requesting prior notification to: Grant Facilities Director, 718 West Plane Street, Bethel, Ohio 45106.

SCHOOL BOARD POLICY FOR SCHOOL MEETINGS (Board Policy 2461)

Parents are prohibited from audio recording meetings with the District unless a parent or District staff member has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or participate in the meeting. The District representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.

Video recording of any District meeting is strictly prohibited. Parents and students are expressly prohibited from using covert means to make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices within a student's book bag or on the student's person. If the District audio records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (Board Policy 2416)

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will

have access to the survey/evaluation within a reasonable period of time after the request is received by the building director.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parents will have access to the instructional material within a reasonable period of time after the request is received by the building director. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow 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).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

PUBLIC RECORDS (Board Policy 8310)

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction in strict adherence to the State's Public Records Act.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43. No public records, including, but not limited to personnel records, personnel files, or staff directories or student records shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Secretary of State. Such public records and student records shall only contain the address designated by the Secretary of State to serve as the student's, parent's or employee's address.

The District's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The District's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public

records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District's Record Officer cannot reasonably identify what public records are being requested, the District Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the District and accessed in the ordinary course of business. The request for records need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

- A. an estimated number of business days necessary to satisfy the request
- B. an estimated cost if copies are requested
- C. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may obtain copies of the District's public records upon payment of a fee. A person who requests a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies. The charge for paper copies is ten cents (\$.10) per page. The charge to download computer files to an

electronic storage device compact disk is the actual cost of the device. There is no charge for documents e-mailed.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 or AG 8310A, they may fall under Policy 8315 – "Information Management" and/or AG 8315 – "Litigation Hold Procedure".

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain confidential portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.