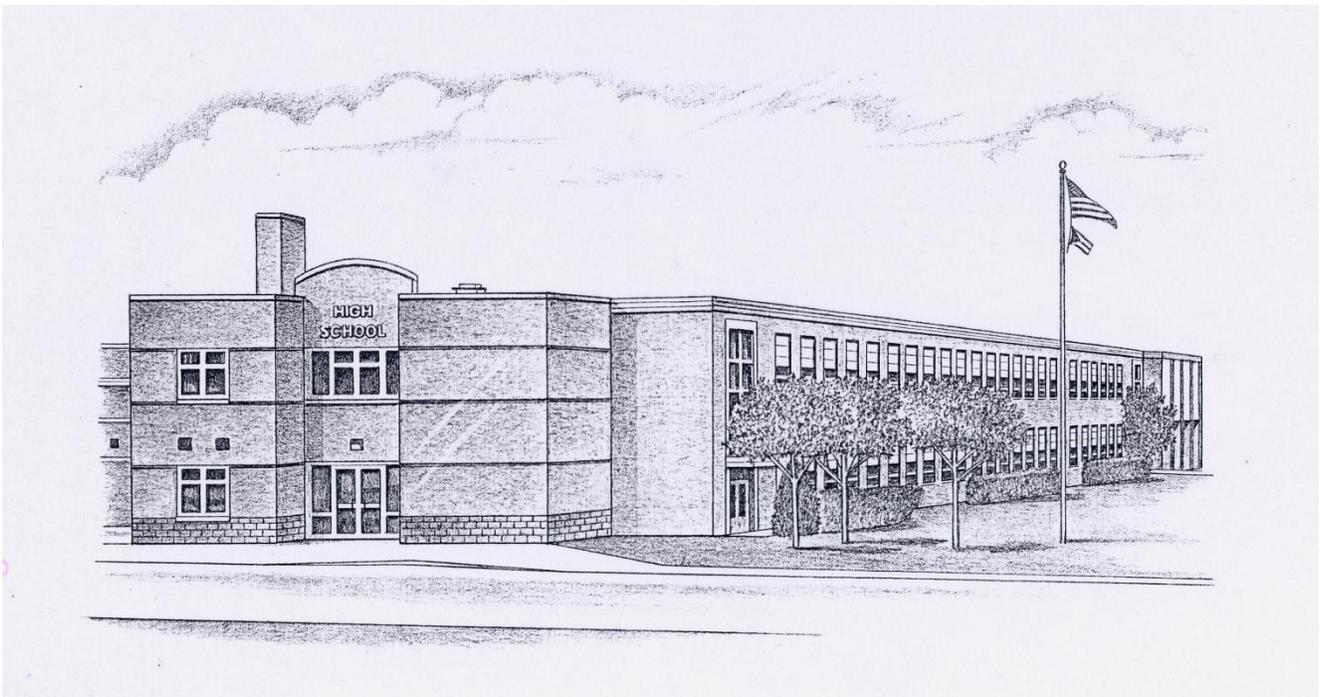


James A. Garfield H.S.

Student/Parent Handbook *2019-2020*

Revised 6/12/19



The James A. Garfield Schools are an equal opportunity provider and employer.

Certified Faculty

Mr. Tom Bartz
Mrs. Frances Bell
Mrs. Diane Carlson
Mr. Theo Cebulla
Mrs. Renee Chlysta
Mr. Randy Cutlip
Ms. Stephanie Damron
Mr. Jake Der
Mr. Doug Engelhart
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Mr. Matthew Minnick
Ms. Chelsi Moore
Mr. Roger Norton
Ms. Missy Petrie
Mr. Matt Pflieger
Mrs. Shelby Scirocco
Mr. Matthew Shull
Mrs. Katie Tasker
Mr. Gregory Walker

Assignment

Business, Technology
Spanish
Math, Science
Band, Chorus
French
Health, Physical Education
Guidance
Social Studies
Math
English
Industrial Arts
Art
Intervention Specialist
Photography
English
Social Studies
English
Math
Math
Social Studies
Science
English
Guidance
Science
Intervention Specialist
Science

Ms. Kathleen S. Kisabeth, Principal
Mr. James Pflieger, Assistant Principal/Athletic Director
Officer Emily Ahrens, Student Resource Officer
Mrs. Una M. Fisher, Principal's Secretary
Mrs. Laura Young, Assist. Principal/Guidance Secretary
Ms. Monica Butler, Attendance Clerk
Mrs. Lori Maur, Clerk
Mrs. Becky Van Kirk, Clerk
Ms. Brenda Benich, Head Custodian

INDEX

- | | | | |
|-------|--|-------|--|
| 33-34 | Academic Awards | 25 | Media Center |
| 26 | Advertising Outside Activities | 5 | Mission Statement |
| 39 | Athletics | 32-33 | NHS Selection Process |
| 40-41 | Athletic Academic Eligibility | 39 | Non-sponsored clubs/activities |
| 43-47 | Attendance | 5 | Objectives of James A. Garfield H.S. |
| 42 | Attendance at Activities | 5 | Philosophy |
| 6 | Bell Schedule | 76 | Picture Refusal Form |
| 8-9 | Board Policies | 22-24 | Policy for Charging Students |
| 59 | Breathalyzer | 77 | Request to Drop a Class Form |
| 49-58 | Bullying, Harassment, and Intimidation | 24 | Safety and Security |
| 25 | Closing of School | 14 | Schedule Changes |
| 32 | College Credit Plus | 7 | School Calendar |
| 31 | College Visits | 38-39 | School-Sponsored Clubs/Activities |
| 29 | Complaint Procedure | 69 | Search and Seizure |
| 27 | Computers | 46 | Signing out for Illness or Other |
| 34-38 | Computer Technology and Networks | 42-43 | Social Probation |
| 43 | Concealed Weapons Bill | 38 | Student Assessment |
| 16 | Control of Casual -contact Comm. Dis. | 47 | Student Code of Conduct Expected Behaviors |
| 16-17 | Control noncasual-contact Comm. Dis. | 19 | Students with Disabilities |
| 17-18 | Control Blood Borne Pathogens | 59-63 | Student Discipline |
| 33 | Cum Laude System | 63-68 | Student Discipline Code |
| 55-58 | Cyber Bullying | 41-42 | Student Employment/Work Permit |
| 48 | Dress Code | 22 | Student Fundraising |
| 18 | Drug-Free Schools Policy | 43 | Student Precinct workers |
| 60-63 | Due Process Rights | 19-21 | Student Records |
| 31 | Early Graduation | 12 | Student Responsibilities |
| 42 | Early Release | 69-70 | Student Rights of Expression |
| 32 | Educational Options | 22 | Student Valuables/Care of Property |
| 11 | EEO Compliance | 12 | Student Well Being |
| 75 | Emancipation Form | 26 | Telephones |
| 12-14 | Enrolling in School | 27 | Textbooks |
| 31 | Extended Family Vacation | 18 | Tobacco-Free Schools |
| 2 | Faculty | 70-73 | Transportation |
| 22 | Fees and Fines | 15-16 | Use of Medications |
| 27-28 | Field Trips | 59 | Video Surveillance |
| 24-25 | Fire Drill/Tornado/Safety Drill | 25 | Visitors During School Hours |
| 74 | Forms List/Description | 26 | Wireless Communication Devices |
| 49 | Gang Policy | 14 | Withdrawal/Transfers |
| 4 | Garfield Alma Mater | 59 | Zero Tolerance |
| 4 | Garfield Fight Song | | |
| 28-29 | Grading System | | |
| 26-27 | Graduation Dress Requirements | | |
| 29-31 | Graduation Requirements | | |
| 58-59 | Hazing | | |
| 19 | Homeless Students | | |
| 32 | Honor Roll Qualification | | |
| 14-15 | Immunizations | | |
| 69 | Interrogation of Students | | |
| 29 | Incompletes | | |
| 12 | Injury and Illness | | |
| 27 | Lockers | | |
| 25 | Lost and Found | | |
| 45 | Make-up of Tests & Other School Work | | |
| 22-24 | Meal Service | | |

GARFIELD HIGH SCHOOL FIGHT SONG

Let's go G-Men
Beat that team.
We're the mighty G-Men,
We're the best there is no doubt,
So watch out here we come.

Rah Rah Rah

Let's go G-Men
Beat that Team.
Onward to victory,
Go, Fight, Win tonight.
Garfield G-Men are the best, Yea!

GARFIELD HIGH SCHOOL ALMA MATER

Garfield High, we sing your praises.
In honor now we stand,
Thanking you for precious memories
Of your ever-guiding hand.
Leading us to paths far-reaching,
Our banners, toward the sky.
Hail we now, our Alma Mater!
Hail to you, oh Garfield High!

And when from your halls we journey
To seek a future bright,
Yet our mem'ry still will linger
And we'll travel in your light.
In the future oft we'll gather
And pledge our faithfulness.
Hail to you, our Alma Mater!
Now we praise you G.H.S.

PHILOSOPHY OF JAMES A. GARFIELD HIGH SCHOOL

It is the philosophy of James A. Garfield High School that all students be accepted into the educational program as they are, and the school environment provide desirable behavior changes, satisfactory scholastic growth, and individual self-satisfaction.

Further, it is the philosophy of this school to create an atmosphere that prepares our youth for the fast-changing and complex world. It is our intent to strive for cooperation between home and school in the building of responsible citizens among our students. We believe the learning experience should focus on current knowledge tempered with the wisdom of the past.

Finally, we charge ourselves with the responsibility of building a positive self-image for our youth. Experiences will be provided which will foster for our students a healthy outlook toward mind and body. Creativity will be reinforced. We will strive to have our students develop an optimistic tolerance toward their fellow man, to exercise patience and to accept the ambiguities of the real world.

JAMES A. GARFIELD'S MISSION STATEMENT

Beginning with the Class of 2022, 90% of Garfield graduates will participate in higher education or career training, and by 2026, 70% of our graduates will complete their education or training.

OBJECTIVES OF JAMES A. GARFIELD HIGH SCHOOL

1. To develop in our students a positive attitude toward these values: respect, kindness, communication, creativity, integrity, responsibility, loyalty, teamwork, engagement.
2. To encourage in our students a conscientious involvement in school, community and government.
3. To develop in our students an appreciation for the dignity, worth and rights of each individual and to accept their responsibilities as members of our society.
4. To provide a system of open communication within the classroom as well as among faculty, administration and community.
5. To develop an educational program which meets the needs of today's students with specific educational development for college bound, general and vocational oriented students.
6. To develop a feeling of self-worth in our students.
7. To provide basic educational knowledge, skills and attitudes for all graduates.
8. To provide an opportunity for, and encouragement in, the aesthetic values of the fine arts, literature and nature.
9. To provide an opportunity for, and encouragement in, coeducational activities.
10. To develop the skills and attitudes necessary for effective social interaction.
11. To develop an educational program which encourages each student to attain his/her full potential.

DAILY BELL SCHEDULES

The high school halls will be open to students at 7:35 a.m. Students are not permitted in the halls before this time, except through special permission. All students must report to first period class by 7:46 a.m., unless riding a late bus or receiving an admit slip from the office. A three-minute warning bell will ring at 7:43 a.m.

Regular Bell Schedule

1st Period 7:46 – 8:40
2nd Period 8:43 – 9:34
3rd Period 9:37 – 10:28
4th Period 10:31 – 11:22
5A/5B Period 11:25 – 12:49
6th Period 12:52 – 1:43
7th Period 1:46 – 2:37

Lunch Schedule (All Bell Schedules)

Lunch A 11:25 – 11:55
Class 5A 11:25 – 12:16
Lunch B 12:19 – 12:49
Class 5B 11:58 – 12:49

Pep Assembly Bell Schedule

1st Period 7:46 – 8:40
2nd Period 8:43 – 9:34
3rd Period 9:37 – 10:28
4th Period 10:31 – 11:22
5A/5B Period 11:25 – 12:49
6th Period 12:52 – 1:28
7th Period 1:31 – 2:07
Pep Assembly

Students will be dismissed to the gym via the PA

Early Release Bell Schedule

1st Period 7:46 – 8:30
2nd Period 8:33 – 9:14
3rd Period 9:17 – 9:58
4th Period 10:01 – 10:41
6th Period 10:44 – 11:25
5A/B Period 11:28 – 12:52
7th Period 12:55 – 1:35
Prof. Dev. Meeting 1:40 – 2:35

Lunch Schedule (All Bell Schedules)

Lunch A 11:28 – 11:58
Class 5A 11:28 – 12:19
Lunch B 12:22 – 12:52
Class 5B 12:01 – 12:52

2 Hour Delay Bell Schedule

1st Period 9:46 – 10:16
2nd Period 10:19 – 10:49
3rd Period 10:52 – 11:22
5A/5B Period 11:25 – 12:49
4th Period 12:52 – 1:24
6th Period 1:27 – 2:00
7th Period 2:03 – 2:37

Lunch Schedule (All Bell Schedules)

Lunch A 11:25 – 11:55
Class 5A 11:25 – 12:16
Lunch B 12:19 – 12:49
Class 5B 11:58 – 12:49

James A. Garfield Local School District

2019-2020 School Calendar

July 19

S	M	T	W	T	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			

August 19

S	M	T	W	T	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	27	28	29	30	31	

September 19

S	M	T	W	T	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	28	
29	30					

October 19

S	M	T	W	T	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	26	
27	28	29	30	31		

November 19

S	M	T	W	T	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

December 19

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

AUGUST
 22-23 Teacher Work Day/Convocation
 26 Staff Training – No School for Students
 27 Students' First Day, Gr. 1-12
 29 Kindergarten Students' First Day

SEPTEMBER
 2 Labor Day – No School
 27 Staff Training – No School for Students

OCTOBER
 11 NEOEA Day – No School
 24 End of 1st grading period – 40 days
 25 Staff Training – No School for Students

NOVEMBER
 28-29 Thanksgiving Break - No School

DECEMBER
 2 Conference Day Credit – No School
 20 Staff Training – No School for Students
 23-31 Winter Break – No School

JANUARY
 1-3 Winter Break – No School
 16 End of 2nd grading period – 45 days
 17 Staff Training – No School for Students
 20 M.L. King Day – No School

FEBRUARY
 14 Staff Training – No School for Students
 17 Presidents' Day – No School

MARCH
 20 End of 3rd grading period – 42 days
 23-27 Spring Break – No School

APRIL
 10 Good Friday – No School
 13 Conference Day Credit – No School
 14 Staff Training – No School for Students

MAY
 22 Staff Training – No School for Students
 25 Memorial Day – No School
 31 Graduation

JUNE
 4 Students' Last Day-End of 4th – 44 days
 5 Teachers' Last Day

Any make-up days beyond five will begin 6/5/20

Total Days Due for Students: 171

Staff Training Days: 8 Conference Days: 2
 In-Service Days: 3

Required Hours Gr. 7-12: 1,001 Scheduled: 1,086
 Required Hours Gr. K-6: 910 Scheduled: 1,026

January 20

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

February 20

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	15	
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 20

S	M	T	W	T	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				

April 20

S	M	T	W	T	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	

May 20

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

June 20

S	M	T	W	T	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				

Topic	Board Policy
Foreword	
Mission of the School	
Equal Education Opportunity	2260
School Day	8210
Student Responsibilities	5200, 5500
Student Well Being	3213, 4213
Injury and Illness	5330, 5430
Section I - General Information	
Enrolling in the School	5111
Scheduling and Assignment	5120
Early Dismissal	5230
Withdrawal/Transfer from School	5130
Immunizations	5320
Emergency Medical Authorization	5341
Use of Medications	5330
Nonprescribed Medications	5330
School Board Policy on Drug-Free Schools	5530
School Board Policy on Tobacco-Free Schools	7434
Control of Casual-Contact Communicable Disease	8450
Control of Noncasual-Contact Communicable Diseases	8453
Control of Blood-Borne Pathogens	8453.02
Students with Disabilities	2460
Homeless Students	5111.01
Student Records	8330
Student Fees and Fines	6152, 6152.01
Student Fund Raising	5830
Student Valuables	
Meal Service	8500, 8531
Fire, Tornado, and Safety Drills	
Emergency Closings and Delays	8210
Preparedness for Toxic and Asbestos Hazards	8431
Visitors	9150
Use of the Library	
Use of School Equipment and Facilities	7510, 7530
Lost and Found	
Use of Telephones	
Advertising Outside Activities	5722, 9700

Topic	Board Policy
Section II - Academics	
Course Offerings	
Field Trips	2340
Grades	5421
Promotion, Acceleration, and Retention	5410
Graduation Requirements	5460
Early Graduation	5464
Educational Options	2370
Postsecondary Enrollment	2271
Recognition of Student Achievement	5451
Homework	2330
Computers Technology and Networks	7540
Student Assessment	2623

Section III - Student Activities

School-Sponsored Clubs and Activities	2430
Nonschool-Sponsored Clubs and Activities	
Athletics	2431
Academic Eligibility	2430, 2431
Student Employment	5895
Student Attendance at School Events	5855
Student Precinct Workers	5725

Section IV - Student Conduct

Attendance	5200
School Attendance Policy	5200
Code of Conduct	5500
Bullying, Harassment, and Intimidation	5517.01
Civility Policy	
Zero Tolerance	5600
Student Discipline Code	3217, 5500, 5516, 5517, 5600, 5610, 5610.01
Discipline	5610, 5610.01-.05
Due Process Rights	5611
Search and Seizure	5771
Interrogation of Students	5540
Student Rights of Expression	5722

Topic	Board Policy
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Section V - Transportation

Bus Transportation to School	8600
Bus Conduct	
Videotapes on School Buses	8600
Penalties for Infractions	5610, 5610.04
Transportation of Students by Private Vehicle	8660
Self-Transportation to School	5515

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2012. If you have questions or would like more information about a specific issue or document, contact your school principal or superintendent, or access the document on the District's website: www.garfield.sparcc.org by clicking on "policies & bylaws" and finding the specific policy or administrative guideline in the Table of Contents for that section.

Student/Parent Handbook

for James A. Garfield High School

Welcome to James A. Garfield High School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.

Kathleen Kisabeth, Principal, 330-527-4341, kkisabeth@jagschools.org

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Monica Butler, Attendance Clerk 330-527-0027, mbutler@jagschools.org

Ted Lysiak, Superintendent of Schools 330-527-4336, tlysiak@jagschools.org

School Year 2019-20

Student/Parent Handbook (including Student Discipline Code/Dress Code) adopted by the Board of Education.

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 2019. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Ms. Keri Leindecker
Elementary Principal
330-527-2184

Mr. Derek Hatcher
Middle School Principal
330-527-2151

Complaints will be investigated in accordance with the procedures described in Board Policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

HOURS OF OPERATION

Hours of operation 7:25-3:30 during the school year. 7:00-2:00 during the summer excluding July when the office is closed.

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

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

Adult students (age 18 or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL BEING

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

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

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

INJURY AND ILLNESS

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

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

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations
- E. social security number

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

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit that has been filed with the courts.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District.

Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

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

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

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

SCHEDULING AND ASSIGNMENT

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

SCHEDULE CHANGES

Schedule changes, adds and drops, will be handled by the guidance counselor.

Procedure

1. Schedule changes will only be considered during the 1st week of each semester for electives. Core courses (Math, English, Science, History, AP and/or CCP) courses may be changed until interims of the 1st nine weeks with a meeting with student, parent, teacher and counselor.
2. Students must turn in a completed add/drop form to their counselor.
3. An appointment must be made with a counselor to arrange an alternative schedule.
4. After the 1st week of each semester, no classes will be added and the credit requirement must be maintained. Students dropping a course after the 1st week of the semester will receive a "WF" (withdraw fail) on their transcript.

Exceptions to this policy can be made depending on specific circumstances.

EARLY DISMISSAL

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

WITHDRAWAL/TRANSFER FROM SCHOOL

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

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

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, meningococcal, and mumps, or have an authorized exemption from State immunization requirements. For the safety of all students, the school principal may remove a student from school or

establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the district's school nurse. Kindergarten students must be immunized against Hepatitis B and Chicken Pox.

EMERGENCY MEDICAL AUTHORIZATION

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

USE OF MEDICATIONS

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

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms.

In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

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

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of

the decision in sufficient time for an alternative means of administration to be established.

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

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

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

Non-prescribed (Over-the-Counter) Medications

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

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

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

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

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

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

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

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the office who will then contact the school nurse and assist the student in completing the requisite documents (e.g., Form 8543.02 F1 – Exposure Report).

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

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

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

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

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

**MEMORANDUM TO PARENTS REGARDING
SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

Board Policy 5530 F2

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcements official.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

**MEMORANDUM TO PARENTS REGARDING
SCHOOL BOARD POLICY ON TOBACCO-FREE SCHOOLS**

Board Policy 7434

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, and/or any school-related event.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

STUDENTS WITH DISABILITIES

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

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

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such impairment.

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact The Special Education Services Department at 330-527-5524 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

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

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes: 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 fifteen (15) 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.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the High School offices and Board of Education.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to Armed Forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the High School principal.

You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;

- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents;
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the High School principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving 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); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, James A. Garfield High School charges specific fees for the following activities and materials used in the course of instruction:

<i>Art I, II, III, IV</i>	<i>Dual Credit Biology I, II</i>
<i>Anatomy & Physiology</i>	<i>Environmental Biology</i>
<i>Chemistry</i>	<i>AP Chemistry</i>
<i>Computer Generated Art I, II</i>	<i>Spanish I, II, III, IV</i>
<i>Crafts This, That</i>	<i>Desktop Applications</i>
<i>Web Design, Intro & Adv.</i>	<i>NXT Programming</i>
<i>General Maintenance I</i>	<i>English 11A</i>
<i>Instrumental Music</i>	<i>Industrial Arts I, II, III</i>
<i>Physics</i>	<i>ACT Prep</i>
<i>Photography</i>	<i>Building & Design I, II</i>
<i>Intro to JAVA Script</i>	<i>PC Pro/Network Pro</i>
<i>Intro to Organic & BioChemistry</i>	

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUNDRAISING

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

Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.

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

STUDENT VALUABLES/CARE OF PROPERTY

Students should take great care and caution when bringing items of value to school. Items such as jewelry, expensive clothing, and electronic equipment and the like, are tempting targets for theft and extortion, therefore we recommend securing valuable items, including locking your vehicle. **The School is not liable for any loss or damage to personal valuables.**

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

MEAL SERVICE

The School participates in the National School Breakfast and Lunch Program and makes breakfasts and lunches available to students for a fee at the BOE approved rate. Ala carte items are available. Students may also bring their own lunch to school to be

eaten in the School's cafeteria. No student may leave school premises during the lunch period without permission from the Principal.

Policy for Charging Student Meals

Charge limits have been set for the 2019/2020 school year. James A. Garfield borrowing limits: Adults-\$11.25; Student Full Meals-\$9.75, Reduced Meals-\$1.20; Free Meals-\$0.00 This equates to three meals.

Breakfast and Lunch prices for the 2019/20 school year:

High/Middle School Lunch - \$3.25

Elementary School Lunch - \$2.75

Adult Lunch - \$3.75

Milk - \$.50

Breakfast - All buildings - \$1.75

Parents will be contacted through telephone and email attempts for charge amounts due. Students with charge amounts exceeding the limit will be addressed on a case by case basis.

If parent/guardian does not wish for a child to charge, they must contact Tracy Knauer, Treasurer, in writing by sending a notice to the district office or email tknauer@jagschools.org to make this note of the child's account.

If a child comes through the line and a comment is shown which states no charging allowed or limits charging, the cashier will write down the name and charge the lunch. At the end of that lunch period, the cashier will bring the name to the food service manager. The manager will make contact with the parent and any necessary administrators in the District to address the issue.

There are a number of ways to provide payment for school meals. Parent/Guardian may send a check with the child or mail a check to the building or board of education. They may also want to consider signing up for a www.myschoolbucks.com account to make payments as well as view student transactions and receive low balance notifications. If a check is sent it should be made payable to the James A. Garfield Local School District, please put cafe as well as the student name and grade in the memo line.

Policy for Free/Reduced Meals:

James A. Garfield Local School District program policy for free and reduced meals for students unable to pay the full price of meals served under the National School Lunch and School Breakfast Program. Each school office and the board of education has a copy of the policy, which may be reviewed by any interested party. The Federal Income Eligibility Guidelines will be used for determining eligibility. Children from families whose annual income is at or below the Federal Guidelines are eligible for free and reduced price meals.

You may apply online at JAGLocal.heartlandapps.com; download a paper form at garfield.sparcc.org/pages/JamesAGarfieldLSD/Cafeteria/Forms or visit any school or board of education to obtain a paper copy. To apply for free and reduced-price benefits, households should fill out the application and return it to the school or submit online. Additional copies are available at the principal's office in each school. A complete application is required. Households which currently receive Special Nutrition Assistance Program Benefits (SNAP, formally known as food stamps) or Ohio Works First (OWF) funds for a child must provide the child's name, the SNAP or OWF case number and signature of an adult household member on the application. Households

which do not receive SNAP or OWF funds must provide the names of all household members, the last four digits of the Social Security Number of the adult signing the application or state "none" if the adult does not have a Social Security Number, the amount and source of income received by each household member, (state the monthly income) and the signature of an adult household member. If any of this information is missing, the school cannot process the application.

FREE HEALTH CARE: Families with children eligible for school meals may be eligible for FREE health care coverage through Medicaid and/or Ohio's Healthy Start & Healthy Families programs. These programs include coverage for doctor visits, immunizations, physicals, prescriptions, dental, vision, mental health, substance abuse and more. Please call 1-800-324-8680 for more information or to request an application. Information can also be found on the web at <http://jfs.ohio.gov/ohp/consumers/familychild.stm>. Anyone who has an Ohio Medicaid card is already receiving these services.

The information provided on the application is confidential and will be used only for the purpose of determining eligibility and may be verified at any time during the school year by school or other program official. To discourage the possibility of misrepresentation, the application forms contain a statement above the space for signature certifying that all information furnished is true and correct. Applications are being made in connection with the receipt of federal funds. Schools or other officials may check the information on the application at any time during the school year. Deliberate misrepresentation of information may subject the applicant to prosecution under applicable state and federal laws.

Households will be notified of the approval or denial of benefits. Foster children are categorically eligible for free meal benefits regardless of the household's income. If a family has foster children living with them and wishes to apply for such meals for them, contact the school for more information.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day. Students and visitors must enter at the High School Main Entrance in order to be admitted into the building.
- F. Portions of the building that will not be needed after the regular school days are closed off.

FIRE, TORNADO AND SAFETY DRILLS

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

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

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify radio and television stations. In the event school is closed for any reason the following radio and TV stations will be contacted: WTAM 1100 AM, WAKR 1590 AM, WNIR 100.1 FM, WKDD 98.1 FM, WMJI 105.7 FM, WGAR 99.5 FM, WQXK 105.1, and WHLO 640 AM. Area television stations 3, 5, 8, 19, and 43 also list area closings.

Emergency alerts will be sent out using the jagschools system.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

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

USE OF THE MEDIA CENTER

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the clerk. Books may be checked out for a period time. To check out any other materials, contact the clerk. Pupils who wish to go to the library during school hours must go directly to study hall. Students will get a pass to the library. Upon arrival at the library, students must sign the library-study hall log. If a student abuses or misuses this time, he/she will be sent back to study hall and may not be allowed to return for a specified period of time.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is in the high school custodian's office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF OFFICE TELEPHONES

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

USE OF WIRELESS COMMUNICATION DEVICES

A student may possess a cellular telephone or other electronic communication devices (ECD) (e.g. paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that during school hours the student follows all individual teacher/staff classroom/office cell phone policies. The use of cellular telephones and other ECDs in locker rooms, classrooms, and bathrooms is prohibited. Use is restricted to classrooms where an educational purpose has been established by the teacher.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited at anytime by the principal for students who fails to abide by the terms of this policy or students that engage in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

Students should use school phones to contact parents/guardians during the school day.

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

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt. The School has a central bulletin board located in the Commons that may be used for posting notices after receiving permission from the Principal.

GRADUATION DRESS REQUIREMENTS

The graduation ceremony is a formal occasion. Poise and dignity are very important, therefore, the Garfield Board of Education has determined the following dress requirements for the commencement activities:

1. No gum chewing
2. Dress shirt and long dress pants (no shorts) for males
3. Dress shoes (no sneakers)
4. Dress, skirt, or dress slacks for females
5. The cap (mortarboard) should be worn with the shorter point centered on the forehead.
6. The tassel is to be draped over the left temple.
7. There should be no writing on the top of the cap.

Students must attend graduation practice in order to participate in the graduation ceremony. Any excuse must be approved by the Principal prior to practice.

LOCKERS

Most lockers have a built-in lock and an individual combination. Please protect your possessions by using these locks and not sharing the combinations with others. Never leave money or valuable items in your locker. Personal locks may be used; however the District reserves the right to cut off the lock without replacing the damaged lock to search the locker. Keys for keyed locks may be given to the secretary for safe keeping in the event the original key is lost.

Note: Many of our lockers do not lock. If you are assigned a locker that does not lock, you can request one that does lock.

School officials reserve the right to search a student's locker or desk without a warrant or the pupil's permission.

Desks and lockers are the property of the Garfield Board of Education and will be inspected from time to time to insure neatness, proper care and for materials not permitted on school grounds. Any form of weapons, tobacco, drugs or alcohol may/ will be confiscated and disciplinary action may result.

TEXTBOOKS

All textbooks are furnished by the school and are distributed by the teacher of the course. The student's name, date and condition of the book will be placed in the space provided on the textbook assignment list. Any loss, mutilation or unreasonable wear of textbooks will necessitate replacement by the student or the payment of a fine at the end of the school year.

COMPUTERS

In order to use school computers, a student must complete an acceptable use policy and have a parent or guardian sign the form. The student becomes responsible for acceptable use of this equipment and may be responsible for others using their account and the cost of determining responsibilities for any variety of technology misuse as well as the cost to repair any damage.

SECTION II - ACADEMICS COURSE OFFERINGS

Please refer to the 2019-20 curriculum guide available on line at jagschools.org or in the guidance office.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a

current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. Students who have missed 15 or more days in a school year will be excluded from all field trips. Students may appeal days as outlined in the procedures for absence and tardiness. Students who violate school rules may lose the privilege to go on field trips as long as a consistent system approved by the principal is in place and all students are notified in writing. If a student is currently failing course(s), they may be denied permission to attend a field trip by administration.

GRADES

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

The School applies the following grading system:

Letter Grade	Percentage Range	Point Value	Weight Point Value
A	95-100	4.0	5.0
A-	90-94	3.8	4.8
B+	87-89	3.5	4.5
B	83-86	3.2	4.2
B-	80-82	3.0	4.0
C+	77-79	2.6	3.6
C	73-76	2.3	3.3
C-	70-72	2.0	3.0
D+	67-69	1.7	2.7
D	63-66	1.4	2.4
D-	60-62	1.0	2.0
F	<60	0	0

F = Failure

I = Incomplete

P = Acceptable achievement

The only classes that will receive weighted grades are:

1. AP Classes
2. College Credit Plus Classes

Semester exams will be given in all subjects and will count as 1/5 of the semester grade. Every student should feel free to ask his/her teacher the percentage grade his/her letter grade represents. If a class has an "AIR" End of Course Assessment, a teacher may choose not to give a final exam or use the state assessments as the final exam as long as system of grading is approved by the principal.

Semester grades will be calculated using the following method: Multiply each nine weeks grade by two, add the exam grade then divide that total by five. Yearly averages will be calculated by averaging the two semester grades.

If a student receives an A (95% or higher) in a course for each of the four nine weeks, that student will be exempt from the final exam.

GRADE POINT AVERAGE

To calculate a grade point average (G.P.A.), assign the appropriate point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C+ would be $.5 \times 2.6 = 1.3$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

GRADING PERIODS

Students will receive a report card at the end of each nine week period indicating their grades for each course of study for that portion of the academic term. Parents are encouraged to use ProgressBook to keep up to date on grades and assignments.

INCOMPLETES

For various reasons, students occasionally receive an "incomplete" grade on their report card. The student must assume the initiative in contacting the teacher about the reason for the incomplete and the appropriate measures necessary to have it removed from the record. If this is not completed promptly, the incomplete could revert to an "F".

COMPLAINT PROCEDURE

If you have a concern with an employee, please discuss the matter with the employee first. If you are unable to resolve the issues, please bring it to the attention of the principal so that he/she can schedule an appointment with the employee for you to meet. If you are unable to resolve the concern, please call the principal again. If the concern still remains, there is a formal complaint procedure that parents are to follow. If you desire to file a formal written complaint about an employee, please contact the principal for the forms and a copy of the procedure and timelines.

GRADUATION REQUIREMENTS

Minimum Course Requirements for Graduation

English	4 Credits	Health	.5 Credit
Social Studies***	3 Credits	P E	.5 Credit
Science**	3 Credits	Electives	5 Credits
Mathematics*	4 Credits	Fine Arts-Required as <u>one</u> of your elective credits****	
		Computer – ½ (Class of 2023 and beyond)	
		Total:	20 Credits

*Mathematics units must include 1 unit of Algebra II or the equivalent of

**Science units must include 1 unit of Physical Science, 1 unit of Life Science and 1 unit advanced study in one or more of Chemistry, Physics, Advanced Biology, or Earth Science

***Social Studies units must include ½ unit of American History and ½ unit of American Government

****Maplewood students are exempt from the fine arts credit

All students must receive instruction in Economics and Financial Literacy (covered in Government).

The James A. Garfield School District has adopted a policy that exempts students who participate in interscholastic athletics, band or cheerleading for two full seasons from the physical education requirement. Students must take another course of at least 60 contact hours in its place.

GRADUATION REQUIREMENTS

The class of 2018 and beyond will take seven end-of-course exams (Algebra, Geometry, English 9, English 10, Physical Science (class of 2018), Biology (class of 2019 and beyond), American History, and American Government). They will earn a score between 1 and 5 on each exam.

In addition to the minimum credit requirements for graduation, students must successfully complete one of the following three requirements:

1. Earn at least 18 points on the seven end of course exams.
2. Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT.
3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

High School Academic Diploma with Honors Intensive Career-Technical Education

*Students who complete an **intensive career-technical education curriculum** in high school must meet any 7 of the following 8 criteria:*

SUBJECT	CRITERIA
English	4 credits
Mathematics	4 credits, including Algebra I, Geometry, Algebra II or equivalent, and higher level course or a 4 year sequence of courses which contains equivalent content
Science	4 credits, including 2 units Advanced Science
Social Studies	4 credits
Career-Technology	4 credits of career-technical education program that leads to an industry-recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.
Grade Point Average	3.5 on a 4.0 scale
Achievement	Achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment of equivalent assessment aligned with State-approved and industry validated technical standards
ACT/SAT Score (excluding scores from the writing sections)	27 ACT / 1210 SAT

High School Academic Diploma with Honors
Students need to fulfill only 7 of the following 8 criteria

SUBJECT	CRITERIA
English	4 credits
Mathematics	4 credits, including Algebra I, Algebra II or equivalent, Geometry, and another higher course or a 4 year sequence of courses which Contains equivalent content
Science	4 credits, including Physics and Chemistry
Social Studies	4 credits
Foreign Language	3 credits of one language or two credits each of two languages
Fine Arts	1 credit
Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score (excluding scores from the writing sections)	27 ACT / 1210 SAT

ENROLLMENT MINIMUM

All students must enroll in a minimum of 5 ¼ credits per year (unless approved by the principal). Athletes must pass a minimum of 5 one credit classes, or the equivalent (Required P.E. does not count), in the immediately preceding grading period (nine weeks) to be eligible.

EXTENDED FAMILY VACATION

The Principal must know of extended family vacations before the student leaves. The student must pick up a vacation form from the office, complete it and return it to the Principal at least three school days before the beginning of vacation. After permission is granted, the students must see each of his/her teachers to obtain the work to be completed while on vacation and their signatures on the vacation form before returning it to the office. Any tests/quizzes missed due to an extended vacation will be made up within three days of the student returning. **Vacation/extended leave absences may not be appealed. Students with excessive absences may have their request denied.** In the event that vacations occur during exams, exams will be made up upon return.

COLLEGE VISITS

Students may request the opportunity to visit a college or university and have the absence from school excused. The number of days excused is limited to four days per year. Students are encouraged to schedule these visits during academic discovery days to maximize the knowledge of programs and the opportunities available.

To qualify for an excused absence, the school needs to be notified one week prior to the scheduled visit by submitting a college visit request signed by the parent or guardian.

After permission is granted, the student must obtain assignments from each teacher for work that would be due during the visitation. This work is due upon return to the class.

EARLY GRADUATION

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

EDUCATIONAL OPTIONS

James A. Garfield High School provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals. A list of the approved Educational Options is available in the Guidance Office.

In order to participate in an Educational Option, the student must first submit an application for approval by the High School principal. Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available in the Guidance office. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript. Student performance shall be evaluated as either pass or fail, or by awarding letter grades.

COLLEGE CREDIT PLUS

This program provides the opportunity for eligible 9th through 12th grade students to enroll in post-secondary courses and to earn college credit while still in high school. Option A allows students to take classes for college credit only at their own expense. Under Option B, students enroll in college classes for both high school and college credit. They will not be required to pay for the cost of tuition, textbooks, materials or fees associated with such courses.

Interested students and their parents are required to meet with their school counselor to review guidelines. Following the informational meeting, students who wish to participate in the program are required to complete an intent form (available in the counselor's office). This form requires signatures of the student, a parent, school counselor, and must be completed and returned to the counselor's office no later than **March 30th** of the school year preceding the year in which the student plans to participate in the program. Students must have a qualifying GPA and ACT score that meets the requirements for the individual institution they wish to attend.

Grades for courses taken under Option A are not included on the high school transcript nor do they affect GPA. Those taken under Option B (for high school as well as college credit) will be included in calculations of GPA and class rank and may affect eligibility for graduation. Packets containing additional information and intent forms are available in the guidance office.

Students must also adhere to the eligibility requirements set forth by the OHSAA and the James A. Garfield Board of Education to participate in athletics.

HONOR ROLL QUALIFICATIONS

A 3.4 grade point average will be the minimum for the honor roll.

GARFIELD NHS SELECTION PROCESS

1. The selection procedure is determined by the NHS constitution and the James A. Garfield Faculty Council.
2. According to the Constitution of the National Honor Society the final selection must be made by the appointed members of the Faculty Council.
3. A staff member cannot serve on the Faculty Council for two consecutive years.
4. Students' academic records will be verified by the guidance counselors to determine scholastic eligibility. All students in eligible grades who have a cumulative 3.3 average after the first semester grade verification and who are not already NHS members will be considered nominees for NHS consideration.
5. Students who are eligible scholastically will receive a letter of congratulations and a Student Activity Information Form. They will be informed in the letter that for further consideration for selection to the NHS Georgia Lee Alford Chapter they

must complete the Student Activity Information Form and return it by the specified day and time.

6. To provide valuable faculty input to the NHS Faculty Council, each faculty member will peruse the nominee's activity form and rate the nominees in the areas of character, leadership, and service on a faculty ballot. On a scale of one to four, four is the highest rating number. Any faculty member who chooses may also write comments on the candidates.
7. The NHS Faculty Council will review the Student Activity Information Forms, the faculty nominating ballots, and any other verifiable information about each candidate. An average of 3.0 in each area on the nominating ballot is desired for the faculty council to continue consideration of a candidate. The Faculty Council may wish to interview personally all or any candidates to verify information. Candidates receiving a majority vote of the NHS Faculty Council will be inducted into the Georgia Lee Alford Chapter of the National Honor Society at the annual induction ceremony.

CUM LAUDE SYSTEM

Outstanding student achievement will be recognized with the distinctions of Cum Laude, Magna Cum Laude, and Summa Cum Laude. The following chart illustrates how the grade point averages will be calculated for all students. Students will be recognized at commencement according to their GPA based upon the following:

Summa Cum Laude—GPA of 4.00 or Above

Magna Cum Laude—GPA of 3.75-3.99

Cum Laude—GPA of 3.5-3.74

The top five students according to class rank after seven semesters will be the five commencement speakers at graduation.

Cum Laude honors are based on grades earned at the end of the seventh semester of a student's high school career.

CLASS RANK

Class rank will be used for scholarship purposes, commencement speakers, and official transcripts. All students, especially CCP Students are responsible for checking transcripts and maintaining current grades with the office. If there is a grade change in a course four weeks after the conclusion of the semester in a student's senior year, it will not be calculated into the 7th semester rankings to determine class rank. It will, however, be reflected in final transcripts.

ACADEMIC AWARDS

- At the conclusion of each school year, awards are presented for academic achievement and scholastic recognition.
- Honor Roll - A student qualifies by being named to the honor roll for each of the first three grading periods at Garfield High School and Maplewood Career Center.
- Department Honors - selected by departments for academic honors in each subject area; open to all grade levels.
- Vocational Awards - Maplewood Career Center
- President's Award for Academic Excellence
- President's Award for Educational Achievement
- Girls' and Boys' State
- OHSSA Scholar Athlete Awards
- U.S. Marine Corps Scholastic Excellence Award
- Ohio Dept. of Education Honors Diploma

- Seniors of the Year
- Georgia Lee Alford Scholarships - presented to the top ten academic seniors
- Garrettsville/Hiram Chamber of Commerce Scholarship
- Save-4 Store Scholarship
- Violet Curtis Masonic Scholarship
- Additional local scholarships are available as well

COMPUTER TECHNOLOGY AND NETWORKS

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

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

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

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is

required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

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

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>.

Cyber bullying includes, but is not limited to the following:

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

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

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or Technology Coordinator if they identify a possible security problem. Students should not go looking for security problems because this may be construed as an unlawful attempt to gain access.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the instructor. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be

downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

- L. Students must secure prior approval from a teacher or the Technology Coordinator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the Technology Coordinator. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Technology Coordinator. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any

student requiring access for class-or instruction-related purpose. The following hierarchy will prevail in governing access to the Network:

1. Class work, assigned and supervised by a staff member.
 2. Class work, specifically assigned but independently conducted.
 3. Personal correspondence (checking, composing, and sending email).
 4. Training (use of such programs as typing tutors, etc.)
 5. Personal discovery ("surfing the Internet").
 6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or Technology Coordinator.
- T. Only educationally based game playing permitted with permission of instructor.

STUDENT ASSESSMENT

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The tests may be administered three times a year until the student passes all parts of the test. Students are only required to retake the test they have not yet passed.

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

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

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

College entrance testing information can be obtained from the Guidance Office.

SECTION III - STUDENT ACTIVITIES SCHOOL-SPONSORED CLUBS AND ACTIVITIES

James A. Garfield High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter. No non district-sponsored organization may use the name of the school or school mascot on any materials or information. The Board authorizes the following student groups that are sponsored by a staff member.

National Honor Society

Create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage the development of character.

Yearbook-Jaguar

Produce a pictorial history of the school and students each year in good yearbook design.

Student Council

Represent the students and their interests, promote student-faculty relations, and develop school pride among the students, faculty and community.

Art Club

Expand members' artistic experiences.

Interact Club

Recognize and develop constructive leadership and personal integrity, encourage and practice thoughtfulness of and helpfulness to others, provide opportunities for gaining

increased knowledge and understanding community, national and world affairs, open avenues of personal and group action leading to the advancement of international understanding and good will toward all peoples.

United Nations Club

Learn about the United States, how to function as a United Nations member and compete in model U.N. debates.

Quiz Bowl

Students have the opportunity to compete academically with other schools.

Pep Club

Students help promote school spirit by encouraging and recognizing our schools athletes and teams.

ACTIVE GROUPS, ORGANIZATIONS and ACTIVITIES

We also invite students to become involved and active in the following organizations, groups and activities:

Athletics	Band	Flag Line
Homecoming/Spirit Week	Cheerleading	Office Aides
Drama Productions	Cafeteria Workers	Elementary Aides
HPAC		

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

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

ATHLETICS

James A. Garfield High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

For further information, contact the Athletic Director at James A. Garfield for a list of activities currently offered.

ACADEMIC/ATHLETIC ELIGIBILITY

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event. In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must pass a minimum of five (5) credits the previous nine weeks if s/he wishes to participate.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the individualized student's disability.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport,:
 - 1. each participant shall submit to a thorough physical examination by a District-approved physician;
 - 2. parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade, the following: "Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment." Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition From Extra-Curricular Activities).

In order to be academically eligible for athletics, students must have a 1.0 GPA and pass 5 one-credit classes or the equivalent the preceding grading period. In addition, according to James A. Garfield Board Policy, a student with two "F's" during the nine weeks is academically ineligible. Final grades, semester grades, correspondence classes, summer school classes and night school classes do not count towards eligibility. Also, required Physical Education (P.E.) does not count as a one-credit class or the equivalent. Simply put, you must pass five classes, excluding required P.E., not have two "F's" and have at least a 1.0 GPA during the preceding grading period.

STUDENT EMPLOYMENT/ WORK PERMITS

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

All minors between the ages of 14 and 18 must have an age and schooling certificate (work permit) to be employed. Applications for these certificates are available in the main office. The procedure is as follows:

1. Obtain the proper form from the guidance secretary.
2. Complete the form, provide a valid physical, and return them to the guidance office secretary. Information will be submitted online by the secretary and the principal will sign the permit.
3. The permit may be available the following day.

EARLY RELEASE

All underclassmen will be required to be in school for the duration of the school day. Seniors in good academic standing that exhibit appropriate behavior (exceptions can be made) will be allowed to be in school for six periods of the day. Senior options include coming to school from 1st to 6th period. If a senior or in special circumstances a junior verifies that they have a job and completes the required paperwork, they can come to school 1st to 6th period.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

1. Any student under **out-of-school suspension or expulsion**, has forfeited the right to attend any school activities from the time the initial suspension hearing was held until the completion of the suspension. For example, if a student receives a three day suspension on Monday, he may NOT participate in activities on Monday, Tuesday, Wednesday, or Thursday.
2. Attendance at Activity (Practice or Contest) - Students must be in school the equivalent of 1/2 day to participate in any extra-curricular activity. Students that leave in the afternoon will NOT be permitted to participate unless it is approved by the principal.

SOCIAL PROBATION

Social Probation means that a student may not attend as a spectator any school sponsored or related function or activity. This includes, but is not limited to, clubs, athletics, competitions, and dances (including homecoming and prom).

A student may be placed on Social Probation as a result of his or her academic actions. If a student is placed on Social Probation, he/she shall:

not be allowed to attend, as a spectator, any school sponsored event after school hours or on weekends (i.e. athletic contests, school concerts, homecoming dances, proms, etc.) .

A student will be placed on Social Probation for the following academic action:

Two or more F's at the end of a grading period/quarter.

If a student is placed on Social Probation, it will start at the beginning of the next quarter and last until the quarter ends (approximately 9 weeks). If the student on social probation is passing all of their classes at Interims, they will be taken off of social probation.

If a student violates Social Probation by attending an after school event, he/she will be on Social Probation for an additional 9 weeks and will NOT be allowed to remain at the event. Multiple violations will result in further disciplinary actions that may include out of school suspensions.

STUDENT PRECINCT WORKERS

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election.

To be eligible, a student shall be:

- A. a United States citizen;
- B. a resident of the county;
- C. at least seventeen (17) years of age
- D. enrolled in the senior year of high school

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

CONCEALED WEAPONS BILL (Requirement in Senate Bill 12)

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

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study. Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the school wants to help students develop as early as possible.

Procedure for Absence or Tardy

Parents are to call the attendance office (330)527-0027 on the day of a student's absence anytime after 6:30 a.m. The building secretary or the attendance clerk will record the call. The student is required to bring a written statement, dated and signed by their guardian stating the reason for all absences or tardiness from school upon their return. The reasons must fall within the guidelines of legitimate excused absences. Students absent five (5) consecutive days must present a doctor's excuse for re-admittance.

Following an absence, the student must give a written statement to the attendance clerk from the parent/guardian, stating the reason for the absence.

Students arriving late to school

- Any student that arrives to school between 7:47 a.m. and 9:00 a.m. will be marked Tardy.
- Any students that arrives to school after 9:01 a.m. will be marked tardy and ½ day absent.

Students leaving school early

- If a student arrives to school on time, but leaves school after 11:09 and does not come back to school; then that student is marked early dismissal.
- If a student arrives to school on time, but leaves school prior to 11:09 am and does not come back to school; then that student is mark early dismissal and ½ day absent.
- If a student arrives to school on time, but leaves school prior to 11:09 and comes back to school; then that student will only be marked ½ day absent if they missed at least half the day.

To be considered for **perfect attendance**, a student must be present all day every day school is in session. The only exceptions are documented college visits, school field trips, and time missed due to a school athletic event. Administrators reserve the right to make a final decision on an absence due to unusual circumstances.

Students who must be absent from school for 20 consecutive days or more because of legitimate medical reasons, should ask for an application for home instruction through the Guidance Office. The maximum allowable absences will be waived for students with an approved home instruction application.

Excused Absences

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

- A. personal illness or injury (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. such good cause as may be acceptable to the Superintendent
- H. service as a precinct officer at a primary, special or general election in accordance with the program

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

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject

to the truancy laws of the State. After a student has missed 10 days of school, a doctor's note will be required to excuse any further absence.

Consequences for Excessive Absences/Habitual Truancy

The school will file either habitual truancy charges and/or develop an attendance plan for students with excessive absences or habitual truancy. The chart below will be used:

Habitual Truant	absent 30 or more consecutive hours absent 42 or more hours in one month absent 72 or more hours in one school year
Excessive Absences	absent 38 or more hours in one month absent 65 or more hours in one school year

In addition, students may be given a 0% on all work missed if their absence is unexcused, or denied permission to field trips, or be asked to develop a plan for makeup work.

Truancy

If a student is habitually truant or excessively absent and the student's parent fails to provide legitimate reason, a complaint can be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual truancy or excessive absence can also result in:

- A. assigning the student to a truancy intervention program
- B. providing counseling to the student
- C. requesting or requiring the student's parent to attend a parental involvement program
- D. requesting or requiring a parent to attend a truancy prevention mediation program
- E. notifying the Registrar of Motor Vehicles of the student's absences
- F. taking appropriate legal action
- G. assignment to an alternative school (Note: If the district has established an alternative school, it must appear as an alternative intervention strategy.)

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the instructor as soon as possible to obtain assignments. For excused absences, the number of days for completion of make-up work will be equivalent to the number of consecutive excused days of absence. For example, if a student misses three consecutive days, they will have three days to make up the assignments for full credit. If a student fails to make up assigned work (labs, homework, tests, quizzes, etc) in the allotted time, they may be given a 0% on those assignments.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the high school principal to arrange for administration of the test at another time.

Unexcused Tardy Policy (Per Grading Period)

A student who arrives late to school and/or class is said to be tardy. Tardies to 1st period are considered tardy to school. Students may receive 0% in all classes they miss due to tardiness.

The following guidelines apply for unexcused tardiness to school in a nine week period.

2nd tardy – Warning

The following consequences may be determined and assigned by the administrators depending on frequency and duration of tardies.

- After school detention
- Lunch detention
- Saturday school
- Community service
- Loss of driving privileges
- Loss of senior early release
- Students subject to truancy laws under HB410

Students must produce a written excuse upon late arrival (**ON** the tardy day) or the parent must call the school and communicate the reason for the student's tardy to the attendance officer. A principal may also determine if extenuating circumstances exist and excuse a tardy. Students reporting late to class will be marked absent from class if more than ½ of the class time has expired. Any student not in class at the beginning of first period is tardy, unless arriving late on a bus or having a pass from the office.

If a student is tardy to school more than ten times in a school year, all additional tardiness will be recorded as unexcused unless a doctor's note is provided.

The following are legitimate excuses for tardiness to school:

1. Illness
2. Illness in the immediate family (with limitations)
3. Death in family
4. Emergency at home (validity determined by principal)
5. Medical or dental appointment (same as #4)
6. Quarantine
7. Religious holiday (same as #4)

NOTE: The principal according to Ohio Attendance Laws will determine the validity of any other questionable reasons for absence or tardiness not listed above.

Signing out for Illness or Other Purposes

1. When a student is ill, he/she must report to the office.
2. An administrative assistant and, if necessary, the school nurse, will examine the student to determine if the parent should be called or if the student can remain at school. Students are not permitted to contact parent(s)/guardian(s) to leave early.
3. If the parent needs to be called, the administrative assistant will call the parent/guardian. If a parent/guardian is available to come for the student, he/she will be permitted to sign out. If not, the student will not be permitted to leave the building.
4. If a student needs to leave school, the parent(s) must come to school and sign them out. In the case of a student with transportation, parental verification by phone is required. Students are not permitted to take other students home during the school day unless they have permission from the principal.

Leaving the School

Garfield has a closed campus. Once a student arrives on campus by bus, car, or walking he/she cannot leave except by the method stated below. If a student is leaving at the end of the day, he/she must get directly on the bus, in a car or walk off campus.

He/She cannot walk off the grounds and then return to get on a bus or in a car. Also, once a student leaves the grounds, he/she is not to return except for an activity. Pupils who must leave the building for an appointment will bring an acceptable note from home and turn it in to the office before first period; their name will appear on the early dismissal list of the daily absence list. The parents may be called to verify the excuse. At the appointed time, the student should present an early dismissal pass to the teacher, and he/she may be excused to the office to sign out. Students should obtain assignments for classes missed the day before the absence. Students arriving at school any time after the beginning of first period must report to the office, sign in and obtain a pass to be admitted to class.

CODE OF CONDUCT

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

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances. The code of conduct is in effect at any time a student has contact with the school, a school activity, or school personnel whether on school grounds or off school grounds. A violation of any school rule or regulation may result in disciplinary action, including suspension, removal, expulsion or possible court action, or denial of participation in extracurricular activities, **including exclusion from the graduation ceremony**. A student who has been suspended from Garfield High School four times will be recommended for expulsion to the superintendent of schools.

Expected Behaviors

Students are expected to:

- 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;
- manage their electronic devices appropriately and follow teacher directives on such devices
- 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.

Classroom Environment

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

- a teacher to communicate effectively with all students in the class; and
- all students in the class the opportunity to learn.
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DRESS CODE

Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Attire and/or appearance that is considered unsafe, unclean, immodest, vulgar, or offensive by the administration will not be permitted. Personal expression is permitted within these general guidelines. **Administration has the right to determine if clothing/hair is inappropriate.**

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following are examples of inappropriate attire during school:

1. Apparel items that promote controlled substances, contain profanity, or are sexually suggestive
2. Boxer Shorts, Pajamas, Pajama Pants, Lingerie, Swimwear
3. Hats or other Headgear for all students
4. Inappropriate see-through clothing (Under garments should not be visible)
5. Sunglasses (Unless for an approved medical reason) are not to be carried or worn during the school day
6. Clothing suggestive of gangs will not be permitted.
7. Inappropriate shorts, skirts, or dresses are not permitted. Wearing tights, leggings or shorts under the garment does not necessarily make it appropriate.
8. Midriff shirts and blouses. (No shirt shall expose any part of the midriff during normal range and motion)
9. Low-cut blouses, tube tops, halter tops, unbuttoned shirts/blouses, spaghetti strap tops, tank tops, and cut off shirts. Sleeveless shirts must be 2 ½" in width. Male students are not permitted to wear any type of sleeveless shirts. Cleavage should not be visible at any time.
10. Pants hanging off the waist.
11. Clothing that has rips, tears, cuts, severe distress or holes. Skin should not be visible. Tape cannot be used to repair clothing.
12. Chains worn from clothing, wallets and/or the body.
13. Coats and outside apparel must be left in lockers, including gloves.

Shoes must be worn throughout the day and must be hard soled (no slippers are allowed). Shoes must be worn in the gym at all times. Shorts should be in good taste. This should **NOT** include cutoffs or spandex. No book or gym bags may be carried during the school day unless going to P.E. However, small drawstring bags are permitted.

Students in violation of the Dress Code will not be permitted to attend class until the violation is corrected. Repeated violations may result in additional consequences.

Additional Consequences:	1 st offense – Verbal warning
	2 nd offense – Lunch detention
	3 rd offense – Detention
	4 th offense – Administrative decision

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

GANGS

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

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

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

BULLYING, HARASSMENT, AND INTIMIDATION

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to harassing conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault and/or battery.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of

a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually:

- A. in the parent and staff handbooks.
- B. on the School District's web site.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

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

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe

that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so.

Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's

receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general, will be age and content appropriate.

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

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

BULLYING/CYBER BULLYING

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

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

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

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

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

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

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

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

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

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

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

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

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff

member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

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

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

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure

Education and Training

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

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

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

HAZING

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

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

Administrators, faculty members, and other employees of the School District shall be alert particularly to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

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

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

ZERO TOLERANCE

No form of violent, disruptive, including excessive truancy, will be tolerated.

VIDEO SURVEILLANCE

For the safety and well being of the students, staff, and visitors, the Board of Education has authorized the installation of video cameras in the schools and on buses. The cameras may also be used for incidents of misbehavior, theft and/or any other inappropriate activity. Since these video records are considered part of a student's record, they can be viewed only in accordance with state and federal law.

BREATHALYZER

Students may be asked to use a breathalyzer at school dances, sports events, or school activities. In most situations, all students going to the event or sitting in specific section will be using the breathalyzer. In addition, if a school official has probable cause that a student is intoxicated, a breathalyzer may be used with that student. The major reason the school uses the breathalyzer is to ensure student safety.

STUDENT DISCIPLINE

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

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the school. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff. Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It may include:

- writing assignments;
- change of seating or location;
- pre-school, lunch-time, after-school detention;
- service hours;
- in-school discipline;
- alternative learning hours

Detentions

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

Failure to timely serve Detention or In-School Discipline may lead to suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detention, In-School Discipline and alternative learning hours:

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

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (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.

The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

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

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

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

DUE PROCESS RIGHTS

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

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

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 14 calendar days after receipt of the suspension notice, to the district treasurer. The request for an appeal must be in writing.

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

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

When a student is suspended, he/she is not permitted on school property or at a school event on the day that the suspension was given and on the days of the suspension.

A student who has been suspended from Garfield High School four times will be recommended for expulsion to the superintendent of schools.

Emergency Removal

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

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

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

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or

custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within ten (10) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School

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

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

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

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

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

Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee; complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

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

Suspension of Bus Riding/Transportation Privileges

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

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

STUDENT DISCIPLINE CODE

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

1. Use and/or possession of Drugs and/or Alcohol – (10 Day out of school suspension, recommend for expulsion & drug/alcohol class 330-678-3006)

A student will not possess, use, transmit or conceal, use prior to attending or be under the influence of, any alcoholic beverage or controlled substance. The restrictions include, but are not limited to, narcotics, mood altering drugs, bath salts, household hallucinogens, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug-related paraphernalia, inhalants on school property or school sponsored activity, or having such items at one's desk or placing them in a locker or hiding place on school property.

2. Use and/or possession of Tobacco – (2 day out of school suspension for the first offense, 5-10 day out of school suspension for the second offense, recommend for expulsion for the third offense)

The use of tobacco products is a danger to a student's health and to the health of others. The school prohibits the possession, consumption, purchase or attempt to

purchase, and/or use tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited. Possession of a lighter is prohibited as well.

3. Use and/or possession of a Vapor Pen or an E-Cigarette – (1 day out of school suspension and 1 day in school suspension with the Vape Educate Curriculum for the first offense, 5-10 day out of school suspension for the second offense, recommend for expulsion for the third offense)

E-cigarettes and/or vapor pens can be used with tobacco as well as other illegal drugs. Because of this, vapor pens and/or E-cigarettes can be considered as drug paraphernalia. The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use vapor pens, E-cigarettes, and or parts/accessories in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school-sponsored event.

4. Use and/or Possession of a Firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory **one (1) year expulsion under Ohio Law**. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guidelines set forth under Board Policy.

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 of 1994).

5. Use and/or Possession of a Weapon

A weapon is any device, which may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club-type implements including bringing such items into the school or to a school sponsored activity for another person. It also includes having such items at one's desk or placing them in a locker or vehicle or hiding place on school property. 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 a **one (1) year expulsion and possible permanent exclusion**. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle.

6. Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Possession and / or use of an object as a weapon may subject a student to a **one (1) year expulsion and possible permanent exclusion**.

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely Setting a Fire / Attempting To Set Fire

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

9. Fighting / Provoking a Fight – (1 to 5 day out of school suspension)

Fighting will not be tolerated. No student shall hit, kick, bite, push, shove, spit on or do anything to provoke or promote a fight. Any student, who is suspended for fighting twice in one school year, will be recommended for expulsion. Fighting in a public area such as the commons or gym may result in up to 10 days suspension and recommendation for expulsion.

10. Physically Assaulting a Staff Member / Student / Person Associated with the District

Physical assault of a staff member, student, or other person associated with the District which may or may not cause injury will not be tolerated. Assault of a staff member/student/person associated with the District may result in **charges being filed, and subject the student to expulsion.**

11. Verbally Threatening a Staff Member / Student / Person Associated with the District (Up to 10 day out of school suspension with recommendation for expulsion)

Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal assault, as well as profanity directed toward a staff member in a threatening tone. Any threat of violence to the school or to anyone associated with the school.

12. Misconduct Against a School Official or Employee or Student or the Property of such a person, Regardless of Where it Occurs

(Up to 10 day out of school suspension with recommendation for expulsion)

Examples of misconduct include, but are not limited to: harassment (of any type), disrespect, vandalization, assault (verbal and / or physical), theft and destruction of property.

13. Misconduct off School Grounds – (Up to 10 day out of school suspension)

Misconduct by a student that occurs off of school property, but is connected to activities or incidents that occurred on property owned or controlled by the district.

14. Taking, sending, and/or posting a picture or video of a staff member or another student without permission – (0-10 day out of school suspension)

Board Policy 5136 clearly states that students that take, send, and/or post pictures or videos of staff members or students without obtaining permission will be disciplined. The student may receive a 0-10 day out of school suspension depending on the severity of the offense. Recording, posting, or sending video of a fight **will** result in a suspension.

15. Extortion – (up to 10 day out of school suspension)

Extortion is using threats, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

16. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

17. Falsification of School Work, Identification, Forgery, Plagiarism, Cheating

Forgery of hall / bus passes and excuses, as well as false I.D.'s, are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties, as well as disciplinary action. The classroom teacher may choose a consequence that he/she feels is in the best interest of the student. The following may be used:

1st Offense – 50% on assignment if the assignment is made up

2nd Offense – Zero on assignment

3rd Offense – Zero on assignment and disciplinary action

18. False Alarms and False Reports

A false emergency alarm or report endangers the safety forces that are responding to the alarm / report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

19. Explosives – (Up to 1 year expulsion)

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

20. Theft or knowingly receiving or possessing stolen property

(up to 10 days suspension)

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school. The school is not responsible for personal property.

21. Insubordination – (0-5 day out of school suspension)

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.

22. Damaging Property – (up to 10 day out of school suspension and/or restitution and/or recommendation of expulsion)

Vandalism and/or disregard for school property including the introduction of computer virus, damage, deletion, or destruction of files on any District computer will not be tolerated.

23. Persistent Absence or Tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Penalties can range from detention to a referral to court and / or revocation of the student's driver's license.

24. Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. **Students are not permitted to use key pads to enter the building and will be disciplined for using key codes to enter the building.** When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the principal. Any unauthorized use shall be subject to disciplinary action.

25. Refusing to Accept Discipline

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action including but not limited to an out of school suspension.

26. Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

27. Displays of Affection / Sexual Activities

Affection between students is personal and not meant for public display. This includes

touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

28. Cell Phones and Electronic Communication Devices

Students may have silenced cell phones and mobile communication devices on their persons. The use of these devices during instructional time without the permission of the teacher or in a disruptive manner is prohibited. Other examples of unacceptable usage can include but are not limited to use in restrooms or hallways during instructional time, bypassing the nurse or attendance to leave school, cheating, cyber bullying, sexting, or taking pictures/videos.

29. Violation of Individual School / Classroom Rules / Cafeteria Rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

30. Violation of Bus Rules

Please refer to Transportation section for bus rules.

31. Interference, Disruption or Obstruction of the Educational Process

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

32. Harassment (1-10 days out of school suspension and/or recommendation for expulsion, notification of law enforcement officials)

The school believes that every individual deserves the opportunity to come to school without fear of demeaning remarks or actions. The harassment of other students, 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.

Conduct constituting sexual harassment, may include, but is not limited to:

- a. Verbal harassment or abuse
- b. Pressure for sexual activity
- c. Repeated remarks with sexual or demeaning implications
- d. Unwelcome touching
- e. Sexual jokes, posters, cartoons, etc.
- f. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety
- g. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
- h. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Harassment, intimidation, or bullying behavior by any student/school personnel in the James A. Garfield Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying”, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- a. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

33. Hazing – (up to 10 day out of school suspension and/or recommendation for expulsion and/or notification of local law officials)

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

34. Violent Conduct (1-10 days out of school suspension and/or recommendation for expulsion, notification of law enforcement officials)

Committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program is not acceptable. In addition, directing an act at a Board official or employee, regardless of where or when that act may occur, and the act would be a criminal offense if committed by an adult and results in serious physical harm to person(s) may result in expulsion for a period of up to one (1) school year.

35. Bomb Threats

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.

36. Academic Apathy (may result in 0-10 days suspension and/or recommendation for expulsion)

All Students are expected to put forth a sincere effort every day at school.

37. Misuse of Computer Equipment

Violation of the acceptable use policy may subject students to disciplinary actions and possible restitution for damages. Students may also lose computer privileges.

38. Cutting Class and/or Leaving School Property

Students are expected to be in class and remain on school property unless authorized to leave.

1st offense – after school detention(s)

2nd offense – alternative learning hours

3rd offense – in-school suspension and/or administrative decision

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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

INTERROGATION OF STUDENTS

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
 - 2. advertises any product or service not permitted to minors by law;

3. intends to be insulting or harassing;
 4. intends to incite fighting; or
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

SECTION V - TRANSPORTATION

Bus Transportation to School

The School provides transportation for all students who live farther than 2 miles from school. The transportation schedule and routes are available by contacting the bus garage at 330-527-4250.

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

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents must fill out a bus variance form and submit to the principal 24 hours prior to the change taking effect stating the reason for the request and the duration of the requested change.

A change in a student's regular assigned bus stop may be granted for a special need by completing a bus variation form.

All school rules and disciplinary actions apply to students riding Garfield buses.

In order to ride another bus or get off at a different location, a student must bring in a note signed by their parent / guardian. The note must be signed by a Principal before fifth period, and presented to the bus driver. Except in special circumstances, pupils will not be permitted to ride a bus other than their own.

High school students are not permitted to ride an elementary school bus unless they have administrative permission to do so.

Maplewood Career Center students may only use the elementary buses after school if they ride the M.C.C. bus to Garfield High School.

Bus Conduct

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

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

Students must comply with the following basic safety rules:
Prior to loading (on the road and at school)

Each student shall:

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

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

During the trip

Each student shall:

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

Exiting the school vehicle

Each student shall:

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

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

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus. The following progressive discipline consequences may be used depending on the severity of the infraction:

- 1st referral – Warning/and/or detention
- 2nd referral – 60 minute after school detention
- 3rd referral – 1 day bus suspension
- 4th referral – 3 day bus suspension
- 5th referral – 5 day bus suspension
- 6th referral – Loss of bus privileges for the rest of the semester

Transportation of Students by Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Self-Transportation to School

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

The following rules shall apply:

- Students under age 18 must have written parent permission prior to driving to school.
- Students and their parents shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles On School Property and provide evidence of:
 - driver's license;
 - insurance certificate;
 - vehicle registration.
- Students are required to obey the **parking lot speed limit of 10 mph.**
- The student must obtain a permit from Attendance secretary and pay a fee of \$10.00 for the entire school year.
- If a student's parking permit is suspended, no fees will be refunded.
- There will be no squealing of tires or redistributing gravel by excessive acceleration (peeling).
- Student cars must yield to school buses at all times. After school, student vehicles are to proceed from the parking area while the buses are loading.
- Cars must be parked in assigned lot number in a neat, orderly fashion and are not to be parked in the faculty or visitors' area.
- Park cars, lock them, and leave them. Students may enter the building at 7:15 a.m.
- Students are responsible for informing the school of any changes such as license numbers, car make/model, etc.
- Any form of improper operation of the vehicle will not be tolerated.
- Students driving to school do so at their own risk. The Board of Education is not responsible for any damage, which might occur to a student's car while parked in the school lot.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

When the School provides transportation, students shall not drive to school-sponsored activities.

- unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form – which is approved by the principal.

All vehicles entering school property are subject to search and inspection.

Breakfast & Lunch Conduct

Students lunch periods are thirty minutes each. Students are expected to get their lunch and remain in their seats for the duration. Of course, students may get up to go the G-Men Express, throw their lunch away, or to ask the lunch monitor questions. Students must get permission to leave the lunch room. If students are eating at another location, they must provide a pass from the teacher. Seniors are permitted to eat outside. This privilege may be revoked at anytime.

Throwing food or anything else will not be permitted. Causing any type of lunch disruption including yelling or popping sounds will not be permitted. Consequences for violating lunch rules and procedures may result in lunch detentions for the remainder of the year.

FORMS

Although there are many different forms used to handle individual student needs, the forms which follow are the ones most often used by students. Understanding each of these forms will enhance operations for students and teachers.

1. Letter of Emancipation - All 18 year old students wishing to enroll in JAG High School and students enrolled on their 18th birthday must fill out and have on file with the administrative assistant, a letter of emancipation, to be emancipated.
2. Picture Refusal Form
3. Student's Request to Drop a Class Form

NOTE: Be advised that the following forms must be available in the school office as they are referenced in the Student/Parent Handbook:

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a
- Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3
- Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1
- Parental Authorization and Release From Liability Form 5515 F2
- Request that Directory Information Not Be Released to Recruiters Without Prior Written Consent Form 8330 F13
- Parent Permission for the District to Communicate About a Student with the Parent Via Facsimile and/or E-mail Form 8330F4a

ACCEPTANCE OF RIGHTS/RESPONSIBILITIES

I recognize that as a student of majority age I may assume the rights as well as the expected responsibilities of parents of minor students. I understand that I may sign all permission slips and forms requiring parent signature.

I further understand that I am responsible for proper attendance at school and for abiding by the Code of Conduct of the school and that my parents shall be contacted if I am found in violation of school rules.

- I consent to the school sending copies of any documents I am to sign to my parents names below:

- I consent to allow my parents named below access to all my student records:

Student Signature

Date of Birth

Date of Acceptance

James A. Garfield

Picture REFUSAL Form

James A. Garfield Schools publish information in school newsletters, school web pages, student year books, etc. The intent is to recognize student accomplishments, increase interest in activities and provide records of yearly events. If you DO NOT wish to have your child's photograph used in any type of media as mentioned above, please sign and date this form and return it to the Student Affairs office.

Date _____

Student's Signature _____

Parent/Guardian Signature _____

STUDENT'S REQUEST TO DROP A CLASS

NAME:		DATE:
CLASS TO DROP:	TEACHER:	CREDIT VALUE:
SUBJECT/ STUDY HALL TO REPLACE THIS CLASS:		
PARENT/ GUARDIAN DAYTIME PHONE NUMBER:		

If a student withdraws from a class after one week, a letter grade "F" and a forfeiture of fees will result.

Complete the steps below in the order listed:

#	Completed by:		
1	Student	1. Continue to attend the class you wish to drop until you are officially notified of the schedule change. 2. Write below why you wish to drop this course:	Turn form into Guidance Office
2	Counselor	This course is / is not required for graduation. (circle one) Comments: Counselor Signature _____	Send form to Course Instructor
3	Course Instructor	Note: <i>A student has not officially dropped a class until the schedule change has been processed.</i> I approve / disapprove dropping of this course. (circle one) I request / do not request a counselor/ parent conference.(circle one) Comments: Instructor Signature _____	Return form to Student
4	Parent/ Guardian	Note: <i>If a student withdraws from a class after one week, a letter grade F and a forfeiture of fees will result.</i> I approve / disapprove dropping of this course. (circle one) I request/ do not request a counselor/ parent conference. (circle one) Comments: Parent/Guardian Signature _____	Return form to Guidance Office
5	Counselor	Counselor Officially Notifies both teachers that student has added/dropped their class.	

ATHLETES-To be eligible, a student-athlete must have received passing grades in a minimum of **five** one-credit courses, or the equivalent, in the immediately preceding grading period.