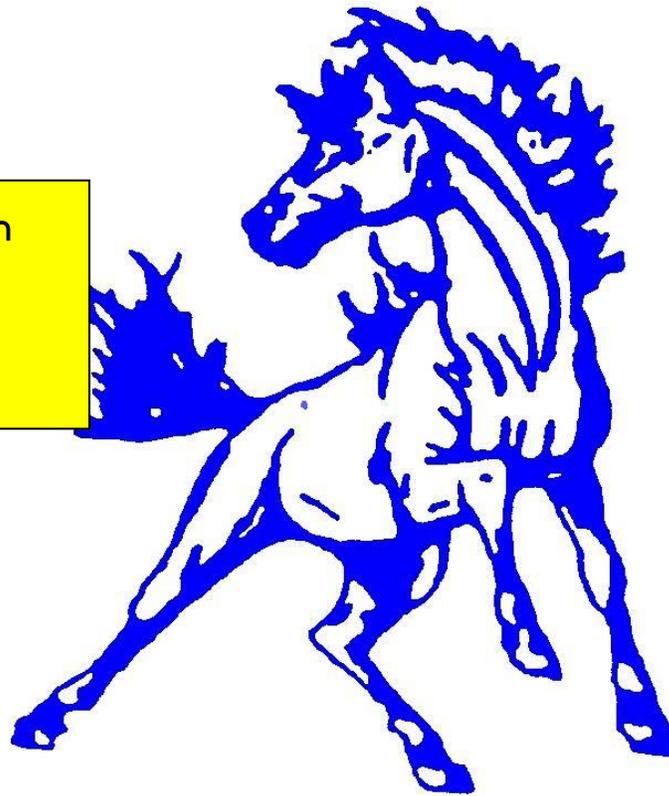


Grand Valley Middle School

Student – Parent Handbook

Please sign and return
the last page of this
handbook by
September 4, 2018



Promoting excellence for our future generations!

2018-2019

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District Goals

1. Assure high levels of achievement for all learners.
2. Promote a safe, healthy, supportive and orderly learning environment.
3. Increase parent and community involvement, satisfaction and support.
4. Strengthen the effectiveness of all areas.

Chain of Command

Grand Valley Middle school believes in giving all students, parents, guardians, and community members a fair opportunity to express their opinions and concerns without fear of retaliation. The district believes in following the proper chain of command in order to get the most effective and timely results. When you make a call to any of the offices, you will be asked if you started at level 1. If you have not, you will be asked kindly to contact the teacher first. The chain of command is as follows when applicable:

Level 1– ALWAYS call or email the teacher in order to work out any student or teacher miscommunications.

Level 2 – If the issue does not get resolved at level 1, contact the building principal and request a meeting with the teacher and the principal involved.

Level 3- If the issue does not get resolved at level 2, contact the superintendent and request a meeting with the teacher (if necessary), the principal involved, and the superintendent.

Level 4 - If the issue does not get resolved at level 3, contact the Board of Education and request a meeting with the teacher (if necessary), the principal involved, the superintendent, and the Board of Education.

Class Schedule

5th, 6th, 7th, 8th Grades

0 Period		7:37-8:07
1st Period		8:10 - 8:54
2nd Period		8:57-9:41
3rd Period		9:44-10:28
4th Period		10:31-11:15
Lunch		11:15-11:45
5th Period		11:48-12:32
6th Period		12:35-1:19
7th Period		1:22-2:06

Student Fee

The Middle School student fee is \$25.00. This fee should be paid at the beginning of the school year.

School Attendance

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities which cannot be replaced by individual study.

Grand Valley Middle School is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

Habitually Truant (Absent)

Students who are absent for significant number of hours in a grading period without a medical excuse, may be considered “habitually absent.” If there is a pattern of frequent absence for “illness,” the parent will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Absences will be excused in accordance to ORC 2151, ODE Guidelines, and HB 410 as stated in the board policy.

The Attendance Officer monitors the attendance of all the middle and high school students in the district; particularly those students who have a history of “frequent absences and or tardies”. If there appears to be a problem with a student’s attendance, the Attendance Officer will inform the student as well as contact the parents regarding attendance issues and concerns.

Students will be considered habitually absent (unexcused or excused) if they miss the following hours of school (based on a six hour school day):

- 30 or more consecutive school hours (5 days in a row)
- 42 or more school hours in a month (7 days in a month)
- 72 or more school hours in a year (12 days in a school year)

Truancy Process:

- 1) Parents will be notified in writing when their child misses 30 hours of school (5 days).
- 2) When a child missed 42 hours of school (7 days), **district truancy interventions** will be implemented. This could require a meeting between the school and family (student and parents). If the student continues to miss school, they will be referred to the **school**

absence intervention team where an intervention plan will be created and implemented for 60 days.

- 3) If the student does not comply with the plan or continues to miss school, the family (student and parents) will be referred to the **Ashtabula County Juvenile Court Truancy Diversion Program.**

Absenteeism

All students are to report to the Attendance Officer Secretary first upon returning to school and present a note from parent/guardian explaining the reason for the absence.

Each student is responsible for obtaining assignments for each day of excused absence. These are to be returned to your teacher for grading. Any assignment not returned to the teacher will result in a “0” for that day(s) of absence.

Students are given no more than one day for each day's absence to make up assignments unless their absence is due to prolonged illness. Absences excused will be for the following reasons; illness, doctor's appointment, dentist appointments, driver's license examination, prearranged vacations, and emergencies at home. In the event of an unexcused absence, homework will NOT be permitted to be made up.

In order to sustain and maintain the educational process; to teach good work attendance; to meet the definition outlined in State Statute; and to meet the increasing pressures of student accountability, the following attendance standard is considered a minimum for course credit.

Students who will be absent for an extended illness of 15 days or more, should receive an application from the superintendent's office for tutoring. This application will require a doctor's request and State approval in order for tutoring to commence. No illness will be medically excused from school unless validated by a note from a physician. **All medically excused absence notes must be received within 24 hours of the students return to school.** Failure to provide a medical/excused absence note within this period will result in the absence being counted as unexcused.

Every effort should be made to schedule a doctor's appointment after school. However, if it is necessary to schedule an appointment during the school day, they should be limited to AM or PM. Students who go to the doctor for well visits are expected to return to the school after their visit with a doctor's note.

Tardy To School

Students must report to the middle school office upon arrival and sign in. A student arriving between the hours of 7:37 a.m. and 8:30 a.m. will be considered tardy to school. Students must bring an excuse from home for being tardy to school. Only medical/dental appointments will be waived.

Tardy to school disciplinary action: (based on a per semester basis)

- 2nd offense-verbal warning
- 3rd offense - one after school detention
- 4th offense - two after school detentions
- 5th offense - three after school detentions
- Every tardy thereafter - ~~In School Suspension~~/Saturday School

Tardy To Class

Students must report to class on time. Teachers keep track of student tardies to class. When a student accumulates three tardies, the teacher will notify the Attendance Officer. Excessive tardiness can result in being cited into juvenile court.

Tardy to class disciplinary action: (based on a per semester basis)

- 3rd offense-one after school detention
- 4th offense-two after school detentions
- 5th offense-three after school detentions
- Every tardy to class thereafter - ~~In School Suspension~~/Saturday School

Prearranged Absence

Any student knowing in advance that they will be missing school MUST pick up a prearranged absence form in the school office. Directions will be given to the student as to the procedures to follow in completing this form. **These days will be counted towards the district absence policy. Failure to do so will result in an unexcused absence and will result in zero credit for any opportunity for make up work. Work is due upon return and no later, to receive full credit.**

Student Attendance

A student arriving after 8:30 a.m. will be counted absent one half day. A student arriving after 11:00 a.m. will be counted absent for the whole day for attendance reporting.

A student leaving school before 11:00 a.m. and not returning will be counted absent for the whole day. Those leaving after 11:00 a.m. will be counted absent for one half day for attendance reporting.

Students who are absent for more than one half day will not be permitted to participate in extra curricular activities, unless they have a medical excuse. Students are not permitted to leave once on school grounds.

Request for Assignments

If a student is going to be absent for more than one day due to illness, assignments will be given to the student if arrangements are made through the Middle School Office. Please call before 9:30 a.m. to have the assignments ready by 2:00 p.m.

Death in Immediate Family

A medical excuse will be granted when a death occurs in the immediate family. The immediate family is a grandparent, parent, aunt, uncle, sister, or brother. **A maximum of three (3) days will be granted.**

Student Well Being

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado drills and lockdowns. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, on file in the school office.

Students with specific health care needs should alert the school regarding those needs, in writing and with proper documentation by a physician, to the school office.

Injury And Illness

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. If a student has a fever, vomits, or has diarrhea, he/she must remain at home until he/she is symptom free without medication for 24 hours.

Homework Policy

Homework is defined as the time students spend outside the classroom in assigned learning activities. GVMS believes the purpose of homework should be to practice, reinforce, or apply acquired skills and knowledge. We also believe that moderate assignments completed and done well are more effective than lengthy or difficult ones done poorly.

Homework serves to develop regular study skills and the ability to complete assignments independently. GVMS further believes completing homework is the responsibility of the student, and as students mature they are more able to work independently. Therefore, parents play a supportive role through monitoring completion of assignments, encouraging students' efforts, and providing a conducive environment for learning.

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the GVMS staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers.

GVMS believes that consistency of homework is important across all grade levels. Therefore, we have established the following guidelines:

- Homework may be assigned up to 4 days per week, per subject.
- Homework may not constitute more than 20% of a nine weeks grade.
- Late work will only be accepted up to one week after it is due. Credit for late work in that one week grace period can be no less than half.

High School Credit for 8th Grade Physical Education:

All 8th grade students will be taking physical education for an entire semester. This will make physical education in the 8th grade count for ½ their high school requirement for graduation. This class is important for 8th grade students because the grade will go on the high school transcript.

Dismissal at the End of the Day

Students, who are walking from school, must provide a note from their parents giving them permission to walk and must report to the library at the end of the day to be dismissed by the teacher when the secretary calls to indicate that the parent has signed the student out of school. All parents must sign their child out of school. Students not riding a bus must wait in the library until all busses have left the school grounds. For safety purposes, in the event of a destination change for students, a parent must write a note requesting the change, come in to speak to the administrative secretary, or make a telephone call to the office by 1:30 p.m (to ensure the student can be pulled out of class on time). If a phone call is made, the parent should expect a telephone call from the school to the parent on the Emergency Medical Authorization form to verify the change. No students will be released to high school students during the school day for any reason. If a student must be picked up from school, he or she must be picked up by an authorized adult and these adults are not to enter the building until 2:15 to pick up the child. Waiting will help ensure that all buses are able to leave on time and will ensure the safety of all students, bus drivers, and parents as buses will have had the opportunity to leave. At 2:15 all students waiting to be picked up will come to the front office and parents will be required to sign them out at this time.

School Closing Due to Weather

When the school has been closed due to the weather, the announcements will be made over WFUN-AM 97, WZOO-AM 102, WRRO-AM 1440, WKBN- AM 57, WDON-FM 104.9, and television channels 3, 5, and 8. Please listen when you feel the school may be closed. Parents may also sign up with the office to receive School Connects. School Connects is an automated service that will call you to inform of events, cancellations, and delays.

Lockers

Each 5th, 6th, 7th, and 8th grade student is assigned a locker at the opening of the school year. Homeroom teachers will inspect lockers periodically for cleanliness and content. Lockers are for school materials and clothing only.

Book Bags/Backpacks/Purses/Gym Bags

Students are required to leave their bags/backpacks/purses/gym bags in their lockers and only carry necessary books and supplies to class. Small pencil cases/lunch bags are permitted. Students may use a gym bag for Physical Education class, but must return it to their locker after class. Students are not permitted to store bags/backpacks/purses/gym bags in any classroom. Gym bags must be stored in the field house or high school gymnasium locker rooms.

Google Classroom

Students and teachers will utilize google classroom to assist in communication with parents, and to assist in the use of technology for students. At any time throughout the year, the parent can get reports from Google Classroom, as long as they are signed up so that parents can be informed of student assignments that are due as well as what is happening weekly in the classroom. Please note, the school has no control over when the assignments get sent to the parents' email addresses, this is a Google function.

Positive Behavioral Intervention and Support - PBIS

The PBIS program is a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. In general, PBIS emphasizes four integrated elements: data for decision making, measurable outcomes supported and evaluated by data, practices with evidence that these outcomes are achievable, and systems that efficiently and effectively support implementation of these practices. Each year we hope to expand this program. Students are rewarded in various manners for doing what is expected every day. Please ask your child about this program.

Lunch and Breakfast

Students who wish to purchase a breakfast may do so when they get off the bus or are dropped off. They will purchase breakfast and then take it to their homeroom to eat. Everyone will have the opportunity to eat breakfast.

Lunch will also be served each day at 11:12 a.m. for all 5-8 students.

mySchoolBucks@School Store is your new online payment portal; giving you a quick and easy way to manage and add funds to your student's meal account. You can review recent purchases along with seeing the current balance, plus receive low balance alerts...all for FREE! You can also add money to your student's account using Visa, MasterCard, Discover Card, or debit cards for a small fee. In some schools you can pay directly from your checking account with mySchoolBucks. !

Cost for lunch and breakfast:

Breakfast

K-5 \$1.25
6-12 \$1.50

Lunch

K-5 \$2.70
6-8 \$2.80

For further information concerning these programs, contact the Food Services Supervisor at 437-6260 extension 6.

Lavatory Use

1. The lavatories are to be used the first five and the last five minutes of the class period. During class, only 1 student at a time, with teacher permission and a hall pass is to use lavatory.
2. Students will use closest lavatory to classroom. Students should report any noticeable misuse or damage to the lavatory to the teacher. Failure to do so may result in the last student in the restroom held responsible for the damage.

3. Before, during and after lunch, students may use only the lavatories located near the cafeteria.

Textbooks and Technology

The student is responsible for the textbook, and/or technology assigned to him/her. If a textbook or school assigned technology is lost, the student is responsible for the cost of replacing the book or technology. Textbook and technology damage beyond normal use will be the student's responsibility.

Interim Reports

Interim Reports will be issued halfway through the grading periods to ALL students. These reports are the basis for notifying the student and parent of the student's progress during the grading period. They will be sent home with the student each nine weeks.

Grade Promotion

The students in grades 5th, 6th, 7th, and 8th must pass 4 of the 5 major subject areas. The students must also pass two-thirds (2/3) of the subjects that meet less than 5 days a week to be promoted to the next grade.

Grading System

We are on a nine-week grading system. Letter grades, A+ – F, will be given on report cards for all subject areas. Students are responsible for obtaining and making up work when absent from school. Below is the numerical equivalent of each letter grade.

Numerical	Letter	Weight
100-96.5	A+	4.3
96.4-94.5	A	4
94.4-92.5	A-	3.7
92.4-89.5	B+	3.4
89.4 - 86.5	B	3

86.4-84.5	B-	2.7
84.4-79.5	C+	2.4
79.4-76.5	C	2
76.4-73.5	C-	1.7
73.4-69.5	D+	1.4
69.4-67.5	D	1
67.4-64.5	D-	0.7
64.4-0	F	0

Requested Schedule Changes

Schedule changes and withdrawal from courses will be made with administrative authorization only. Class changes will not be made after the first two weeks of the class beginning. Students **must** have a signed note from a parent to administer change.

Solving a Problem at School

1. If your child is having a problem at school, the first step is to talk to the teacher. Send a note, make a telephone call, or email explaining your concerns or schedule a conference with that teacher.
2. If you are not satisfied after the meeting with the teacher, your next step is to call the principal. Ask for a meeting at the school with everyone involved.

Student Activities

If a student is absent, he/she cannot attend or participate in after school activities unless prior approval is obtained from the sponsor and building principal or an emergency situation exists. Activities or school related activities must be under the direction of a sponsor. We will use this rule: “NO SPONSOR, NO ACTIVITY.”

Extra-Curricular Activities Requirement

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the

immediately preceding grading period and received passing grades during the grading period in five subjects that grading period.

Scholarship Bylaws:

- 1) Bylaw 4-4-1: Reminder – Grades received the final grading period (not semester averages or yearly average) will determine a student athlete’s eligibility/ineligibility.
- 2) Change in Bylaw 4-4-2 (approved by referendum vote of the member schools in October, 1987 – effective August 2, 1988): “Changes in athletic eligibility will become effective on the start of the fifth school day after the end of the grading period.”

Study Table

Student athletes who are eligible to participate in interscholastic sports but have a G.P.A. below 1.5 must attend study table. If the G.P.A does not rise to 1.5 or above the student cannot participate in extracurricular activities. Other students may stay for study table if the teacher and parent feel it to be beneficial, and a permission form needs to be signed.

Student use of Telephone

Students will be permitted to use the school telephone only in extreme emergency or as a result of illness. Arrangements for staying for games, parties, scheduled meetings, or going to a friend’s house must be made prior to coming to school on that day. The student must have a note from his/her parent or guardian. The note must contain a phone number where a parent can be reached during the school day.

Medication Administration

Strict adherence to the board policy concerning administering medications to students must be followed. Students will only be given medications at school upon completion of the following:

1. The appropriate medication sheet is on file.
2. The appropriate signatures are on the medication sheets.
3. The medication is contained in the original container.

4. Teachers are not permitted to administer any medication to students including cough drops.

All medication forms are available at the school office.

No student is permitted to carry or consume medication of any kind (including Tylenol or Ibuprofen) during the school day. Repeated violations of this will result in disciplinary action that is at the discretion of the administration.

Policy/Procedure for Treatment of Head Lice

If during a screening examination at school, your child is found to have head lice/nits, he/she will be excluded from school until the condition is treated with an over the counter or prescription lice shampoo. Additional environmental control measures should be followed according to the guidelines of the Ohio Department of Health. Upon return to school, a parent must accompany his/her child to school to be reexamined by the school nurse or medical assistant at her designated building for that day. If any lice or an overabundant amount of nits are found, the child will not be readmitted to school.

Media Center Regulations

1. One book can be checked out for one week.
2. \$.05 per day fine for overdue books.
3. Lost books must be paid for.
4. No student is permitted in the media center without a teacher or a teacher's permission.

Dress Code

Maintaining a proper standard of clothing helps to keep an air of seriousness at school. We believe there is a definite relationship between good dress habits, good work habits, and proper school behavior. Any fashion, dress accessory, or grooming that is found to be disruptive to the educational process or presents health or safety concerns will not be permitted. Therefore, **the principal shall have final jurisdiction in individual cases when interpreting and enforcing dress and grooming guidelines.**

In the event that the dress code is broken, the school will provide students with appropriate clothing when available. If nothing is available, it will be the responsibility of the parent to bring clothing that is appropriate.

1. Generally any clothing that draws unnecessary attention, too revealing or is exhibitionist in nature will not be permitted.
2. Hair must be neat and clean and not disruptive to the educational process.
 3. Clothing, buttons, badges, etc. that contain messages that are vulgar, offensive, obscene, libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation or viability; that promote or reference alcohol, tobacco or drug use, violence, weapons, or death will not be permitted.
4. Head gear will not be worn during school hours. It must be removed upon arriving to the lockers.
5. Bandanas will not be permitted to be worn in any fashion.
6. Physical Education classes will require students to change into clothing that will conform to the activity and will not be of danger to the students. Students must have a change of clothes and shoes for Physical Education Class.
7. Pajama tops and bottoms are not permitted to be worn at school.
 8. Tank-top style, halter top style, strapless top style or garments with spaghetti straps will not be permitted. Sleeveless style garments will be permitted as long as the area from the neck to the shoulder is covered.
9. Shorts may be worn throughout the school year. Length of shorts and skirts must be no higher than 6 “ above the knee.
10. Excessively oversized or sagging clothing will not be permitted. Bottoms must stay in place at the waistline or hipline with or without a belt. The waist is defined as the area between the bottom of the ribcage and the top of the hipbone. Tops and bottoms must overlap at all times including when arms are raised.
11. No undergarments are permitted to be showing.
12. No chains of any kind will be permitted on a student or their clothing.
 13. Holes in pants that reveal skin or undergarments will not be permitted 6” above the knee regardless of whether or not tights are worn underneath.
 14. Visible undergarments, **any** tight-fitting clothes that are revealing, yoga pants, and jeggings will not be permitted unless the front and back of the student are completely covered when arms are raised above the head.
 15. Inappropriate footwear (flip-flops, slippers, roller shoes, beach sandals, barefoot, backless/strapless shoes). All footwear must be secured to the feet for safety reasons.

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

Code of Conduct

A major component of the educational program at Grand Valley Middle School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school;
- Respect the rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to 3 school days, suspension for up to 10 school days, expulsion for up to 80 school days or the number of days remaining in a semester, whichever is larger, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than 20 days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. Removal for less than 1 school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Any student who is suspended will be permitted access to the missed school work, but will receive zeros on the work. On a first time suspension **ONLY**, any student who seeks out the work missed from the teaching staff in an attempt to recover from the zeros received, may do so in a timely fashion. He/she will be able to earn a maximum of a 64%. The student has the number of days he/she was suspended to seek out and complete the work to aide in the recovery. The teachers will not be responsible for seeking out the students.

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

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

If a student commits a crime while under the school's jurisdiction, they may be subject to school disciplinary action as well as action through local law enforcement.

Informal Discipline

Informal discipline takes place within the school. It includes: writing assignments, change of seating or location; lunch time or after school detention and **Saturday School** ~~in-school suspension~~.

Gum Chewing

Gum chewing is **not permitted** during the school day. Students chewing gum will result in a lunch detention, and repeat offenders will receive additional discipline at the principal's discretion.

Electronic Personal Belongings

All electronic devices should be turned off and used for educational purposes only at the request of the teacher, otherwise the device should be off and put away in a locker. **The school district is not responsible nor will it search or investigate any lost, stolen, or damaged personal electronic items that are brought to school. A good rule of thumb is if it is valuable, leave it at home.** Violations of this rule will result in the device being taken and sent to the office and the following:

1. Warning/ student pick up at the end of the day
2. Lunch Detention/ parent pick-up
3. After School Detention/ parent pick-up
4. Saturday School/ parent pick-up

The school district is not responsible for lost or stolen personal belongings.

Detention

If a student does not follow the discipline policy, he/she may be assigned detention. This is held after school. It is the parent's responsibility to provide transportation home after detention. Students are not permitted to ride the elementary bus home. Detention will last for one hour. Students are expected to bring work to do in detention. Students are expected to be picked up at 3:10 P.M. There will be no sleeping in detention. Failure to report to detention will result in further disciplinary action. Detentions will be held every day. They will be held in the school cafeteria.

Lunch Detention

A lunch detention may be issued by the principal or teaching staff for a minor rules infraction and at their discretion. Lunch detention will be held in the cafeteria, or if issued by a teacher in the room of the teacher. Students will get their lunch and report to where the detention is being held.

Saturday School Detention

Students continue to attend classes while being held accountable for their actions when violating school conduct regulations. Classes for Saturday school will be held in a classroom on designated Saturdays. Class time shall be from 8:00 am until 11:00 am. **Any students arriving late or leaving early will not be counted as attending.** Transportation to and from Saturday school detention is the responsibility of the parent/guardian.

Assigned students must attend the entire three hour session to receive credit for attendance. Students shall arrive on time with sufficient educational materials including paper, writing utensil and related text for classroom work to maintain a busy work environment for the entire time period. Failure to attend will result in further disciplinary action.

While in Saturday school, students are not permitted to talk, drink beverages, eat, read magazines, have any electronic devices, go to their lockers, have visitors or break any student conduct rules.

Points to Keep in Mind in Regards to Misconduct

1. Every attempt shall be made to be as fair as possible as well as firm as possible.
2. The administration and teachers take corrective action when students show improper conduct.
3. Parents are to be notified whenever possible of serious or repetitive infractions.
4. Specific offenses are designated as out-of-school suspensions, in-school-suspensions, Saturday Schools, and other offenses as detentions before and after school.
5. Corrective action used by the teacher or administrators is to ensure each student has his/her right to an orderly, guided education. **The severity of corrective action depends upon each situation.** Degrees of severity usually follow these steps; counseling by the teacher, principal or guidance counselor, or special written assignment, detention, Saturday school, in-school-suspensions, out-of-school suspension, referral to court, or expulsion.
6. When a violation occurs, the pupil will have a hearing and be given a suspension notice. In each case of out-of-school suspension, the parent or guardian shall receive a letter, informing them of the disciplinary action and the right of appeal.

Disciplinary Infractions

Minor - Nature of Misconduct, including but not limited to:

1. Assembly disturbance.
2. Cafeteria disturbance.
3. Forging name or improper use of pass
4. Passing or writing of obscene materials
5. Profanity
6. Show of affection
7. Unexcused late to class
8. Unexcused tardy to school
*Tardy to school is on a semester basis
9. Gum Chewing
10. Plagiarizing
11. Name calling
12. Lying to staff
13. Images depicting weapons / illegal substances /sexual content/innuendo
14. Trading/Buying/Selling of school or personal items during the school day.
15. Horseplay without injury

Disciplinary Action for Above

- 1st offense – Warning
- 2nd offense – 1 day detentions/parent contact
- 3rd offense – 2 detentions/parent contact
- 4th offense – Saturday School or ~~in-school suspension~~
- 5th offense – 3 days out of school suspension
- 6th offense – 5 days out of school suspension
- 7th offense – 10 days out of school suspension, recommendation for expulsion

Major –Nature of misconduct, including but not limited to:

1. Being in an unauthorized area, skipping class, or being away from class for extended periods of time.
2. Disruption of school (including extreme profanity)
3. Rowdiness/Horseplay with injury
4. Leaving school property without permission
5. Theft
6. Possession of cigarette lighter.
7. Racism, Discrimination, Intolerance
8. Indecent exposure
- ~~9. Possession of a lighter~~

Disciplinary Action for Major Misconduct

- 1st offense – 3 detentions/parent contact
- 2nd offense – Saturday School
- 3rd offense – 3 days out-of-school suspension
- 4th offense – 5 days out-of-school suspension
- 5th offense – 10 days out-of-school suspension/referral to juvenile court
- 6th offense – Recommendation for expulsion/referral to juvenile court

Additional Major Misconduct

- **Insubordination**
If given a reasonable direction by a staff member, the student is expected to comply. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action. Depending on each case, this will be disciplined at the principal's discretion.

- **Academic Dishonesty**

- Plagiarism –

1. 1st offense – Warning and student receives a zero on the assignment, and must redo the assignment or the student receives 3 after school detentions
2. 2nd offense – student receives a zero the student receives 3 after school detentions

- Cheating – as defined by the teacher

1. 1st offense – student receives a zero and 3 after school detentions
2. Anything after the 2nd offense – per administrative discretion

- **Fighting**

1. 1st offense- 3 day out of school suspension
2. 2nd offense- 5 day out of school suspension
3. 3rd offense- 10 day out of school suspension; recommendation for expulsion

Missing Detention

1. 1st offense- additional detention(s) assigned
2. 2nd offense–ISS Saturday School
3. ~~3rd offense– Saturday School~~
4. 4th 3rd - offense - 1 day OSS

- **Cigarettes, E-Cigarettes, Vaping, Tobacco Chewing or Use of Snuff**

Students are not permitted to use or possess any of the above mentioned while in school. If caught with it, they will be sent to the office.

The Ohio Legislature enacted, on an emergency basis, Substitute Senate Bill 339. This Bill enacts Section 3313.751 of the Ohio Revised Code prohibits pupils from smoking and/or using and/or possessing tobacco in any area under control of a school district or at any activity supervised by any school operated by a school district. The Grand Valley Board of Education recognizes its responsibility in adhering to this law. As a result, violations will be dealt with in the following manner:

- 1st offense - 2 days out of school suspension and a written report on the effects and dangers of tobacco and/or nicotine (2 typed pages)
- 2nd offense - 3 days out of school suspension
- 3rd offense - 5 days out of school suspension
- 4th offense - 10 day suspension recommendation for expulsion

- **Use of Drugs and/or Alcohol**

1. A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substance, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia
2. 1st offense- 10 days out-of-school suspension, notification to authorities, and recommendation for expulsion. If parents and administration agree to place the student in a rehabilitation program, the suspension may be cut to five days.

- **Use and/or possession of a Firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one year expulsion under Ohio law. Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act 1994).

- **Use and/or Possession of a Weapon**

1. A weapon is any device which may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.
2. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle.
3. 1st offense- 10 days out-of-school suspension, notification to authorities, and recommendation for expulsion. If parents and administration agree to place the student in a rehabilitation program, the suspension may be cut to five days.

- **Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. In the event that a student brings anything that could be deemed a weapon to school, but immediately reports it to the office and turns it in to the office, he/she will not be disciplined. We would like our students to be responsible and when they recognize that they have the object, to feel safe reporting it to the office.

- **Purposely Setting a Fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

- **Physically Assaulting a Staff Member/Student/Person Associated with the District**

1. Physical assault of a staff member, students, or other person associated with the district which may or may not cause injury will not be tolerated. Assault of a staff member may result in charges being filed and subject the student to expulsion. The discipline will be left to administrative discretion.
2. 1st offense – 1-10 day out-of-school suspension and recommendation for expulsion.

- **Verbally Threatening or Harassing a Staff Member/Student/Person Associated with the District**

1. Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be threat will be considered a verbal assault as well as profanity directed toward a staff member in a threatening tone. The discipline will be left to administrative discretion.
2. 1st offense – 1-10 day out of school suspension or recommendation for expulsion.

- **Theft**

1. When a student is caught stealing, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school without prior authorization from the principal. The school is not responsible for personal property. The principal shall have final jurisdiction in individual cases when interpreting and enforcing discipline for theft.
2. 1st offense – 3 day suspension
3. 2nd offense – 5 day suspension
4. 3rd offense – 10 day suspension

- **Inducing Panic**

Making threats of violence of any kind towards anyone in the school will not be tolerated. This type of behavior will result in an automatic 10 day school suspension and may be recommended for expulsion.

- **Damaging Property**

1. Vandalism and disregard for school and/or student property will not be tolerated.
2. 1st offense – pay damages and Saturday School
3. 2nd offense – pay damages and 3 days out-of-school suspension
4. 3rd offense or extreme vandalism – pay damages and 10 days suspension with recommendation for expulsion.

- **Refusing to Accept Discipline**

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

- **Racism/ Discrimination/ Intolerance**

Racism and discrimination **will not** be tolerated in Grand Valley Middle School, and should never be tolerated outside of the school system. Racism is defined as a belief or doctrine that inherent differences among the various human racial groups determine cultural or individual achievement, usually involving the idea that one's own race is superior and has the right to dominate others or that a particular racial group is inferior to the others. It is also defined as hatred or intolerance of another race or races. Discrimination is closely tied to racism but is defined as treatment or consideration of, or making a distinction in favor of or against a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit. See Disciplinary Action for Major Misconduct.

- **Harassment**

The school believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment. **Any student making a false report will incur consequences.**

- **Bullying** - Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. To be considered bullying the following must occur:

- ❖ An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- ❖ Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

- **Sexual Harassment**

It is unlawful to harass a person because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive school environment.

- **Cyber-Bullying**

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupts the school environment or interferes with the learning process will be considered violations of the Student Code of Conduct. This includes, but is **not** limited to: Facebook, Twitter, Texting, Insta-gram and YouTube.

- **Disciplinary Actions for Harassment, Bullying, Sexual Harassment and Cyber-Bullying**

1. Warning/ In School Counsel by staff and behavioral write-up.
2. ~~In School Suspension~~ Saturday School and report to Superintendent who reports to the state of Ohio. Also, contact the Orwell Police Department, and parents to come to a meeting to discuss future potential consequences.
3. Out of School Suspension – number of days determined by administration – up to 10 days. Also, contact the Orwell Police Department, and parents to come to a meeting to discuss future potential consequences

Order of consequences depends on severity of harassment or cyber-bullying content. Administration will determine severity of offense.

- **Acceptable Use Violation**

Any student who is using the school technology for any purpose other than school purposes and/or activities related to school will be violating the Acceptable Use Policy (AUP) listed below. School owned accounts/devices shall not depict images or words that are not school appropriate such as drugs, weapons, alcohol, indecently dressed people, etc. Any student who misuses technology and/or has images that are inappropriate for school, will be subject to discipline. ~~which may result in the loss of technology privileges for a period of time. That period of time will be left to administrative discretion.~~ Possible consequences for violating the AUP are:

- 15 day technology suspension
- 30 day technology suspension
- Detention
- Saturday school
- OSS

The severity of the violation will determine the consequence and will be at the administrators' discretion.

Emergency Removal

1. If a pupil's presence poses a danger to persons or property or an ongoing threat or disrupting the academic and educational process, then:
 - a. The superintendent, principal, or designated person may remove the student from the premises, curricular or extra curricular activity.
 - b. A teacher may remove the student from the curricular or extra curricular activities under his/her supervision, but not from the premises.
 - c. If a teacher makes an emergency removal, his reasons must be submitted to the principal in writing as soon after the removal as practicable.
2. A due process hearing must be held within 72 hours after removal is ordered.
 - a. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practicable prior to the hearing.
 - b. The person who ordered or requested the removal must be at the hearing.
 - c. Within 24 hours of the decision to remove, the parent, guardian or custodian of the pupil and treasurer of the board must be notified of the removal
 - d. The notice must include the reasons for the removal and the right of the pupil and parent to appeal to the superintendent; the right to be represented at the appeal and to request the hearing on appeal to be held in executive session.
3. If the superintendent or principal reinstates a pupil prior to the hearing for Emergency removal, the teacher may demand and shall be given written reasons for reinstatement. The teacher cannot refuse to reinstate the pupil even though reasons are given.

4. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extra-curricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirement of HB 421 does not apply. The provisions of HB 421 apply to all suspensions including in school suspensions.
5. In an emergency removal, a pupil can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension or expulsion.

Bus Rules and Regulations

Student safety and welfare are a Grand Valley priority. Adherence to the bus conduct rules will ensure a safe ride for all students.

Students and Parents:

- School bus transportation is a privilege and not a right.
- The bus driver is the sole authority on the bus while students are being transported.
- Pupils will obey the instructions/directions of the driver.
- All student code of conduct rules/regulations shall apply at the bus stop and on the bus.

Parent Responsibilities:

- To maintain A.M. schedules, have their child at the bus stop at least five minutes prior to scheduled pick-up time. Exception for severe lightning.
- Damage done to school busses, personal property, or public property done by the student.
- The safety of their child while going to/from the bus stop and while waiting for the bus, including waiting for a bus in a location clear of traffic and away from the bus stop.

Students will:

- Ride their assigned bus to/from and depart/board at their assigned bus stop. Exceptions will be granted upon receiving an advance written request from the parent and prior approval by the administration.
- Upon entering the bus proceed to their assigned seat. Remain seated and keep aisle clear for the duration of the trip.
- Keep noise at a minimum by speaking in reasonable conversation voices.
- Keep themselves and their belongings inside the bus at all times.
- Not talk to the driver or interfere with the driver when the bus is in motion, except in emergencies.

- Only carry on objects that can be held in their laps.
- Be quiet at railroad crossings and other danger zones.
- Not eat, drink, smoke, light matches/lighters, use alcoholic beverages, and swear on the bus.
- Not transport the following cargo on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the item the administration should be consulted.

Infractions of Bus Behavior Regulations

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

School Calendar

GRAND VALLEY LOCAL SCHOOLS JULY 2018 – JUNE 2019 SCHOOL YEAR CALENDAR

Adopted by the Grand Valley Board of Education at the March 29, 2018 Special Meeting

<p>176 Total Days for Students 2 Waiver Days for Students 184 Total Days for Teachers</p> <p>MSHS Student Hours 1,887.58 / MSHS Student Day = 6.11/Day ES Student Hours 1,965 / ES Student Day = 6.00/Day Teacher Hours 1,348 / Teacher Day= 7.33/Day</p> <p>4 Independence Day (observed) 12-Month Employees only</p>	<p>JULY 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>JANUARY 2019</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p>1 Christmas Break 2 No School for Students, Professional Development Day for Teachers 21 Dr. M.L. King Jr. Day – No School</p> <p>MSHS Student Days = 20 MSHS Student Hours = 122.20 ES Student Days = 20 ES Student Hours = 120.00 Teacher Days = 21 Teacher Hours = 153.93</p>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																
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<p>20 & 21 No School for Students, Professional Development Day for Teachers</p> <p>21 ES, MS & HS Meet the Teacher Night 6:00 p.m. to 7:00 p.m.</p> <p>22 Grades 1-12 Students Return to School</p> <p>29 Kindergarten Students Return to School</p> <p>MSHS Student Days = 8 MSHS Student Hours = 48.88 ES Student Days = 8 ES Student Hours = 48.00 Teacher Days = 10 ½ Teacher Hours = 76.97</p>	<p>AUGUST 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>FEBRUARY 2019</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </tbody> </table> <p>14 ES, MS & HS P/T Conferences 15 Non-report Day for Students & Teachers 18 Presidents Day – Non-report Day for Students & Teachers</p> <p>MSHS Student Days = 18 MSHS Student Hours = 109.88 ES Student Days = 18 ES Student Hours = 108.00 Teacher Days = 19 Teacher Hours = 139.27</p>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																
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<p>3 Labor Day – No School</p> <p>28 Waiver Day (No School for All Students)</p> <p>MSHS Student Days = 8 MSHS Student Hours = 48.88 ES Student Days = 8 ES Student Hours = 48.00 Teacher Days = 10 ½ Teacher Hours = 76.97</p>	<p>SEPTEMBER 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p>MARCH 2019</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>8 End of 3rd Grading Period 22 Waiver Day (No School for All Students)</p> <p>MSHS Student Days = 20 MSHS Student Hours = 122.20 ES Student Days = 20 ES Student Hours = 120.00 Teacher Days = 21 Teacher Hours = 153.93 Total Student Days for 3rd Grading Period = 44</p>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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<p>18 ES, MS & HS P/T Conferences & End of 1st Grading Period</p> <p>19 Non-report Day for Students & Teachers</p> <p>MSHS Student Days = 22 MSHS Student Hours = 134.42 ES Student Days = 22 ES Student Hours = 132.00 Teacher Days = 23 Teacher Hours = 168.59 Total Student Days for 1st Grading Period = 40</p>	<p>OCTOBER 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>APRIL 2019</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>19 Good Friday 22-23 Non-report Day for Students & Teachers</p> <p>MSHS Student Days = 19 MSHS Student Hours = 116.09 ES Student Days = 19 ES Student Hours = 114.00 Teacher Days = 19 Teacher Hours = 139.27</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30													
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<p>22-23 Thanksgiving Break</p> <p>26 Non-report Day for Students & Teachers</p> <p>MSHS Student Days = 19 MSHS Student Hours = 116.09 ES Student Days = 19 ES Student Hours = 114.00 Teacher Days = 19 Teacher Hours = 139.27</p>	<p>NOVEMBER 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>MAY 2019</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> <p>23 Commencement 7:00 p.m. (Teachers who attend Commencement can check out at the end of the day on May 28, 2019) 27 Memorial Day – No School 28 Last Day for Students, End of 4th Grading Period & 2nd Semester 29 ½ Prof Development Day for Teachers 29 1st Emergency Make-up Day (if needed) 30 2nd Emergency Make-up Day (if needed) 31 3rd Emergency Make-up Day (if needed)</p> <p>MSHS Student Days = 19 MSHS Student Hours = 116.09 ES Student Days = 19 ES Student Hours = 114.00 Teacher Days = 19.5 Teacher Hours = 142.94 Total Student Days for 4th Grading Period = 52</p>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														
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<p>19 End of 2nd Grading Period & 1st Semester</p> <p>20-Jan. 1 Christmas Break</p> <p>MSHS Student Days = 13 MSHS Student Hours = 79.43 ES Student Days = 13 ES Student Hours = 78.00 Teacher Days = 13 Teacher Hours = 95.29 Total Student Days for 2nd Grading Period = 40</p>	<p>DECEMBER 2018</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>JUNE 2019</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Student Days = 0 Student Hours = 0.00 Teacher Days = 0 Teacher Hours = 0.00</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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Grand Valley Middle School

School-Student-Parent Compact

2018-2019

The Grand Valley Middle School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

The **Grand Valley Middle School** will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - Align all instruction and assessment to the Ohio Content Standards
 - Provide opportunities for intervention and remediation before, during and after school
 - Utilize research based instructional strategies and techniques including differentiated instruction
 - Help students to monitor and track their own learning
 - Maintain high expectations for all students
 - Maintain a clean and safe environment that is conducive to learning
 - Staff will work closely with parents to keep them informed of their child's learning
- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**
 - Two (2) conferences will be held each year in November and February.
 - Parents are encouraged to contact teachers if a concern arises.
- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**
 - Report cards every nine weeks.
 - Interim reports for all students, not just those who are doing poorly.
 - Provide every parent with online access to all of their child's grades.
- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

- Email on a daily basis
- Regularly scheduled parent/teacher conferences
- Conferences with individual teachers or grade level teams can be arranged upon request.

5. Provide parents opportunities to volunteer and participate in their child’s class and to observe classroom activities, as follows:

- Observations upon request
- Open House
- Parent/Teacher Conferences
- Family Learning Fair
- Field Trips
- Parent/Teacher classroom liason

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television children watch.
- Participating, as appropriate, in decisions relating to my child’s education.
- Promoting positive use of my child’s extracurricular time.
- Assist in school activities and projects.
- Check the school website regularly for activities and assignments.
- Check student Assignment Books regularly.
- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state’s high standards. Specifically, we will:

- Do my homework every day and ask for help when I need it.
- Read at least 15 minutes every day outside of the classroom.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Maintain my Assignment Book.
- Check my school and teachers’ websites for assignments, activities and deadlines.

2111 - Parent and Family Involvement

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

In accordance with statute and the State Board of Education Parent and Family Involvement Policy, use of the term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

In cultivating partnerships with families and communities, the Board is committed to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;⁴
2. providing professional development for school staff that helps build partnerships between families and schools;^{2,3,4}
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;^{2,3}
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.³

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;^{2,3,4}
3. promoting regular and open communication between school personnel and students' family members;^{1,4}
4. communicating with families in a format and language that is understandable, to the extent practicable;^{2,3}

5. providing information and involving families in monitoring student progress;³
6. providing families with timely and meaningful information regarding Ohio's academic standards, State and local assessments, and pertinent legal provisions;^{2,3,4}
7. preparing families to be involved in meaningful discussions and meetings with school staff.^{2,3,4}

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities;^{1,3}
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.^{3,4}

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;^{1,2,3,4}
2. working with families to establish learning goals and help their children accomplish these goals;¹
3. helping families to provide a school and home environment that encourages learning and extends learning at home.^{1,2,4}

E. Involving Families in Decision Making and Advocacy

1. involving families as partners in the process of school review and continuous improvement planning;^{3,4}
2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.^{2,3,4}

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources;^{2,3,4}
2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.^{2,3,4}

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

¹Indicates R.C. 3312.472 State Requirements

²Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

³Indicates Title I Section 1118 parent involvement requirements

⁴Indicates State Board Parent and Family Involvement Policy recommendations

R.C. 3313.472

Revised 5/18/09

Revised 12/21/09

GRAND VALLEY LOCAL SCHOOL DISTRICT

Student Network and Internet Acceptable Use Safety Agreement

Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented the use of a Technology Protection Measure which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not

authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

By signing the student handbook as the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

By signing the student handbook as the parent/guardian of this student, I understand the district has new multimedia programs that involve technology. Interviews, projects, and events may be recorded or photographed. The student's image may be published online but will only include his/her first name except in the case of public events or sports where the entire name may be used.

You may decline these privileges by providing a written statement signed by the parent or guardian.

Technology staff, Teachers, Building Principals, and ultimately the Superintendent is responsible for determining what unauthorized or inappropriate use is. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

8330 - Student Records

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

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances,

to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

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

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

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

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

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

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

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record; and
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge

the content of the record;

- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible students, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See [Form 8330 F14](#).)

- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

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

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

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

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

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student,

without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

Directory Information

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

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

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within thirty (30) days after receipt of the Superintendent's annual public notice.

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

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

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

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

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

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

- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

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

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

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

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

R.C. 9.01, 149.41, 149.43, 1347 et seq., 3113.33, 3319.321

34 C.F.R. Part 99

20 U.S.C., Section 1232 f through 1232i (FERPA)

26 U.S.C. 152

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

20 U.S.C. 7908

Revised 12/16/02

Revised 6/16/03

Revised 12/15/03

Revised 7/19/04

Revised 2/13/06

Revised 7/17/06

Revised 4/21/08

Revised 5/18/09

Revised 6/25/12

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Bring Your Own Technology

Technology is part of our daily lives and will continue to be so personally and professionally as our students move beyond our walls. In order to properly prepare them for their future, and to take advantage of the many positive educational benefits of technology in the hands of students, Grand Valley Local Schools has engaged in a "bring your own technology" (BYOT) initiative. Subsequently, students are encouraged to bring their own technology devices when instructed to do so by the teacher. Students who

cannot bring their own equipment for whatever reasons will be expected to utilize the school's technology for their instructional needs.

Definitions:

BYOT – any privately owned wireless device, preferably a netbook, laptop or full windows tablet brought to school by the student that can be used for office and educational applications, internet access, information exchange and storage, and content creation. We presume these devices to be parent-approved.

Internet access - connection to the school's guest network should be the primary source for internet access (although we recognize that students may also be carrying personal cellular devices that have access as well, as approved by their parents). Personal multi-user internet connective devices, such as "mobile hotspots", are not permitted to be used on campus. Also, use of unauthorized, random networks that might appear in proximity is strictly prohibited.

Security and Damages – The security, care and handling of a personal device is the sole responsibility of the person bringing in the device. Theft or damage of devices will be handled by the school similarly to any other personal item. It is recommended that students mark their own machines to identify them, and use protective cases to prevent casual damage. The School District assumes no responsibility for damage, lost or stolen devices.

Agreement

Technology is used by Grand Valley students for the purpose of supporting and enriching their educational experience. The use of technology resources within the District is a privilege. Abuse or violation of this privilege will result in consequences being applied in accordance with the school's code of conduct. It is expected that all students will adhere to the District's acceptable use policy, AG 7540.03 as well as the student code of conduct and other Board policies. Furthermore, the student also agrees to the following conditions:

- A. The student takes responsibility for his/her own device. The school is in no way responsible for the care, maintenance and security of the student-owned devices.
- B. The student agrees to install required software to allow teachers to interact with and monitor their device during classes.
- C. Technology, and particularly cell phones, should be in silent mode while on campus and riding school buses (and ear buds should be removed when exiting buses and while in class unless otherwise indicated).
- D. All technology must be used responsibly and in accordance with the District's code of conduct and acceptable use policy.
- E. While onsite in classes, student should use their technology for class-related work unless otherwise instructed.
- F. The student will comply with teachers' request to shut down, put away or close the screen of any device.
- G. The District's network filters will be applied to internet access through the school, and students will not attempt to bypass or override the filter.
- H. Students will only use the District's provided internet access or their own personal cellular device for internet access. Accessing random networks in proximity or using multi-user/mobile hotspots is strictly prohibited.
- I. Virus and spyware programs should be active and maintained on all student-owned computers. Bringing an infected device on campus is in violation of our acceptable use policy.
- J. Hacking, altering or bypassing network security policies is a strict violation of our acceptable use policy and will result in immediate disciplinary action.
- K. The school has the right to collect and examine any device suspected of abuse or that is

suspected of causing problems or was a source of an attack or virus infections. Changes recommended to correct the situation must be followed for the system to be allowed to be active again.

- L. Printing from personal technology devices is not supported in the district and may simply not be possible.
- M. Any technology borrowed from the school must be returned by the end of the school day in the same condition it was in when borrowed. Any problems encountered with the equipment must be reported immediately.

In order to use my technology on campus at Grand Valley Local Schools, I understand and will abide by the above agreement as well as acceptable use policy AG 7540.03, Student Code of Conduct and other related Board policies. I further understand that any violation is unethical and may result in loss of privileges as well as other disciplinary action.

5630.01 -Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion

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.

Please refer to Board Policy 5630.01 - POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION for the remainder of the policy which is posted on the Grand Valley Local Schools website. The full policy is also available in the board office per your request.

Parent/Student Agreement

Please sign this form and return to your classroom teacher by September 4, 2018.

My child and I have read this handbook and agree to follow the guidelines outlined in the:

- Grand Valley Middle School-Parent Compact
- Grand Valley Middle School Handbook sections pertaining to Student Code of Conduct, Bullying / Harassment, Behavior / Discipline / Dress Code
- Grand Valley Local School District Student Network and Internet Acceptable Use and Safety
- Student Records Request and Directory information
- Bring Your Own Technology Agreement
- Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion

Student Name (Print)

Student Grade and Homeroom #

Student Signature

Date

Parent Signature