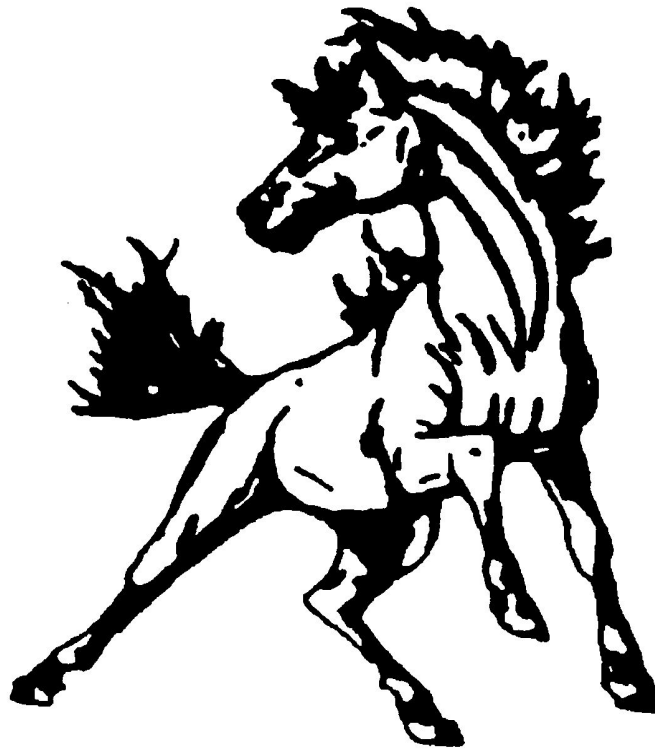


GRAND VALLEY HIGH SCHOOL
STUDENT-PARENT HANDBOOK
2020-2021



OUR MISSION:

**To prepare students with the knowledge and skills required
for living, working, and learning in a changing world.**

**→ Please read and sign the parental
signature page that is located on page 72
and return to the office.**

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. This handbook contains important information that you are responsible for knowing. Become familiar with the following information 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.

TABLE OF CONTENTS

Topic	Page Number
Foreword	2
Table of Contents	3, 4
Grand Valley High School Student Fees	5
Covid-19	6,7,8,9
Section I – General Information	10
Parent Involvement In The School Program	10
Relations With Parents	10
School Day	10
Student Responsibilities, Student Well Being	11
Injury And Illness	12
Enrollment	12
Adult Students 18 Years Of Age And Older/Emancipated	13
Withdrawal/Transfer From School	13
Immunizations, Use of Medication	14
Emergency Medical Authorization	14
Student Fees, Fines, Class Dues	14
Student Fund Raising	15
Student Valuables	15
Meal Service	15,16
Fire And Tornado Drills, Lockdown Drills	17
Early Dismissal	17
Emergency Closing And Delays – Inclement Weather	17
Visitors	17
Use Of The Library	17
Use Of School Equipment And Facilities	18
Lost And Found	18
Use Of Telephones	18
Advertising Outside Activities	18
Lockers and Locks	18
Search and Seizure	18
School Affairs	19
College Days	19
School Insurance	19
Policy Concerning Students Driving and Parking At School	19
Individuals With Disabilities	20
Student Records	21,22,23,24
Student Directory Information	25,26
Positive Behavior Intervention and Support (PBIS)	20
Section II – Student Conduct	29
Attendance Habitually Truant (Absent)	29
Absenteeism, Prearranged Absence	30
Death in Immediate Family	31
Tardy To School	31
Tardy To Class	31
Student Attendance	31
Suspension From School	32

Code of Conduct	32
Expected Behaviors, Bookbags, Backpacks	32
Dress Code And Grooming	33
Care Of Property	34
Zero Tolerance	34
Student Discipline Code	34
Formal Discipline	35
Saturday School	35
Informal Discipline	35
Minor Offenses	35
Serious Offenses	36
Disciplinary Infractions-Minor	36
Additional Major Misconduct	37
Harassment	42,43,44
After School Detention	44
Emergency Removal	44
Expulsion	45
Due Process Rights	46
Section III – Transportation	46
Bus Behavior And Regulations	46
Students and Parents	46
Student and Parent Responsibilities	46
Students will	46
Infractions of Bus Behavior Regulations	47
Section IV – Academics	47
Scheduling	47
Graduation Requirements	47
Grades And Grading	49
Placement/Classification Of Students	50
Eight Grade Students	50
Honor & Merit Roll	50
Report Cards, Weighted Grades, Class Rank	50
Diploma with Honors	51
Diploma with Honors - Vocational	51
College Credit Plus	52
Credit Flexibility Program	53
Recognition Of Student Achievement	54
Homework	54
Computer Technology And Networks	54
Student Assessment/Proficiency Testing	54
Section V – Student Activities	55
School-Sponsored Clubs And Activities	55
Athletics	55
Student Employment	55
Student Attendance At School Events	55
Section VI – Athletics - Scholastic Eligibility for Athletes	56
Athletic Policy on Training Rules	57
Grand Valley Schools Policy On Transportation	60
Student Network and Internet Acceptable Use and Safety Agreement	61
GVLS Chromebook Handbook	62,63,64,65,66,67,68

Chromebook Check Out Agreement	69,70
Parent And Student Commitment	71,72

**GRAND VALLEY LOCAL SCHOOLS
STUDENT FEES
2020-2021**

Description	Fee
Student Fee - Grades K-4	\$30.00
Student Fee - Grades 5-8	\$25.00
Global Foods	\$28.00
Ag Related I: Mech. Prin. I	\$25.00
Ag Related II: Mech. Prin. II	\$25.00
Ag Related- (plus) Ag Science III (or) Ag Science IV = a total of	\$30.00
Ag Science I: Ag, Food, & Natural Res.	\$25.00
Ag Science II: Env. Science for Ag.	\$25.00
Ag Science III: Plant & Animal Sc. I	\$25.00
Ag Science IV: Plant & Animal Sc. II	\$25.00
Construction Technology I	\$25.00
Construction Technology II	\$25.00
Principles of Construction A	\$15.00
Principles of Construction B	\$10.00
Art I	\$30.00
Art II	\$30.00
Art III	\$35.00
Art IV	\$35.00
Sculpture/Crafts (3-D Art)	\$35.00
Band	\$20.00
CP Biology	\$15.00
Honors Biology II	\$20.00
Chemistry	\$20.00
Robotics I	\$20.00
Robotics II	\$20.00
Choir	\$10.00
Textile Design Construction and Maintenance	\$25.00
Computer Literacy/Info Tech	\$15.00
Technology Productivity Tools	\$15.00
Technology Communication Tools	\$15.00
Website Development	\$15.00
Computer Graphics	\$15.00
3D Techniques	\$15.00
Principles of Food	\$28.00
Principles of Nutrition and Wellness	\$26.00
Parking Permit	\$12.00
Parking Permit Renewal	\$6.00
AP English Test Fee	\$94.00
AP Calculus Test Fee	\$94.00

COVID-19

Some of the rules will be slightly different during this COVID-19 pandemic. Please use this sheet during the time that we are following the Governor’s orders with regard to the pandemic.

Please follow the GVLS sick policy below:

Symptoms and conditions requiring absence from school:

Infectious Disease Symptoms	Other Conditions:
<ul style="list-style-type: none"> ● <u>Fever or fever-like symptoms</u> <ul style="list-style-type: none"> ○ Temperature above 100.0 F or with or without the presentation of fatigue/body aches/chills/. ● <u>Respiratory symptoms</u> <ul style="list-style-type: none"> ○ Cough, congestion, runny nose, sore throat, shortness of breath not appeared to be related to allergies or asthma. ● Headache ● <u>Gastrointestinal symptoms</u> <ul style="list-style-type: none"> ○ Diarrhea, vomiting, or nausea. ● <u>New unexplained loss of taste or smell</u> ● <u>Student reported or has been notified that they have been in close contact with a confirmed positive COVID-19 case</u> 	<ul style="list-style-type: none"> ● <u>Confirmed non-COVID viral infectious disease</u> <ul style="list-style-type: none"> ○ Ex: influenza or rhinovirus ● <u>Contagious infections requiring antibiotic treatment</u> <ul style="list-style-type: none"> ○ Ex: Strep throat or pink eye ● <u>Undiagnosed, new, and/or untreated skin rash or condition</u> ● <u>Doctor’s note requiring an individualized plan of care to stay home due to medical concerns.</u> ● <u>Out of state travel in the past 2 weeks</u>

Procedure for Return to School

Infectious Disease Symptoms	Other Conditions:
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<ul style="list-style-type: none"> ● The following symptoms requires medical clearance to return to school: <ul style="list-style-type: none"> ○ Fever of 100° and above, chills, fatigue, muscle or body aches, cough, shortness of breath, difficulty breathing and/or new loss of taste or smell ○ If you choose not to test your student, the student must stay home for 14 days minimum and return when symptom-free for 3 days. ○ If Student tests positive for COVID-19 he/she must be isolated for a minimum of 14 days, return when symptom-free for 3 days and follow Ashtabula County Health Department recommendations. ● The following symptoms required a minimum of 3 three days absence; students must be symptom free for 3 days without the use of medication before returning to school. <ul style="list-style-type: none"> ○ Headache, sore throat, congestion, runny nose, nausea, vomiting, diarrhea and or rash 	<ul style="list-style-type: none"> ● If notified to self-quarantine due to a <u>close exposure to a confirmed COVID + case</u>, please stay home and monitor symptoms for 14 days from last known exposure, including a temperature check 2 times a day. A negative test does not end quarantine period early. ● If confirmed that student has non-COVID viral illness please provide a negative COVID test result and/or a doctor’s note to confirm other diagnosis. Student may return once 72 hours symptom-free without the use of medication. ● After the first 24 hours of various antibiotic treatments for contagious infections (i.e. strep throat, pink eye, etc.) ● Doctor’s note requiring an individualized plan of care to stay home due to medical concerns as specified. ● 2-week quarantine ends without illness after out-of-state travel
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Grand Valley Student Daily Home Health Check

Prior to reporting to school, all students MUST conduct a health check with an adult.

First: Take temperature daily.

If the temperature is 100° or above your student must stay home.

Second: Symptom Check

★ Fever of 100° and above
or Chills

★ Cough
★ Fatigue

- ★ Muscle or Body Aches
- ★ Headache
- ★ New loss of taste or smell
- ★ Shortness of breath/difficulty breathing

- ★ Sore throat
- ★ Congestion/ runny nose
- ★ Nausea/ vomiting
- ★ Diarrhea
- ★ Rash

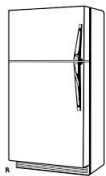
If your student has one or more of the above symptoms he/she MUST stay home from school.

Third: Has your student...

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19 or SARS-CoV-2
- Traveled to or lived in an area where the local or state health department is reporting large numbers of COVID-19 cases

Fourth: If your child is experiencing a fever, any of the above symptoms, or answered yes to any of the above statements he/she **MUST** stay home from school and report their absence using the school call off procedure. When reporting your child off from school, please always report the symptoms he/she is experiencing. See reverse side for returning to procedure.

KEEP
ME
ON
THE
FRIDGE



Don't
Forget
Your
Mask

Don't
Forget
Your
Water
Bottle



Students will be permitted to carry water bottles to school and use them during the school day, but they must be clear and can only contain water.

Students will be permitted to carry backpacks during the school day due to limited access to lockers, but know that backpacks are subject to search at any time.

Masks are mandatory during the school day. Students will be given opportunities to remove their mask throughout the day as directed by the teacher. Refusal to wear the mask will result in the parent being required to pick up the child, and potentially the removal to full online learning. At any time, the mask of a student can be inspected.

Visitors will not be permitted into the building.

Late work with hybrid learning - Late work for partial credit will be accepted up to 2 weeks after the first assignment. For day-to-day work, a student will not be counted as "late" until the day they are physically in the building. For example, if a student is scheduled to be home on a Tuesday, and their assignment is due on Wednesday, but they are not physically back in the building until Friday, they will not be marked late on the assignment until Friday so we can ensure that the students have access to the internet and they can submit the assignment.

The school day is from 7:27-1:25 daily.

In order to maintain social distancing, students will have *scheduled* times to access their lockers.

Section I – General Information

Parent Involvement in the School Program

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, collaboration on the means for accomplishing these goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goals.

Relations with Parents

The Board feels that it is the parents who have the ultimate responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board believes that parents have a responsibility to encourage their child's career in school in the following ways:

1. Supporting the schools in requiring their child observe all school rules and regulations, and by accepting their own responsibility for their child's willful in-school behavior;
2. Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
3. Maintaining an active interest in their child's daily work and making it possible for him/her to complete assigned homework by providing suitable conditions for study;
4. Reading all communications from the school, signing, and returning them promptly when required;
5. Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

School Day

Our school day begins at 7:37 A.M. and ends at 2:06 P.M

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 obey all school rules.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the 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 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 duly executed and a notarized copy of a power of attorney or caretaker authorization affidavit.

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 to ensure contact. 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. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

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

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

Injury and Illness

All injuries must be reported to a teacher 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.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Enrollment

Students are expected to enroll in the school district in which they live unless enrolling under the District's open enrollment policy.

Students that are new to Grand Valley Schools are required to enroll with their parents or legal guardian. When enrolling, parents must provide copies of the following:

- Birth Certificate or similar document
- Court Papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment regular.

Students enrolling from another charter school must have a report card and/or an unofficial transcript for scheduling purposes. Grand Valley High School will request an official transcript from the sending school after student enrollment.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to Grand Valley Schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in Grand Valley.

If a student has recently been 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 required to be released by DHS to the Superintendent have been received:

- An updated copy of the student's transcript
- A report of the student's behavior while in DHS custody
- The student's current individualized education program (IEP), if an IEP has been developed for the child
- A summary of the instructional record of the child's behavior

Adult Students 18 Years of Age and Older/Emancipated

All students, whether they are sixteen, eighteen, or twenty years of age, are under the policies of the board of education. All students, regardless of age, have the same rights, privileges, and responsibilities. Adult students shall observe and follow all rules which pertain to all other students attending Grand Valley High School. This includes bringing a note from a parent or head of household where the adult student resides, in the case of an absence.

Adult students must also bring a note from parents or the head of household in the event of early dismissal.

Emancipated students are students who are eighteen to twenty one years old and who do not reside with their legal parent/guardian.

An emancipated student may enroll in Grand Valley High School if they provide:

1. A birth certificate
2. Social Security Card
3. Proof of residence (Post office box not accepted)
4. Proof of self-support
 - a. Rent receipts
 - b. Source of income (check stubs, ADC number, etc.)

Upon enrolling in Grand Valley High School, an emancipated student must follow all rules and regulations adopted by the Grand Valley Local Board of Education.

Periodic proof of residence and self support will be required at quarterly intervals. Failure to provide proof of residence and self support will be grounds for immediate withdrawal from school.

Emancipated adult students shall observe and follow all rules which pertain to all other students attending Grand Valley High School. Emancipated students must notify the high school office before 9:00 a.m. of any day they are absent to report the fact that they are ill.

Withdrawal/Transfer from School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who 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 he/she is under the age of 18.

If a student plans to transfer to another school, the parent must notify the principal. School records will be transferred within fourteen (14) days once we receive a release of records from the new school district. We can not withdraw the student until the release of records is received.

Immunizations

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations should be directed to the school nurse.

Use of Medication

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

1. The appropriate medication sheet is on file.
2. The appropriate signatures are on the medication sheets.
3. The medication is contained in the original container.
4. Teachers are not permitted to administer any medication to students including cough drops.

All medication forms are available at the school office.

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

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed at the beginning of every school year, by his/her parents or guardian, in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school will make the form available to every parent at the time of enrollment and will be sent home during the first week of school.

Student Fees and Fines

Grand Valley High School charges fees for specific classes. Such fees are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.

Fees must be paid within the first three (3) weeks of each semester. In cases of hardship, special arrangements for payment may be made through the building principal.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Late fines can be avoided when students return borrowed materials promptly.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Parents may use My School Bucks (located on the Grand Valley Website) and use the Auto Pay option to automatically deduct an affordable amount monthly until the fees are paid in full.

Student Class Dues

Class dues are collected and used for everything related to graduation expenses and the actual ceremony. Students are assessed class dues as follows, with the total being \$18.00:

Grade 9 = \$3.00 Grade 10 = \$5.00 Grade 11 = \$10.00

Class dues must be paid in full prior to graduation.

Student Fund Raising

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

1. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fund-raising activity for a group in which he/she is not a member without the approval of the sponsor.
3. No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
4. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

No student is permitted to sell any item or service in school without the prior approval of the building principal. Violation of this policy may lead to disciplinary action.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not responsible for their safekeeping and will not be liable for any loss or damage to personal valuables.

Meal Service

Grand Valley High School participates in the National School Lunch Program and makes lunches available to students. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. The cost for lunch for students in grades 9-12 is \$3.20.

Applications for the school's free and reduced lunch program are distributed to all students. If a student does not receive one, they are available in the high school office.

Grand Valley Local Schools

Breakfast and Lunch Charging Policy

The purpose of this policy is to establish consistent meal account procedures throughout the district. The goals of this policy are:

To ensure that all students have a healthy meal and that no child goes hungry.

- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parents/guardians.
- To establish fair practices that can be used throughout the school district.
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of charges.

The following policy will apply regarding meal charges:

- Students may not charge more than \$15.00 to their account
- After their account is negative \$15.00, they will still receive a breakfast or lunch, a phone call will be made to the parent/guardian
- If the parent/guardian fails to provide the student with a bagged lunch or lunch money after their account is negative \$15.00, school district personnel may be asked to intercede on behalf of the student. The district may file a report with the Department of Child Protective Services or other appropriate agency.
- At the end of the school year, a student's balance (whether positive or negative) will follow them to the next school year. Refunds of a positive balance for students leaving the district or graduating may be issued by making a request to the Food Service Supervisor.
- Cash and personal checks are accepted. To make a payment using ACH, credit card or debit card, please visit www.myschoolbucks.com.
- Parents may call the Food Service Supervisor at 440-805-4545 option 6 to check the balance of their student's account or the parent may go to www.myschoolbucks.com.
- Balance reports for students with negative account balances will be run monthly and mailed to the student's place of residence. Phone call reminders will be made monthly.
- Adults may not charge meals at any time.
- A la carte items may not be charged at any time.
- It is strongly encouraged that parents/guardians make meal payments in advance. We strongly discourage meal charges, but understand that an occasional emergency makes it necessary.

If you are unable to pay for school meals due to your economic situation, please contact Jeanette Bower, Food Service Supervisor, at 440-805-4549 . Assistance may be available for you. Eligible recipients will receive the regular school breakfast and lunch for free or at a reduced cost.

Thank you,

Jeanette Bower
GV Food Service Supervisor
440-805-4549

This institution is an equal opportunity provider.

Fire, Tornado and Lockdown Drills

Grand Valley Schools comply with all safety laws and will conduct **fire** drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building. **Tornado** drills will be conducted during the tornado season using the procedures prescribed by the State of Ohio. **Lockdown** drills are practiced a minimum of two times a year under the direction of local law enforcement agencies and school officials.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without either a written request signed by the parent or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. In the event of an emergency, a phone call will be accepted. Please note, if you call, we will confirm the phone number on the caller ID with our records or we will call back with the parent or guardian's phone number on file to confirm **before** we will release the student.

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 local radio and television stations. Parents and students are responsible for knowing about emergency closings and delays.

Inclement Weather

If the weather is questionable and the Grand Valley Local Schools determine it is safe for the school buses to be running it will be considered a normal day of attendance. **If parents choose to keep their students home it will be counted as an unexcused absence.**

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor 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, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the principal.

Use of the Library

The use of the library will be limited to specific classes when accompanied by their teachers. Teachers may sign-up with the study hall monitor. Students may check out books only after receiving permission from the study hall monitor. In order to avoid late fees all books must be returned within two weeks.

Use of School Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Lost and Found

The lost and found is located in room #102. Students who have lost items should check there and with the office staff and they 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 Telephones

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

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has the opportunity to review the announcement or posting. The school has a central bulletin board located outside the office, which may be used for posting notices after receiving permission from the principal.

Lockers and Locks

Each student will be assigned a locker on the first day of school. Lockers should be used in the morning, at noon, and at the end of the day.

The school does not assume responsibility for your lost or stolen property. Unclaimed items will be given to charity at the close of the school year.

Search and Seizure

The search of an area assigned to a student (locker, desk, car, etc.) may be made if the search is for a specific item and school authorities have a reasonable suspicion that the possession of such item constitutes a crime or rule violation.

Students' personal property may be seized by school authorities if the items are illegal, stolen, or are reasonably determined a threat to the health, safety or security of others. Items which are used to disrupt or interfere with the educational process may be removed from the student's possession.

General searches of school property may be conducted at any time.

School authorities may also search a student in exercise of the duty to enforce school rules, if such authority has reasonable suspicion that illegal or stolen items are likely to be found on a student's person.

School Affairs

A limited number of semi public dances will be allowed subject to the approval of the principal. Non students may be invited by Grand Valley students to attend a semi public dance. A Grand Valley student may sponsor only one guest who is a non student. Guests who are non students must be pre-registered with the principal no later than two days prior to the dance. Registered information will include the name and address of the Grand Valley student and of the guest. Guests will be permitted, subject to the principal's approval.

College Days

Any junior or senior visiting a college, registering, or taking placement tests must follow the pre-arranged absence procedure.

School Insurance

School insurance is available to all students. A packet will be available for each student during the first week of school. Purchase of this program is optional. Only students playing interscholastic athletics are required to provide signed evidence that they are covered by adequate insurance.

Policy Concerning Students Driving and Parking at School

Parking passes are being assigned to help facilitate security in the parking lots of Grand Valley Local Schools. The passes need the valid number to be displayed from the rear view mirror towards the front of the registered vehicle at all times while the vehicle is on school property.

Each Grand Valley student needs to purchase a parking pass and register all vehicles driven with that pass. Vehicles are not registered until all required information is submitted to the high school office. No student may park on school grounds until authorization has been obtained.

The initial cost of the decal at the **beginning** of the **first** school year is **\$12.00**, then the following applies:

- \$6.00 – if purchased during the second semester of any school year
- \$6.00 - if you use the SAME pass for successive years
- \$6.00 - replacement fee if pass is lost or destroyed
- \$3.00 - late fee **per week** will be assessed when the pass is not purchased **before** October of each new school year or within a week of starting to drive a vehicle to school. ** The late fee is charged in addition to all other fees.

All student vehicles are to be parked in a designated area at the high school.

1. Designated areas will be as follows:
 - a. Faculty, staff and visitors in the East parking lot.
 - b. Students may park in the South parking lot only. Student parking is not permitted in the parking lot next to the Industrial Arts/Vo-Ag doors.
2. Upon arrival all students are to enter the building. No loitering in cars or parking lots.

Student drivers shall not transport other students without first securing permission from both sets of parents, in writing and attached to the student parking permit form.

All students driving vehicles and parking at school shall have bodily and property liability insurance on their vehicles.

All students who drive to school must have and maintain good attendance. Buses are to leave school premises BEFORE student drivers. Failure to comply with any of the above regulations or those on the parking permit form shall result in having permits revoked. Cars parked on school property may be searched.

Individuals with Disabilities

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to Grand Valley's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the guidance office at (440) 805-4545

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

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

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

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

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

STUDENT RECORDS 8330

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

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

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

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

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

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for

the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

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

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

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

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

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

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

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a

full-time or part-time basis, upon condition that:

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

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In

order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

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

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

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

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

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

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

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

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

DIRECTORY INFORMATION

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

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

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

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

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

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

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

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

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

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

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

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

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

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

- A. inspect and review the student's education records;

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

The Superintendent shall also develop procedural guidelines for:

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

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

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

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

SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM

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

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

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

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

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

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Section II-Student Conduct

Attendance

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

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

Habitually Truant Absences

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

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

According to House Bill 410, students will be considered habitually absent (unexcused absences) if they miss the following hours of school (based on a six hour school day):

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

Excessive Absences

According to House Bill 410:

Absent 38 or more hours in one school month with or without a legitimate excuse.

Absent 65 or more hours in one school year with or without a legitimate excuse.

Truancy Process:

- 1) Parents will be notified in writing when their child misses 30 unexcused hours of school (5 days in a row).
- 2) When a student has reached the hours above on **habitual** or **excessive**, a letter will be sent to the parent or guardian. This could require a meeting between the school and family (student and parent/guardian). If the student continues to miss school, they will be referred to the **school absence intervention team where an intervention plan will be created and implemented for 60 days.**
- 3) If the student does not comply with the plan or continues to miss school, the family (student and parent/guardian) will be referred to the **Ashtabula County Juvenile Court Truancy Diversion Program.**

Absenteeism

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

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

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

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

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

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

Prearranged Absence

Any student knowing in advance that they will be missing school should pick up a prearranged absence form in the school office. The parent or guardian must fill out the top of the form and then the student can pass the form on to each of their teachers. This form must be returned to the office **BEFORE** the scheduled absence to be able to mark the days excused. **These days will be counted towards the district absence policy. Failure to do so will result in an unexcused absence. Work is due upon return and no later, to receive full credit.**

Request for Assignments

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

Death in Immediate Family

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

Tardy to School

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

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

- 2nd offense- verbal or written warning
- 3rd offense - one after school detention
- 4th offense - two after school detentions
- 5th offense - three after school detentions
- Every tardy thereafter -Saturday School

Tardy to Class

Students must report to class on time. Teachers keep track of student tardiness to class. When a student accumulates three tardies, the teacher will notify the Attendance Officer.

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

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

Student Attendance

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

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

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

Suspension from School

A student that is suspended from school will be allowed to make-up school work due to the suspension and will receive credit for days missed. For example, if you are out one day, you have one day to make up the work. It is the student's responsibility to acquire their missing work.

Code of Conduct

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

Expected Behaviors

Each student shall be expected to:

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

Book Bags/Backpacks/Purses/Gym Bags

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

Dress Code

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

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

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

As students mature into high school, they are permitted more privileges, therefore:

18. Students are permitted to wear flip-flops and/or backless/strapless shoes. Teachers do however have the right to not permit certain style of shoes depending on the curriculum they are teaching.

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

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her 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 Discipline Code.

- Damage done to property must be restored. Students will be responsible for the labor and materials to replace the item.
1. Vandalism and disregard for school and/or student property will not be tolerated.
 2. 1st offense – pay damages and Saturday School
 3. 2nd offense – pay damages and 3 days out-of-school suspension
 4. 3rd offense or extreme vandalism – pay damages and 10 days suspension with recommendation for expulsion.

Zero Tolerance

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

Student Discipline Code

The Student Discipline Code includes the type of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct.

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.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Formal Discipline

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

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 extracurricular activities such as band and athletics can lose their eligibility for violation of the school rules.

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

Saturday School

Students must arrive at Saturday school on time. All regular school day rules and regulations will be observed at Saturday school. If for any reason a student needs to be removed from Saturday school due to their behavior an out of school suspension will be issued.

Informal Discipline

Informal discipline takes place within the school. It includes: writing assignments, change of seating or location; lunchtime or after school detention.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, 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.

Under the repeated violations section of the discipline code, the following rules will apply.

Minor Offenses:

The student will be given a warning for the first minor offense. The next minor offense, which included all minor offenses, will be considered the second offense. The third minor offense will

be considered the third offense. The fourth minor violation and subsequent violations will place the student on the second serious offense level or on the next level if he has any serious violations.

Serious Offenses:

The first offense as stated on the schedule. The second serious offense, which includes all serious offenses, will be considered the second offense. The third serious offense which also includes all serious offenses, will be considered the third offense. The fourth serious offense which also includes all serious offenses, will be considered the fourth offense. The fifth serious offense is a recommendation to the superintendent for expulsion.

Disciplinary Infractions

MINOR Nature of Misconduct, including but not limited to:

1. Assembly disturbance
2. Cafeteria disturbance
3. Forging name or improper use of pass.
4. Gambling
5. Hazing
6. Passing or writing of obscene materials.
7. Profanity
8. Show of affection
9. Unexcused late to class (includes study hall).
10. Unexcused tardy to school (allowed 24 hours to bring excuse).
Tardy to school is on a semester basis.
11. Electronic Device Use
12. Dress Code Violation
13. Cell Phone *After the 2nd offense a parent must pick up their student's cell phone
14. Horseplay without injury
15. Lying to staff
16. Images depicting weapons / illegal substances /sexual content/innuendo

Disciplinary Actions for Above

- | | |
|-------------------------|---|
| 1st offense | warning/parent contact/student can pick up cell phone at 2:06 pm. |
| 2nd offense | 1 detention/parent contact/student can pick up cell phone at 2:06 pm. |
| 3rd offense | 2 detentions/parent contact* |
| 4 th offense | Saturday School* |
| 5th offense | 1 day Out of School Suspension* |
| 6th offense | 3 day Out of School Suspension* |
| 7th offense | 5 day Out of School Suspension* |
| 8th offense | 7 day Out of School Suspension* |
| 9th offense | 10 day Out of School Suspension* |

MAJOR Nature of misconduct, including but not limited to:

1. Being in an unauthorized area (i.e. restroom, locker room) without a pass.
2. Disruption of school (including extreme profanity).
3. Rowdyism/Horseplay
4. Leaving school property without permission.
5. Refusal to accept school employee's disciplinary action/failure to comply.
6. Truancy (i.e. skipping class (es) and/or school).
7. Plagiarizing
8. Profanity towards a school employee
9. Theft
10. Possession of cigarette lighter.
11. Racism, Discrimination, Intolerance
12. Indecent exposure
13. Physical confrontation (ie. pushing someone, "shoulder checking" etc.) that does not lead to a fight.
14. Inciting a fight with verbal comments
15. Wearing, displaying, referencing verbally or drawing anything with the Confederate flag on the Grand Valley campus.

Disciplinary Actions for Above

- | | |
|-------------|---|
| 1st offense | 3 after school detentions |
| 2nd offense | Saturday School/Detention |
| 3rd offense | 1-3 days Out of School Suspension |
| 4th offense | 3-5 days Out of School Suspension |
| 5th offense | 10 days Out of School Suspension/referral to juvenile court |
| 6th offense | recommendation for expulsion/referral to juvenile court |

Additional Major Misconduct

Driving Unsafely on School Grounds

1. 1st offense: Saturday School, loss of parking privileges for 3 days
2. 2nd offense: 1 day Out of School Suspension, loss of parking privileges for 10 days
3. 3rd offense: 3 days Out of School Suspension, loss of parking privileges for semester

Fighting

1. 1st offense: 3-5 days Out of School Suspension
2. 2nd offense: 10 days Out of School Suspension; recommendation for expulsion

Truancy (Skipping School)

1. 1st offense: Saturday School

Missing Detention

1. 1st offense additional detention(s) assigned
2. 2nd offense Saturday School
3. 3rd offense 1 Day Out of School Suspension

Use of Drugs and/or Alcohol

1. A student will not possess, use, transmit or conceal, or be under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug related paraphernalia.
2. 1st offense: 10 days out-of-school suspension (reduced by five (5) days if completion of a school approved drug/alcohol treatment program), notification to authorities, and recommendation for expulsion.

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

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

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

1st offense - Night school - 4 sessions scheduled with Diversion Specialist at the school. A parent MUST attend all 4 sessions with the student, or the student automatically moves to the 2nd offense with a police report and court fees.

2nd offense - 2 days out of school suspension and a written report on the effects and dangers of tobacco and/or nicotine (2 typed pages), and police report.

3rd offense - 3 days out of school suspension and police report.

4th offense - 10 day suspension recommendation for expulsion and police report.

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. 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).

Use and/or Possession of a Weapon

1. 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. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.
2. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle.
3. 1st offense- 10 days out-of-school suspension, notification to authorities, and recommendation for expulsion. If parents and administration agree to place the student in a rehabilitation program, the suspension may be cut to five days.

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, laser pointers, jewelry, and so on.

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.

Purposely Setting a Fire

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

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

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

Verbally Threatening a Staff Member/Student/Person Associated with the District

1. Any statement or noncontact 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.
2. 1st offense – 10 day out-of-school suspension and recommendation for expulsion.

Misconduct Against a School Official or Employee or the Property of Such a Person, Regardless of Where it Occurs

1. Examples of misconduct include, but are not limited to, harassment (of any type), vandalism, assault (verbal and/or physical) and destruction of property.
2. 1st offense – 10 day out-of-school suspension and recommendation for expulsion.

Misconduct off School Grounds

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. Misconduct is defined as any violation of the Student Discipline Code.

Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

3. 1st offense-1- 10 days out-of-school suspension, notification to authorities

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.

Falsification of School Work, Identification, Forgery

1. Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.
2. Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties (class failure for the grading period) as well as disciplinary action. The Grand Valley National Honor Society (NHS) chapter prohibits the induction of any student with a recorded high school incident of plagiarism or cheating.

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.

Explosives

1. Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.
2. 1st offense – 10 days out-of-school suspension or expulsion
3. 2nd offense – Expulsion

Trespassing

Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the principal.

Major Theft

1. When a student is caught stealing, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school without prior authorization from the principal. The school is not responsible for personal property.
2. 1st offense – 3 day suspension
3. 2nd offense – 5 day suspension
4. 3rd offense – 10 day suspension with recommendation for expulsion

Insubordination

If given a reasonable direction by a staff member, the student is expected to comply. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

Damaging Property

Vandalism of any type will not be tolerated. Students will be suspended and assessed a fee for all damages.

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. Any unauthorized use shall be subject to disciplinary action.

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.

Abuse of Computer Hardware, Software or Internet

A student shall not abuse the school district's hardware or software. Violations include, but are not limited to, the following: unauthorized access; tampering with computer programs, data disks and hard drives, using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using school district computer facilities for purposes unrelated to the instructional program of this district, unless written permission from a school official has been obtained.

Possession of Electronic Equipment

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, electronic toys, pagers, beepers, or other paging devices to school. If it is necessary to bring cell phones/iPods to school, they **MUST** be kept in the student's locker

during the school day unless being used for educational purposes authorized by a teacher. If students are found with cell phones/iPods on during the school day, the cell phone or iPod will be sent to the office and held there for the remainder of the day. **The second time the cell phone/iPod is sent to the office, the parent will be called to pick up the cell phone. It will not be returned to the student.**

Violation of Individual School/Classroom 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.

Violation of Bus Rules

Please refer to Section III on transportation for bus rules.

Disruption of the Educational Process

Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Harassment

1. The school believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.
2. Conduct constituting harassment may take different forms, including, but not limited to, the following:

Bullying

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Sexual Harassment

- a. Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person associated with the District, or third parties (visiting speaker, athletic team member, volunteer, parent, etc.)
- b. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a

fellow student, staff member, or other person associated with the District, or third parties.

- c. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity, with or by a fellow student, staff member, or other person associated with the District, or third parties.

Gender/Ethnic/Religious/Disability/Height/Weight Harassment

- d. Verbal:
 - i. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward or by a fellow student, staff member, or other person associated with the District, or third parties.
 - ii. Conducting a "campaign of silence" toward or by a fellow student, staff member, or other person associated with the District, or third parties by refusing to have any form of social interaction with the person.
- e. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward or by a fellow student, staff member, or other person associated with the District, or third parties.
- f. Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow student, staff member, or other person associated with the District, or third parties.

Cyberbullying

To the extent permitted by the First Amendment, instance 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. Instances of cyberbullying include, but are not limited to, Facebook, Twitter, YouTube, The Vine, email and texting.

Hazing

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.

1. Disciplinary Actions for Harassment, Bullying, Sexual Harassment and Cyber-Bullying

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

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

Violent Conduct

Committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property 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.

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.

After School Detention

Students who have been placed in detention are to arrive on the expected date, day, and time as scheduled by the building principal. All students must bring necessary schoolwork and will do the work while serving the detention. Students will remain quiet, seated, and working at all times during detention. Failure to do so will result in further discipline measures. Detention will be in session for one hour in duration for each detention. Students and parents are responsible for providing necessary transportation home after the detention session. No excuses will be accepted for missing a detention; failure to report to detention will result in more severe disciplinary measures. There will be absolutely no sleeping in detention.

Emergency Removals

1. If a pupil's presence poses a danger to persons or property or an ongoing threat or disrupting the academic and educational process, then:
 - a. The superintendent, principal, or designated person may remove the student from the premises, curricular or extracurricular activity.

- b. A teacher may remove the student from the curricular or extra curricular activities under his/her supervision, but not from the premises.
 - c. If a teacher makes an emergency removal, his reasons must be submitted to the principal in writing as soon after the removal as practicable.
 2. A due process hearing must be held within 72 hours after removal is ordered.
 - a. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practicable prior to the hearing.
 - b. The person who ordered or requested the removal must be at the hearing.
 - c. Within 24 hours of the decision to remove, the parent, guardian or custodian of the pupil and treasurer of the board must be notified of the removal.
 - d. The notice must include the reasons for the removal and the right of the pupil and parent to appeal to the superintendent; the right to be represented at the appeal and to request a hearing on appeal to be held in executive session.
 3. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for reinstatement. The teacher cannot refuse to reinstate the pupil even though reasons are given.
 4. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirement of HB 421 does not apply. The provisions of HB 421 apply to all suspensions including in school suspensions.
 5. In an emergency removal, a pupil can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension or expulsion.

Expulsion

1. Only a superintendent may expel a student.
2. The superintendent must give the pupil and his parent or guardian written notice of the intended expulsion.
3. See Ohio Revised Code 3321.13

Due Process Rights

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

Students subject to suspension:

A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. An appeal may be addressed to the Superintendent whose decision will be final.

Students subject to expulsion:

A student and his/her parent or guardian must be given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges.

Section III – Transportation

Bus Behavior and Regulations

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

Students and Parents:

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

Student and Parent Responsibilities:

- To maintain A.M. schedules, have their child at the bus stop at least five (5) minutes prior to scheduled pick-up time. Exception for severe lightning.
- Damage done to school busses, personal property, or public property by their children
- The safety of their child while going to/from the bus stop and while waiting for the bus, including waiting for a bus in a location clear of traffic and away from the bus stop.

Students will:

- Ride their assigned bus to/from school and depart/board at their assigned bus stop. Exceptions will be granted upon receiving an advance written request from the parent and prior approval by the administration.
- Upon entering the bus proceed to their assigned seat. Remain seated and keep aisle clear for the duration of the trip.

- Keep noise at a minimum by speaking in reasonable conversation voices.
- Keep themselves and their belongings inside the bus at all times.
- Will not talk to the driver or interfere with the driver when the bus is in motion, except in emergencies.
- Only carry on objects that can be held in their laps.
- Be quiet at railroad crossings and other danger zones.
- Not eat, drink, smoke, light matches/lighters, use alcoholic beverages/drugs and swear on the bus.
- Not transport the following cargo on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the item the administration should be consulted.

Infractions of Bus Behavior Regulations:

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

Section IV – Academics

Scheduling

Yearly class registration is conducted in the spring through the offices of the principal and guidance counselor. In selecting courses, you should consider graduation requirements, interests and occupational goals. All GVHS students must register for a minimum of six (6) courses. Course descriptions, requirements and credits are available from the principal’s or guidance office.

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 guidance office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

Graduation Requirements for Graduating Class of 2018 and Beyond

Subject Area	Units	Notes
English Language Arts	4 Units	
Health	½ Unit	
Physical Education	½ Unit	
Mathematics	4 Units	Must include 1 unit of algebra II or equivalent.
Science	3 Units	Science units must include 1 unit of physical sciences, 1 unit of life sciences, and 1 unit of advanced study in one of the following sciences: chemistry, physics, astronomy, geology, or other earth or space science.

Social Studies	3 Units	Social studies units must include 1 unit of American history, 1 unit of world history, and 1 unit of government and economics. Students must receive instruction in economics and financial literacy which is accomplished in government.
Fine Art/Career Tech	1 Unit	Students must complete at least two semesters of fine arts or career technical coursework.
Electives	5 Units	Elective units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer science, technology, and agricultural sciences.
Total	21 Units	

- Beginning with the Class of 2023, all students will now take six end-of-course exams in algebra, geometry (or integrated math I and math II), biology, American history, American government, and English II.
 - Students studying Advanced Placement (AP), International Baccalaureate (IB) or taking dual enrollment courses in American history or American government may take assessments aligned to those courses in place of end-of-course exams to avoid double testing.
- Additionally, all students will take a nationally recognized college admission exam (such as ACT) in 11th grade.
- Beginning with the Class of 2023, students will have to complete the following to qualify for graduation and earn their high school diploma:
 1. Complete 21 units of coursework according to the above chart;
 2. Earn passing scores on Ohio’s Algebra I and English II end-of-course assessments. Students who do not pass the tests will be offered additional support and must retake the tests at least once. Following retesting, three additional ways to show competency can be applied (WebXam proficiency, military enlistment, or CCP coursework);
 3. Earn two of twelve diploma seals.
- As is current practice, high-achieving students who have exceeded Ohio’s graduation requirements have an opportunity to earn an Honors Diploma. These options work to ensure that all Ohio high school students have access to high-quality education opportunities and will be prepared for success in college and career.

- Graduation pathways for the Classes of 2021 and 2022 also exist. Students in these graduation cohorts are able to follow those requirements established for the Class of 2023.

Grades and Grading

Grand Valley High School will use A, B, C, D, F grading system. All incomplete grades must be made up within a reasonable time. No one will pass with an incomplete that has not been made up. The office must be notified of any incomplete grades and the situation. Below, in the first column is the numerical equivalent of each letter grade; the third column is the total points for each regular class grade.

<u>NUMERICAL</u>	<u>LETTER</u>	<u>POINTS</u>
93-100	A	4
85-92	B	3
74-84	C	2
65-73	D	1
64 OR UNDER	F	0

Placement/Classification of Students

Final placement/classification of new students will be determined after receipt of the student's official records from his/her last school of attendance.

Sophomores 5 + Credits

Juniors 10 + Credits

Seniors 15 + Credits

Eighth Grade Students

Students will earn both credit and a grade for any high school level course that they complete in the 8th grade.

Honor Roll and Merit Roll

A student must attain a 3.5 GPA or higher with no grades lower than a “B” to earn the honor roll distinctions. A student must attain a 3.0 GPA or higher with no grades lower than a “C” to earn the merit roll distinction.

Report Cards

Report cards are issued the Friday following the close of each grading period. Report cards are to inform the parents of the progress of the student. Cards do not have to be signed by parents and returned. It is the student’s responsibility to see that the parent receives the card.

Weighted Grades

All classes listed as honors, Advanced Placement, and/or College Credit Plus will carry a higher letter grade value than other courses. As such, these courses will weigh more heavily in a student’s GPA.

Class Rank

Beginning Fall of 2015 Grand Valley High School will be using weighted grades in specific classes. Class rank will be based on grade point average over the course of four years (grades 9 through 12). Class rank for the graduating class of 2019 and beyond will be based on the 4.5 grading scale.

Diploma with Honors

Seniors are eligible for a diploma with honors upon graduation if they meet seven of the following eight requirements listed.

1. Earn four units of English
2. Earn four units of mathematics including at least the competencies obtained in algebra I, geometry, algebra II or equivalent and another higher level course or a four-year sequence of course that contain equivalent content.
3. Earn four units of science including two advanced sciences.
4. Earn four units of social studies
5. Earn either three units of one foreign language or two units each of two foreign languages
6. Earn one unit of fine arts
7. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale.
8. Obtain a composite score of 27 on the ACT or 1210 on the SAT.

Diploma with Honors – Vocational

The student who completes an intensive vocational or technical education curriculum in the high school must meet any nine of the following 10 criteria:

1. four units of English which may include one unit of applied communication
2. three units of mathematics which will include algebra and geometry or a sequence or courses that contain equivalent content
3. three units of science that develop concepts for physical, life and earth and space sciences
4. three units of social studies
5. two units of a foreign language; or two units of business/technology; or one unit of each
6. three units in the student's vocational or technical education curriculum
7. two additional units in (1) through (6) above, or in fine arts
8. maintain an overall high school grade point average of at least a 3.5 on a 4.0 scale up to the last grading period of the senior year
9. complete a career passport that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the equivalent
10. obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Achievement Test (SAT) with no regard for its new writing portion. (This maintains the two scores' comparability as qualifying criteria).

College Credit Plus

College Credit Plus (CCP) is a program offered through Grand Valley High School in conjunction with the Ohio Department of Education (ODE). This program allows qualified sixth (6th) through twelfth (12th) grade students to take college courses while still in high school. Some of these courses are offered at Grand Valley High School, while others can be taken at local colleges/universities. These courses will earn students college credits as well as high school credits.

- Students must meet the admission criteria established by the particular college/university he/she plans to attend. If taking courses offered at GVHS students must meet the admission criteria established by that partner college/university.
- Students are responsible for meeting all deadlines associated with College Credit Plus (ie applications, submission of necessary documents, etc.).
- Students are responsible to make an appointment with Mrs. Brumit before the beginning of each semester (fall and spring) to ensure that all graduation requirements are being met for GVHS.
- Students are responsible for submitting proper paperwork to the college/university he/she is attending or taking classes from at GVHS if choosing to drop or withdraw from a class. Be advised that if taking College Credit Plus courses at GVHS a substitute course may NOT be available.
- Students attending courses at a college/university are responsible for providing Mrs. Brumit a copy of his/her final course schedule at the beginning of each semester and final grades at the end of each semester. A list of requested books is due to Mrs. Brumit before the start of the semester - first week of August and second week of December.
- Students attending courses at a college/university AND courses at GVHS will be held to the same attendance policy as all other GVHS students.
- All transportation is the responsibility of the student.
- Any discrepancies with grades in College Credit Plus courses are the issue of the college/university and NOT the Grand Valley Local School District.
- A letter of intent (available online from college/university), signed by the student AND parent/guardian must be on file with Mrs. Brumit April 1st of the year PRECEDING the year the student plans to participate.
- The student's family will be billed the entire amount due for any College Credit Plus class in which a student receives a failing grade (F) or incomplete grade (I).
- The student's family will be billed a prorated amount (amounts may vary) for any class that a student drops/withdraws from past the prescribed deadline established by the college/university.
- The student's family will be assessed fees for any books not returned on time.

Credit Flexibility Program

Guidelines for the Grand Valley High School students who wish to pursue supplemental/remedial educational opportunities.

A. Student:

The student must be enrolled at Grand Valley High School.

B. Options:

Alternative methods to earn credit toward Graduation requirements shall be considered.

C. Methods:

1. Test-out:

Department developed “test out” assessments can be utilized.

2. Portfolio:

Accumulation of work provided by the student, which is reviewed by related department personnel, Principal, or Guidance Counselor.

3. Other Alternative Method:

On-line courses, correspondence, tutoring, independent study, dual credit, and or any other means deemed supplemental/remedial that will enable the student to demonstrate mastery. Principal or Guidance Counselor will approve.

D. Grading/Credit:

Letter grade or Pass/Fail will be given and the appropriate credit applied to the student transcript as well toward Graduation requirements.

E. Reserving the Right:

The Administration, Department personnel, and Guidance Office does reserve the right to approve or deny proposed options that do not meet an acceptable level of mastery.

F. Appeal Process:

If a student proposal is not approved; parents may request an appeal. The following steps for an appeal must be followed:

Level I

The parents can request a meeting with the Guidance Counselor (approved/denied).

Level II

If denied, the parents can appeal to the Principal (approved/denied).

Level III

If denied, the parents can appeal to the Superintendent may be requested. At this, all decisions are final.

G. Communication:

This policy shall be publicized through the GV web site as well through the Grand Valley High School's Student Handbook.

Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the guidance office.

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the end of course exams and graduation.

Computer Technology and Networks

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement defining the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

Student Assessment/State Mandated Exams (AIR Test)

Tests are administered to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interests or talent.

College entrance testing information can be obtained from the guidance office.

End of course exams are administered per state graduation mandates.

Section V-Student Activities

School-Sponsored Clubs and Activities

Grand Valley High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

Grand Valley High School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

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. Students may be prohibited from participating in activities by authorized school personnel without notice, hearing and/or appeal rights.

Athletics

Grand Valley High School provides a variety of athletic activities in which students may participate provided they meet any eligibility requirements that may apply. Participation in these activities is a privilege and not a right, and students may be prohibited from participating in such activities by authorized school personnel without further notice, hearing and/or appeal rights.

Student Employment

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

Student Attendance at School Events

The School encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Section VI – Athletics

Scholastic Eligibility for Athletes

Grand Valley Local Schools maintains an eligibility policy for students/athletes that combine the requirements as stated by the Ohio High School Athletic Association and the Grand Valley Board of Education. There is a separate policy for grades 7-8 and grades 9-12.

Grades 7/8 Eligibility Policy: Grand Valley Middle School students must meet the following eligibility requirements: A student/athlete must pass five (5) subjects taken in the **immediately preceding 9 week grading period**. As an example, if a student took 6 classes in a grading period, he or she would have to pass 5 classes to be eligible. In addition, the Grand Valley Board of Education requires each student/athlete to maintain a 1.5 Grade Point Average during the preceding 9 week grading period.

Grades 9 – 12 Eligibility Policy: Grand Valley High School student/athletes must meet the following eligibility requirements: A student/athlete must pass a minimum of 5 one-credit courses, or the equivalent, in the **immediately preceding 9 week grading period**. In addition, the Grand Valley Board of Education requires each student/athlete to maintain at least a 1.5 Grade Point Average during the preceding 9 week grading period. (Students taking post-secondary options must comply with these standards. Please check with the Guidance Counselor, Carrie Brumit, or the Athletic Director, Terry Hejduk to verify you are taking enough credits.)

** Note: For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final 9 week grading period of the regular school year or for lack of enough courses taken the preceding grading period.

** **Probation:** Any student/athlete that passes the required number of credit hours but falls below a 1.5 G.P.A. during a 9 week grading period is required to attend the study table during the next 9 week grading period in order to maintain eligibility. If a student/athlete does not attend the mandatory study table during the scheduled time, he/she is not permitted to participate in any extracurricular athletic activity. Any student/athlete not meeting the 1.5 G.P.A. requirement for 2 consecutive 9 week periods is ineligible to participate in any athletic events but may attend practice by continuing to attend study table.

Grand Valley Local School Athletic Policy on Training Rules (Board Adopted: 3-18-13)

Physical conditioning is a vital factor in the success of any athletic program. All students/athletes should therefore accept the fact that there is a self-imposed responsibility to keep themselves in top physical condition at all times. The training rules are in effect from the first day of practice until the conclusion of the last day of school.

In fairness to all, members of the team are required to abide by the training rules. The rules are designed to provide the student/athlete with adequate rest and to forbid indulgence in smoking, drinking, or consumption of alcoholic beverages, and/or use of drugs.

The following rules shall apply to all Grand Valley Student/Athletes.

- I.
 - A. **During participation in a sport, student/athletes must be home by 10:00 pm weeknights**
 - B. **Friday night – home by 1:00 am; Saturday night – home by 1:00 am**
 - C. **Night before a game – home by 10:00 pm or one hour after a school function**

Disciplinary action for infractions of Rule I may range from a warning to possible denial of participation depending on the circumstances.

II. A denial of participation hearing will be conducted by the athletic director and head coach of the sport(s) in which the athlete participates whenever a student/athlete is to be denied participation for more than a 24-hour period.

III. The sale, distribution, use, or possession of any drugs or drug paraphernalia.

FIRST OFFENSE: 30% suspension from all athletic competition. (The student/athlete will be expected to participate in all scheduled practice sessions during the suspension.) The student/athlete will be required to participate in six (6) counseling sessions to begin during the suspension. Clergy or a private counselor may conduct these sessions. The school will contact the counselor for verification of completion. Failure to meet the requirement will result in immediate dismissal from the team for the remainder of the season and also prohibits the student/athlete from participating on any other team until the obligation is met.

SECOND OFFENSE: immediate dismissal from athletics for one (1) calendar year.

THIRD OFFENSE: immediate dismissal from athletics for the rest of career at Grand Valley

IV. The sale, distribution, use, or possession of any alcohol.

FIRST OFFENSE: 20% suspension from all athletic competition. (The student/athlete will be expected to participate in all scheduled practice sessions during the suspension.) The student/athlete will be required to participate in six (6) counseling sessions to begin during the suspension. Clergy or a private counselor may conduct these sessions. The school will contact the counselor for verification of completion. Failure to meet the requirement will result in immediate dismissal from the team for the remainder of the season and also prohibits the student/athlete from participating on any other team until the obligation is met.

SECOND OFFENSE: 40% suspension from all athletic competition. Practice participation and counseling sessions will also remain in effect for the second violation.

THIRD OFFENSE: Immediate dismissal from athletics for one (1) calendar year. If a student/athlete has completed his/her punishment for first and second offenses by the end of a school year (June), he/she will begin the next season at offense I. If the athlete has not completed the punishment by the end of the school year (June), it must be completed during the next sport he/she participates in the following year.

Upon completion of that punishment, he/she will begin with the first offense step the remainder of the year.

V. The use or possession of tobacco in any form.

FIRST OFFENSE: 10% suspension from all athletic competition. (The student/athlete will be expected to participate in all scheduled practice sessions during the suspension.)

SECOND OFFENSE: 20% suspension from all athletic competition. (The student/athlete will be expected to participate in all scheduled practices during the suspension.)

THIRD OFFENSE: 40% suspension from all athletic competition. (The student/athlete will be expected to participate in all scheduled practices during the suspension.)

If the athlete has not completed the punishment for any offense by the end of the school year (June), it must be completed during the next sport he/she participates in the following year. Upon completion of that punishment, he/she will begin with the first offense step the remainder of the year.

All suspensions will be served consecutively once the suspension has been determined by the principal and athletic director. In all suspensions based on percentage of participation, the punishment will be based on the number of games scheduled for that sport. If a student/athlete does not complete their percentage of suspension within the present sport, the games missed the next season will be based on the number of games that sport plays and the percentage left to fulfill the suspension. Example: 20% suspension during football with 1 game remaining. That cuts the suspension to 10% for the next season. The athlete participates in basketball (22 games) rounded off, the athlete would miss 2 basketball games which is 10% of their season.

To verify the number of contests missed, a committee of the athletic director, assistant athletic director, and the school principal (high school principal for high school situations & junior high principal for junior high situations) will meet. The number of contests will then be reported to the head coach of the sport(s) involved and the athlete.

VI. The head coach with respect to squad rules, regulations and his/her judgment, will handle most discipline problems on any squad.

VII. Any athlete who uses social media to discredit another athlete, coach, team, or Grand Valley schools will be subject to disciplinary action. This discipline may range from a verbal reprimand to suspension from the team. Disciplinary action will be determined after a meeting with the athlete, coach, athletic director, and principal.

VIII. Rules of grooming are necessary to maintain good health standards in the locker rooms and in the use of equipment. It is clearly understood that each coach will enforce grooming rules as is necessary for his/her particular sport. Hair is to be clean and neat. Hair should be a natural color. Extreme hair trends are not acceptable.

IX. Any student/athlete who brings discredit to the school through serious infractions of the law or serious disciplinary situations at school, may be subjected to immediate dismissal as a participant in the Grand Valley Schools Athletic Program. Such a decision would be determined by the nature of the circumstances involved.

X. No policy can spell out in detail a rule to cover all violations. Therefore, if a situation arises which in the judgment of the building principal, athletic director, and/or head coach of the sport(s) in which the student/athlete participates warrant disciplinary action, the school shall reserve the right to exercise the above procedure.

XI. All students/athletes shall conform to the academic standards required and set forth by the Ohio High School Athletic Association (OHSAA) and the Grand Valley Local Schools.

Grand Valley Local School Policy on Transportation

Grand Valley Board of Education policy states that athletic participants, including cheerleaders, statisticians, managers, camera crew, etc., shall ride the bus TO AND FROM all athletic events. The only exception to this rule will be for release of the student/athlete following the athletic contest. We must have on file the parent/guardian signed form IN ADDITION TO THE PARENT/GUARDIAN PERSONALLY informing the head coach or his designee at the athletic contest that they are taking full responsibility for their child after the athletic contest.

Any athletic team or individual that qualifies for competition at any level above the regular season (sectional, district, regional, state) must follow the same procedures for attendance as it is stated in our athletic policy.

- A. Athletes, team or individual, must travel with the team and or coach to the athletic competition.
- B. Overnight stay: The team or individual athletes must stay in the hotel selected by the school officials in the rooms sponsored by the school.
- C. Travel to and from the athletic sight must be done through the school sponsored transportation.
- D. Upon completion of competition, athletes may be signed out to their parents as has been specified through the athletic policy.

XII. In order to ensure the enforcement of this policy, parents/guardians will be required to sign the “Sign-out Sheet” presented by the head coach or his/her designee after the athletic contest. The following disciplinary action will be taken if a student/athlete leaves an athletic contest without being signed out by their parent/guardian.

FIRST OFFENSE: 1 game suspension.

SECOND OFFENSE: Immediate dismissal from the team.

LAST CONTEST OF THE SEASON: The coach, athletic director, and administration will determine disciplinary action.

GRAND VALLEY LOCAL SCHOOL DISTRICT STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

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

The Board has implemented the use of a Technology Protection Measure which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

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

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

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

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

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

Grand Valley Local Schools



Chromebook Handbook

Ver 1.0 - Updated 7/2020

Table of Contents

1.	GENERAL INFORMATION	2
	a. Chromebook Check-Ins>Returns	
	b. Damage/Loss/Theft>Returns	
2.	TAKING CARE OF YOUR CHROMEBOOK	3
	a. General Precautions	
	b. Carrying the Chromebook	
	c. Screen Care	
	d. Security Reminders	
3.	USING YOUR CHROMEBOOK AT SCHOOL AND HOME	4
	a. Chromebooks Left at Home	
	b. Chromebooks Undergoing Repair	
	c. Charging Your Chromebook's Battery	
	d. Background photos/themes/pictures	
	e. Sound/Apps	
	f. Printing	
	g. Webcams	
	h. Home Access	
	i. Issues with your Chromebook	
	j. Updates/Virus Protection	

Purpose Statement

Grand Valley Local Schools recognizes the prominent role technology plays in our world and community. Our goal is to continue to integrate 21st century technology skills into the daily curriculum and to do this all Middle School and High School students will be issued a device to aid in that. Students will use these devices for research, assignments, communication, and state testing.

1. GENERAL INFORMATION

Chromebook Check-in/Returns:

- Chromebooks will be distributed each fall at the student/parent informational meetings.
- Chromebooks will be labeled in a manner specified by the district and those labels should not be altered or covered in any manner.
- Parents must sign and return the Technology Checkout Agreement document.
- Chromebooks must be returned prior to the end of the school year at the direction of the district and buildings. During the summer the Chromebooks will be updated, cleaned, and any minor repairs will be done.
- Chromebooks, chargers, and cases provided by the district must be returned in good working condition. Should any of the equipment be damaged, the student may be charged in accordance to the [Board policy 6152].
- Students who graduate early, transfer to another district, withdraw, or for any reason are no longer enrolled at Grand Valley Local Schools, must return their Chromebook, charger, and case immediately to their building. Failure to return the Chromebook and the accessories will result in a theft report being filed with the Local Police Department.
- New students or students that transfer in, will have a device issued to them after meeting with the building Principal and the Technology Department.

Damage/Loss/Theft/Returns:

- If at any point during the school year there is damage, loss, or theft of a Chromebook (or any accessories), the student must report the incident to his/her teacher or building principal who will contact the technology department. All reports will be investigated and addressed on a case by case basis.
- If a device is stolen, a report of the theft must be reported to the building principal and technology department. The student and parent must file a police report with the Grand Valley Local Police Department and a copy of the report must be provided to the school. Grand Valley Local Schools will assist the Police Department in an attempt to recover the device and a loaner device will be provided to the student in the meantime. If the device is not recovered, a permanent replacement will be provided.

- Deliberate damage will be referred to the building principal and will be handled per the student handbook as damage to school property. No replacement or loaner Chromebook will be issued until all replacement/repair costs are paid.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be reported to their teacher as soon as possible.

General Precautions:

- The Chromebook is school property. All users must follow the guidelines contained in this manual and the Student Acceptable Use Policy for technology.
- Chromebooks should never be left in an unsupervised area, unlocked car or locker. Students should take care to always keep their Chromebook secured when not in their possession.
- Students are responsible for charging their Chromebook each night and bringing it to school fully charged. Charging cables should remain at home and should **NOT** be brought to school.
- Chromebooks, like any device, are sensitive to extreme heat and cold, so students should not leave their device in cars or direct sunlight.
- Do not stack books or other heavy materials on top of the Chromebook as that could damage the screen or keyboard. This includes not leaning on the Chromebook.
- Keeping food and drinks away from the Chromebook is always a good idea.
- Carefully plug cables and accessories into the Chromebook.

Carrying the Chromebook:

- Each Chromebook will come with a carrying case, which should be used when transporting the Chromebook between home and school or between classes.
- Chromebooks should never be carried by the screen or while opened.
- The cases provided by the district provide sufficient padding to protect the Chromebook from normal wear and tear. Nothing else should be placed in the case as that might damage the Chromebook by putting pressure on the screen.
- Students are permitted to get their own bag, if it provides adequate protection for their Chromebook. Damage would be subject to the Technology Checkout Agreement document.

Screen Care:

- Do not lean on the top of the Chromebook when closed.
- Do not put any books or other heavy objects on top of the Chromebook when closed.
- Clean the screen with only a soft, dry cloth or anti-static cloth. No cleansers of any type should be used. If in doubt, check with your teacher or a member of the Technology Department.
- Do not carry the Chromebook by the screen.

Security Reminders:

- Students should not share logins or passwords with anyone, except their parents/guardians.
- Students should follow Internet safety guidelines and school rules and policy.
- Students should understand that the Chromebooks and network are filtered and monitored.

3. USING YOUR CHROMEBOOK AT SCHOOL AND HOME

Chromebooks are intended for use at school each day, however there may be days that they are used more than others. Students should bring their Chromebooks, fully charged, each day unless instructed by their teachers or building principal not to do so. The Chromebook is the property of the school, and the school has the right to search the Chromebook at any time.

Chromebooks Left at Home:

- If a student leaves their Chromebook at home, they may check out a loaner Chromebook/case from the Middle School Library. Please keep in mind, the number of loaner Chromebooks is limited and there might not be a Chromebook available. Students are still responsible for getting their class work completed. The loaner Chromebook must be returned to the Media Center at the end of the day before they go home. Failure to return the Chromebook at the end of the day may result in disciplinary action.
- If a student repeatedly leaves their Chromebook at home during any 9 week period, the student may be required to “check out” and “check in” their school issued Chromebook each day for the remainder of the 9 weeks.
- If a student continues to have issues with not bringing their Chromebook, they will be referred to the building principal.

Chromebooks Undergoing Repair:

- Replacement Chromebooks may be issued while a student is having their Chromebook repaired. Please note there are a limited number of spares, so there may be a delay in getting one.
- Replacement Chromebooks will not be issued for use until all fines for damage have been paid if applicable.

Charging Your Chromebook's Battery:

- Chromebooks must be brought to school each day fully charged. Students should charge their Chromebook at home and leave their school issued charger at home.
- Chargers should not be brought to school.
- Violations will be treated the same as if the student left the Chromebook at home.
- Using one of the chargers in a teacher's classroom is up to the sole discretion of that teacher.

Background photos/themes/pictures:

- Students are permitted to change the background photos or themes on their Chromebook as long as it is school appropriate. No pictures or themes that depict pornographic material, inappropriate language, alcohol, drugs, weapons, or gang related material is permitted. Disciplinary action may occur if this is not followed.
- Photos and videos should be stored in your google drive account and not on the local hard drive of the Chromebook. Google has provided unlimited space free of charge in your google drive account.

Sound/Apps:

- Sound must be muted at all times in classrooms unless directed by the teacher for instructional purposes.
- When using a Chromebook in a common area (media center, auditoria, etc), headphones or earbuds should be used if you are needing to use sound.
- Only approved apps should be installed.

Printing:

- Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate. A limited number of printers are also available in the school.

Webcams:

- School Use - Webcams are to be used for educational purposes only.
- Home Use - Webcams may be used at home only with the permission and supervision from parents/guardians, and should only be used for school assignments.
- For general safety, it is recommended that a piece of black electrical tape be placed over the camera when not in use. This can be done by the school district upon request from the parents/guardians.
- Grand Valley Local Schools does NOT have the ability to remotely access the webcams.

Home Access:

- Students are permitted and encouraged to add their school issued Chromebook to their home WIFI network. This will allow the student to access their stored documents and information, email, ProgressBook, etc and complete assignments.
- Internet access will have limited filtering, so parents are encouraged to monitor home access.
- Students that don't have WIFI access at home, and use a public WIFI location. When using a public connection students are cautioned not to do any online shopping or banking because you are using an unsecure connection.
- Students are not permitted to share their Chromebook with other siblings. This device is to be used by the student to whom it is issued only.

Issues with your Chromebook:

- Chromebooks are fast and very reliable, but if a student experiences an issue, they can seek help from their Teacher, and the Teacher will attempt to resolve the issue or it will be referred to the Technology Department via a Helpdesk ticket. Any issues with Chromebooks referred to the Technology Department need to include the serial number and asset tag number of the Chromebook,
- Grand Valley Local Schools cannot troubleshoot home network issues. If the Chromebook works at school, but not at home, you might try using a public location to see if the problem persists.

Updates/Virus Protection:

- Updates - Chromebooks use the Chrome Operating System, which updates itself automatically. Students do not need to manually update their Chromebook. If there is an arrow pointing up in the bottom right hand corner, it just means the Chromebook needs to be rebooted to complete the update.
- Virus Protection - Chromebooks provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is NO need for additional virus protection. If this ever changes, Grand Valley Local Schools will keep students and their parents informed.

This form must be returned to acquire a Chromebook.

STUDENT/PARENT/GUARDIAN: TECHNOLOGY CHECKOUT AGREEMENT FORM

In this agreement, “you” and “your” refers to the parent/guardian and the student enrolled in the Grand Valley Local School District [GVLSD]. The “equipment” is any combination of equipment checked below.

- Chromebook - Cost for replacement - \$240.00 AC Adapter/ Charger
- Bump Armor Case - Cost for Replacement \$21.00

Student Name: [LAST]	Student Name:[FIRST]

Parent / Guardian Name: [LAST]	Parent / Guardian Name [FIRST]

ChromeBook Serial Number	
GVLSD Inventory tag Number	

Terms of Agreement:

You and your student will comply with the Acceptable Use Policy and Internet Safety Agreement [**Board policy 7540.03**]. Violations of the policy will result in revocation of network access privileges, suspension of access to GVSD electronic resources, other school disciplinary action, and/or other appropriate legal or criminal action including restitution. You must report any lost, stolen, or damaged equipment to the school immediately. For stolen equipment, a police report is required. If the equipment is not returned or returned damaged, either intentionally or due to negligence, the student will be subject to discipline and the adult will be responsible for the cost of repair or replacement [**Board policy 6152**]. Students, Parents and/or Guardians will be held financially accountable for lost, stolen, or damaged devices. Financial obligations will not exceed the District’s cost to repair or replace the technology. Students, Parents and/or Guardians must accept the responsibility for the condition of their device. Students, Parents and/or Guardians are not permitted to logon to the device with credentials other than the district provided username and password. Only student(s) listed on this form may use the issued Chromebook. Students may not alter any software configurations or settings. Students are expected to bring the unit back completely charged. If the device is returned, damaged or broken, the student may not be able to check out another technology device until all obligations are met and parents/guardians have signed an additional agreement form. The devices remain the property of Grand Valley Local Schools. Activity is logged and minimal Internet monitoring is provided as required by CIPA, but the parent or guardian is responsible for Internet activity on the device. I hereby agree to the terms, conditions and fine schedule listed above, and give my student permission to take home technology materials checked above,

Parent / Guardian Signature: _____ [DATE] _____

Return Receipt on back

Condition of technology at check-in: [RETURN DATE:] _____

The following damage was noted on the return of technology:

Inspected by: [LAST] _____ [FIRST] _____

[Signature] _____ [Date] _____

Optional receipt....

Parent / Guardian Signature: _____ [DATE] _____

**→ Very important! Please sign and return
the following page by September 4th,
2020**

Thank you!

This school year, 2020/2021, we are asking all students and parents to view the Grand Valley High School Student/Parent Handbook online at:

<http://grandvalleyoh.apptegy.us/o/grand-valley/browse/11495>

If you do NOT have access to the internet, there are copies of the handbook in the high school office.

After reading the handbook, it is required that parents and students sign below and return this page to Grand Valley High School.

If you do NOT have access to the internet, there are copies of the handbook in the high school office.

Parent and Student Commitment

This is to certify that we have read this handbook and understand that each student will need to follow the procedure in it. The rules are needed to provide a safe and rewarding learning experience for your children during this school year. Your signature does not necessarily indicate agreement with the rules, but that you have read and understand our basic procedure that will be followed this school year.

Date: _____

Grade: _____

Student Name (Print) _____

Student Signature: _____

Parent/Guardian Signature _____

→Very important! Please sign and return this page to your child's advisory teacher by September 4, 2020. We must have these on file asap!