

The Global Village Academy

Student Code of Conduct

The Student Code of Conduct is designed to clarify school policies governing the rights and responsibilities of students in the Global Village Academy (GVA). Parents and others need to know about these policies and procedures and are encouraged to study and discuss the contents.

Whenever the term school is used in this Code of Conduct, it refers to all instances when the student is subject to the authority of the GVA. Students are also under the authority of the GVA when traveling to and from school.

School safety zones expands the GVA's authority to suspend and expel students for misconduct by a student that occurs off of district property but is connected to activities or incidents that have occurred on district property. This includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

MISSION STATEMENT

The district will educate, nurture and graduate engaged students who are critical thinkers and problem solvers prepared to communicate, collaborate and contribute to a global society.

VISION STATEMENT

"Global Village Academy" will promote and maintain high standards and expectations, encouraging students and staff to work together with parents and the community, to achieve their individual potential and develop an understanding of and respect for individual differences with a desire for life-long learning."

THE PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

ATTENDANCE OF STUDENTS

Daily attendance at school is an essential component of the learning process. All children should attend school punctually and on a daily basis. Establishing consistent attendance habits at the elementary school level benefits the child through his/her adult life. When a student has been absent from school for a period of time parents will be contacted by letter and/or telephone. Contact will be made at regular intervals of absences. A student with excessive absences will be a candidate for consideration for an additional year at the same grade level. A determination will be made as to whether or not a student has the skills necessary for success at the next grade level. The principal will have the discretion to consider extenuating, compelling circumstances when making this decision.

The GVA has adopted a policy requiring all students to attend school regularly. By attending school daily throughout the school year, students can obtain maximum benefits from the learning environment and educational programs provided. Student's daily presence and participation are necessary to maintaining the continuity of instruction and classroom interaction that leads to improved achievement.

The GVA policy is as follows:

The educational program offered by the GVA is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

Family vacations are discouraged during the school year. However, in some cases family vacations may occur during the school year. In each case, advanced requests for excused absences and assignments must be submitted 5 school days prior to the vacation. In addition excused vacation days may not exceed 5 school days during the school year. Students are obligated to complete assignments to ensure no interruptions in their education upon their return. The amount of time will be no more than the length of the absence.

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

The following are the only legal reasons for being absent:

- A. Illness of the child
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death of a relative
- E. Medical or dental appointment
- F. Observance of religious holidays
- G. College visitation
- H. Emergency or other set of circumstances in which the judgment of the Superintendent/designee constitutes a good and sufficient cause for absence from school
- I. Out of school suspension as assigned by appropriate administrator

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board. Students who have been absent will have an opportunity to make up work they have missed and receive credit for the work, if completed. The length of time for completion of make-up work shall be equal with the length of the absence.

OHIO TRUANCY LAW - Senate Bill 181

Consistent with statute, the following definitions shall apply:

“Habitual truant” is any child “of compulsory school age” (between ages 6 and 18) who is absent without a legitimate excuse from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year (Ohio Truancy Law).

“Chronic truant” is any child of “compulsory school age” who is absent without a legitimate excuse from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following actions:

- Provide counseling to the student
- Request or require a parent to attend a truancy prevention mediation program
- Notify the Registrar of Motor Vehicles of the student's habitual absences
- Take appropriate legal action (initiate the removal of a student's drivers license)

In addition, the GVA authorizes the Superintendent or Designee to file complaints in juvenile court jointly against the chronic truant child and the parent, guardian, or other persons having care of the child. **This complaint may result in a fine of up to \$500.00, up to 70 hours of community service or, if repeated, a jail sentence for the offending parent.**

TARDINESS PROCEDURE

Every student is expected to be on time. A child is tardy if he/she arrives after 9:15 AM. (12:45 PM for an afternoon kindergarten student). Students who are tardy are to report directly to the school office. Excessive tardiness will require parent contact and may be referred to the superintendent.

BUS RIDER'S CODE OF CONDUCT

Misuse of the bus privileges may result in suspension from the bus as well as further consequences in School –Wide Discipline Procedures.

1. I will arrive at my bus stop five (5) minutes before my scheduled pickup time.
2. I will be courteous and respectful to other students and the property of homeowners near my bus stop.
3. I will treat the bus driver with respect and follow his/her instructions.
4. I will only ride my assigned bus and will only get off the bus at my assigned stop.
5. I will board and leave the school bus in an orderly manner.
6. When entering the bus, I will go directly to an available or assigned seat, remain seated and keep the aisle and exit clear.
7. I will be silent at all railroad crossings and intersections.
8. I will not bring food or gum on the bus, throw objects from or at the bus, use profane language, put my head or arms out an open bus window or be disruptive in any manner while on the bus.
9. I will not bring tobacco, alcohol, drugs, hazardous or flammable materials or weapons of any kind on the bus.
10. I will not harass or fight with other students on the bus.
11. I will only bring objects on the bus that I can hold on my lap. I will not bring large objects such as musical instruments or large coolers onto the bus.
12. I understand that I and/or my parents are liable for any damage caused by me while riding the bus.

ANTI-HAZING

It is the policy of the Board to prohibit hazing activities of any type at any time. Hazing shall be defined as an act that injures, degrades and/or disgraces, or tends to injure, degrade or disgrace anyone: an act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No administrator, faculty member, or other employee of the district shall encourage or engage in any hazing. No student or advisor shall plan, encourage, or engage in any hazing

HARASSMENT

The GVA recognizes that a student has the right to learn in an environment untainted by sexual or other forms of unlawful harassment or discrimination. Unlawful offensive conduct, which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive, learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District. Sexual and other forms of unlawful harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct, which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, and/or disability.

The harassment by a student of a staff member, fellow student of the GVA or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member or third party or student will be subject to discipline in accordance with law and the Student Code of conduct.

In accordance with GVA policy, the student should:

- A. Tell the harasser clearly that you do not like the behavior and that you expect it to stop immediately. (Many times this is all that is needed to stop it.)
- B. As soon as you are able, write down the details of the incident so that you will have a record.
- C. Tell a staff member about the problem so they can observe, and, if necessary, support your claims.
- D. If the harassment continues, notify your counselor, teacher, and/or principal as soon as possible.
- E. Complete a written complaint for your principal or assistant principal.

Principals shall make every effort to resolve student concerns, including referring violators to the Superintendent for disciplinary action. The Principal will:

- A. Protect the confidentiality of the student who files a complaint;
- B. Encourage the reporting of any incidents of sexual or other forms of harassment;
- C. Protect the reputation of any party wrongfully charged with harassment.

Staff Member Harassment of a Student

If a student reports that he/she is being harassed by a member of the staff, the matter is to be reported immediately to the principal who shall then contact the Supervisor of Student Services. If deemed necessary, the Superintendent shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child abuse and, if so, follow the child-abuse reporting procedure.

Bullying, Harassment and Intimidation

Global Village Academy and the Board of Governors policy prohibit harassment, intimidation or bullying of any student on school property, on a school bus, or at school-sponsored events. Additionally a student(s) found responsible for harassment, intimidation, or bullying by an electronic act may incur the possibility of suspension.

1. Definition of Terms

*1.1. *Harassment, intimidation or bullying” means either of the following:*

1.1.1. Any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both:

1.1.1.1. *Causes mental or physical harm to the other student; and

1.1.1.2. *Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

1.1.2. Violence within a dating relationship

1.1.3. By Electronic Means

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

1.2. Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

1.2.1. Causes mental or physical harm to the other student/school personnel; and

1.2.2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

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

1.4. A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Global Village Academy or its Board of Governors.

2. Types of Conduct

2.1. Harassment, intimidate or bullying can include many different behaviors including overt intent to ridicule humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

2.1.1. Physical violence and/or attacks;

2.1.2. Threats, taunts and intimidation through words and/or gestures;

2.1.3. Extortion, damage or stealing of money and/or possessions;

2.1.4. Exclusion from the peer group or spreading rumors; and,

2.1.5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:

2.1.5.1. Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);

2.1.5.2. Sending abusive or threatening instant messages;

2.1.5.3. Using camera phones to take embarrassing photographs of students and posting them online; and,

2.1.5.4. Using Web sites to circulate gossip and rumors to other students;

2.1.5.5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

3. Complaint Processes

3.1. Publication of the prohibition against harassment, intimidation and bullying and related procedures.

3.1.1. The prohibition against harassment, intimidation or bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the district. In addition, information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

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

3.1.2.1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and,

3.1.2.2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

4. Complaints

4.1. Formal Complaints

4.1.1. Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with Section 4.

4.2. Informal Complaints

4.2.1. Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

4.3. Anonymous Complaints

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

4.4.1. Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying and may be subject to disciplinary procedure(s) if responsible for deliberately making a false report of that nature.

5. School Personnel Responsibilities and Intervention Strategies

5.1. Teachers and Other School Staff

5.1.1. Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be

forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

5.1.2. In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “harassment, intimidation or bullying.”

5.2. Administrator Responsibilities

5.2.1. Investigation

5.2.1.1. The principal and or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

5.2.1.2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

5.2.2. Remedial Actions

5.2.2.1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

5.2.2.2. Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and

bullying. While conduct that rises to the level of “harassment, intimidation or bullying,” as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Global Village Academy Board of Governors prohibition against “harassment, intimidation or bullying.”

5.2.2.2.1. Non-disciplinary Interventions

5.2.2.2.1.1. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying.

5.2.2.2.1.2. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

5.2.2.2.2. Disciplinary Interventions

5.2.2.2.2.1. When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

5.2.2.2.2.2. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

5.2.2.2.2.3. Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

5.3. *Intervention Strategies*

5.3.1. General

5.3.1.1. In addition to the prompt investigation of complaints of harassment, intimidation or bullying and direct intervention when such prohibited acts are verified, other district actions may

ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

5.3.1.1.1. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents or school personnel;

5.3.1.1.2. Planned professional development programs addressing targeted individuals' problems; including what is safe and acceptable Internet use;

5.3.1.1.3. Data collection to document victim problems to determine the nature and scope of the problem;

5.3.1.1.4. Use of peers to help ameliorate the plight of victims and include them in group activities;

5.3.1.1.5. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);

5.3.1.1.6. Awareness and involvement on the part of all school personnel and parents with regard to victim problems;

5.3.1.1.7. An attitude that promotes communication, friendship, assertiveness skills and character education;

5.3.1.1.8. Modeling by school personnel of positive, respectful and supportive behavior toward students;

5.3.1.1.9. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines);

5.3.1.1.10. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and

5.3.1.1.11. Form harassment, intimidation and bullying task forces, programs and other initiatives involving volunteers, parents, law enforcement and community members.

5.3.2. Intervention Strategies for Protecting Victims or Other Persons

5.3.2.1. Supervise and discipline offending students fairly and consistently;

5.3.2.2. Provide adult supervision during recess, lunchtime, bathroom breaks and in the hallways during times of transition;

5.3.2.3. Maintain contact with parents and guardians of all involved parties;

5.3.2.4. Provide counseling for the victim if assessed that it is needed;

5.3.2.5. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;

5.3.2.6. Check with the victim daily to ensure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

6. Reporting Obligations

6.1. Report to the Parent or Guardian of the Perpetrator

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

6.2. Reports to the victim and his/her custodial parent or guardian

6.2.1. If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.

6.3. List of verified acts of harassment, intimidation or bullying

6.3.1. A requirement that the district administrators semiannually provide the president of the district board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

6.3.2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is protected by state or federal law such as the nondiscrimination, suspension and expulsion/due process, violent and aggressive behavior, hazing, discipline/punishment, sexual harassment, peer sexual harassment and equal educational opportunity acts.

6.4. Anti-Harassment, Intimidation and Bullying Statement

6.4.1. The Global Village Academy Board of Governors shall require that once each school year a written statement describing the policy and the consequences for violations of the policy be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

7. Police and Child Protective Services

7.1. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. Global Village

Academy must also investigate for the purpose of determining whether there has been a violation of Global Village Academy Policy or Procedure, even if law enforcement or CPS is also investigating. All Global Village Academy personnel must cooperate with investigations by outside agencies.

7.2. In addition to, or instead of, filing a bullying/harassment/intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Revised Code or common law that may apply.

8. Training

8.1. To the extent that state or federal funds are appropriated for this purpose, the Global Village Academy Board of Governors shall require that all students enrolled in the district annually be provided with age-appropriate instructions, as determined by the board, on the board's policy, including a written or verbal discussion of the consequences for violations of the policy.

8.2. Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other district policies, procedures and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other district and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer and parent handbooks.

8.3. The Global Village Academy Board of Governors shall incorporate training on the board's harassment, intimidation, or bullying policy adopted under section 3313.666 of the Revised Code into the in-service training required by division (A) of this section. The board also shall incorporate training in the prevention of dating violence into the in-service training required by that division for middle and high school employees. The board shall develop its own curricula for these purposes. Time spent by school employees in the training, workshops or courses shall apply toward any state or district mandated continuing education requirements.

8.4. School personnel members are encouraged to address the issue of harassment/intimidation/bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment/intimidation/bullying."

(*Ohio Revised Code requirements are marked with an asterisk.)

CHILD ABUSE

Because the child is our primary client, his/her safety has to be a major concern of the Parma City School District. It is in this context and in accord with Ohio Revised Code, Section 2151.421 that this school district has a responsibility in the area of child abuse and neglect. Abuse is an act of commission. Neglect is an act of omission. The following criteria shall constitute abuse and/or neglect for reporting purposes:

1. Physical: shaking, beating, burning, biting, failure to provide the necessities of life (i.e., food, clothing, medical attention)
2. Emotional: failure to provide warmth, attention, supervision, normal living experience (i.e. regular school attendance)
3. Verbal: excessive yelling, belittling, teasing
4. Sexual: incest, other abnormal sexual activities in the family
5. Drug and Alcohol: giving non-prescribed medications, marijuana, or alcohol to keep the child quiet

The Ohio Child Abuse Reporting Law requires all professional school staff to report any case of child abuse and/or neglect, and they “shall be immune from any civil or criminal liability that might otherwise be incurred or imposed as a result of such action.”

(Ohio Revised Code Section 2151.421) Failure to report is a misdemeanor of the fourth degree.

Those persons to be reported are “a child less than eighteen years of age or any crippled or otherwise physically or mentally handicapped child under twenty-one years of age.”

CODE OF CONDUCT

Suspension and expulsion may be used for violations of the Student Code of Conduct. Principals, deputy principals, and assistant principals may take disciplinary action including suspension in response to violations. These administrators may suspend a student for a period not to exceed ten (10) school days per violation. The most severe action may not necessarily be used. Principals will make the recommendation of the expulsion penalty to the Superintendent. Only the Superintendent may expel a student from school.

The term “school” refers to all instances when the student is under the authority of the school, the term “property” refers not only to school-owned property but to any property, public or private, which may be damaged during the period when the student is under the authority of the school.

Students are considered to be subject to the authority of the school when they are at school related or school sponsored events even though those activities may not take place at an actual school. Some examples include athletic meets and games, field trips, contests, and concerts. Offenses that occur at such events will be subject to the same penalties as offenses that occur in school.

Senate Bill 1 (School Safety Zones) expands the district’s authority to suspend and expel students for misconduct that occurs off of district property but, is connected to activities or incidents that have occurred on district property or school related functions. This includes misconduct by a student that regardless of where it occurs is directed at a district official or employee or the property of an official or employee.

Students, after required due process as specified in Ohio Revised Code 3313.66, found to have violated this code may be expelled by the Superintendent. The Superintendent may expel a student for a period not to exceed eighty (80) school days. Based on Ohio Revised Code Section 3313.66 - Expulsion, students who bring firearms on to school property, in a school vehicle, or at any school-sponsored event **shall be expelled for ONE CALENDAR YEAR**. Students who bring knives onto school property, in a parked vehicle on school property, or at any school sponsored activity **may be expelled for ONE CALENDAR YEAR**. This includes any adult crime that a student may commit while under the custody and control of the school or at any school related function. Students will receive no grades for school work during an expulsion. Students are officially withdrawn during an expulsion.

Expulsion will result in a loss of academic credit. This includes loss of credit at any college or university post secondary or alternative program.

Additionally, students who are expelled for a violation of this section, have reached their sixteenth birthday, have been convicted or adjudicated delinquent of a violation of O.R.C. 3316.662, may be subject to permanent exclusion from school.

Special Education students require a manifestation determination and team review prior to disciplinary action regarding expellable offenses.

CODE OF CONDUCT OFFENSES

The GVA hereby established the following categories of misconduct as those which may result in disciplinary action(s) which are not limited to and may include: detention, Saturday School, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion from the GVA. Appropriate due process will be followed according to Ohio Revised Code 3313.66.

01 TRUANCY

01A Leaving the Building Without Permission – a student will not leave the building at any time without permission of an administrator. This includes going to a car in the parking lot.

01B Truancy is an unexcused absence from school.

“Habitual truant” means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year.

“Chronic truant” means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

03 FIGHTING / VIOLENCE

Fighting/violence is mutual participation in an incident involving physical violence.

03A Aggressive Behavior – a student shall not hurt another person either physically or psychologically. A student shall not threaten another person with physical violence, loss of property or coerce by any means.

03B Assault – a student shall not attack any other person, or behave in such a manner that would cause, or threaten to cause, injury to any other person.

03C Fighting – a student shall not fight, hit, punch, kick, push, physically confront, or in any way cause or attempt to cause physical injury to another person. A student shall not instigate or encourage fighting. If a student who is engaged in a fight, and, in the course of fighting, strikes, pushes, and/or physically restrains a staff member who is attempting to intervene, such actions may be regarded as a separate violation, specifically an assault and may result in a police report and appropriate disciplinary consequences. In such instances, the staff member retains the right to pursue legal remedies in the civil and criminal courts independent of the actions(s) taken by the school district.

04 VANDALISM/ DAMAGE TO SCHOOL OR PERSONAL PROPERTY

Vandalism is the willful destruction or defacement of school or personal property.

04A Vandalism/Damage Personal Property Staff/Student

04B Vandalism/Damage School Property

05 THEFT/ STEALING PERSONAL OR SCHOOL PROPERTY

Theft is the unlawful taking of personal property belonging to another person.

05A Extortion – a student shall not force or attempt to force any person to give up anything of value by means of any expressed or implied threat, harassment, intimidation, or injury to person, property, or reputation.

05B Possession of Stolen Property – a student shall not knowingly receive, obtain, possess, conceal, or dispose of stolen property.

05C Robbery – a student shall not take another person’s property by force or threat of force.

05D Theft – a student shall not take, or attempt to take, property which does not belong to the student.

06 USE, POSSESSION, SALE OR DISTRIBUTION OF A FIREARM

A firearm is any weapon, including a starter gun, which is designed to expel or may be readily converted to expel a projectile by the action of an explosive. This includes, but is not limited to: the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, or any destructive device which includes (a) any explosive, incendiary, or poison gas, including: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a similar device. (b) Any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half in diameter. (c) Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. Firearm look-alikes should not be reported with this option.

06A Possession/Use of a Firearm – a student shall not use, possess, exhibit, handle, transmit, or conceal any object classified as a firearm while on titled school property, in a vehicle parked on titled school property or at any school-sponsored activity regardless of location.

06B Sale/Distribution of a Firearm

07 USE, POSSESSION, SALE OR DISTRIBUTION OF A DANGEROUS WEAPON OTHER THAN A FIREARM OR EXPLOSIVE, INCENDIARY OR POISON GAS

A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. (Policy 5772)

07A Possess/Use/Sale of Weapon Other Than a Firearm

08 USE, POSSESSION, SALE OR DISTRIBUTION OF ANY EXPLOSIVE INCENDIARY OR POISON GAS

Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.

08A Fire/Arson – a student shall not set a fire or cause an explosion.

08B Possession of Pyrotechnics

08C Stink Bomb

09 USE, POSSESSION, SALE OR DISTRIBUTION OF TOBACCO PRODUCTS

A student shall not smoke, use, or possess any tobacco products on titled school property, within school buildings, or at any function or activity supervised or promoted by the school. This includes smokeless tobacco.

09A Possession/Use of Tobacco

09B Sale/Distribution of Tobacco

10 USE, POSSESSION, SALE OR DISTRIBUTION OF INTOXICATING ALCOHOLIC BEVERAGES

A student shall not possess, use, sell, offer to sell, distribute, transmit, or be showing signs of consumption of alcohol.

10A Possession/Use of Alcohol

10B Sale/Distribution of Alcohol

11 USE, POSSESSION, SALE OR DISTRIBUTION OF DRUGS OTHER THAN TOBACCO OR ALCOHOL

A student shall not possess, use, sell, offer to sell, distribute, transmit, or be showing signs of consumption of any controlled drugs, or counterfeit controlled substances, other than prescription medication that has been administered in accordance with the district's policies. This includes any illegal substances. A student shall not possess, use, transmit, sell, offer to sell, claim to possess or conceal any instrument of drug abuse or related paraphernalia.

11A Paraphernalia/Drugs

11B Possession/Use of Drugs

11C Sale/Distribution of Drugs – Non-Prescription

11D Sale/Distribution of Prescription Medication

11E Possession/Use/Sale of Counterfeit Controlled Substances

14 FALSE ALARMS/BOMB THREAT

Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.

14A Bomb Threat

14B False Fire Alarm

15 DISOBEDIENT/DISRUPTIVE BEHAVIOR

Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment

15A Cheating

15B Class Cuts

15C Continued Violation of School Rules

15D Disrespectful/Insubordination

15E Disruptive Behavior in Class

15F Disruptive Behavior out of Class

15G Dress Code Violation

15H False Identification/Forgery/Falsification

15I Gambling

15J Gang Activity

15K Horseplay

15L Inappropriate Display of Affection

15M Inappropriate Drawings/Language/Gestures

15N Inappropriate Transportation Behavior

15O Inappropriate Use of Technology

15P Interfere/Intimidate School Authority

15Q Intrusion/Unauthorized Areas

15R Possession of Pornographic Material

15S Refuse to Serve Lesser Punishment

15T School Safety Zone Violation

15U Tardiness

15V Trespassing/Loitering

15W Unauthorized Communication Device

15X Withholding Information

15Y Failure to Follow Virtual School Guidelines

16 HARASSMENT/INTIMIDATION

Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack.

16A Bullying – any intentional written, verbal graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

16B Endanger/Threat to Staff/Students

16C Harassment/Intimidation

16D Hazing – forcing or encouraging another to behave in a way that may cause harm or injury or create an unsafe environment for others in order to gain acceptance or be part of a group.

16E Racial Slur

17 FIREARM LOOK-A-LIKE or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).

17A Possession/Use of Firearm Look-a-Like

18 UNWELCOME SEXUAL CONDUCT

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

18A Sexual Assault

18B Sexual Harassment

18C Sexual Slur

19 SERIOUS BODILY INJURY

19A Serious Bodily Injury

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.

GVA Uniform Policy

Rationale for Uniforms

Global Village Academy wants the best for their children: high academic standards and a safe learning environment for every student. Research has shown that school which require school uniforms increase safety by identifying trespassers, reduce social and economic status by promoting equality, and improve academic performance by increasing student’s attention towards their studies. Global Village Academy understands and is aware of the families who have financial difficulties. Please contact the school for assistance. In the future, we will be asking our GVA families to donate outgrown uniforms to help support other students in need.

Global Village Academy respects and honors all religious beliefs. If your religion dictates a certain type of dress (ex: head cover, scarf, etc.), please contact school administration. We will gladly accommodate your student.

Dress Code

All Global Village Academy Students are required to wear school uniforms each day. The following items are approved uniform attire:

Boys: **Shirts-** solid white or light blue polo shirt or turtle neck, short or long sleeved

Sweaters- solid navy or black cardigan or pull over, no hoods

Pants- solid navy, black or khaki pants

Belt- black or brown

Socks- solid navy or solid black

Shoes- sturdy, closed-toe school shoes, no boots, laces must be tied

Girls: **Shirts-** solid white or light blue polo shirt or turtle neck, short or long sleeved

Sweaters- solid navy, black, white or light blue cardigan or pull over, no hoods

Pants- solid navy, black or khaki pants, no Capri's

Skirts/Skorts- solid navy, black or khaki skirts/skorts, no shorter than 4" above the knee

Belt- black or brown

Tights- solid white, navy or black opaque tights *-or-*

Socks- solid navy, black or white knee-highs or calf height

Shoes- closed-toe school shoes, no boots, laces must be tied, no higher than 1" heel/
platform

Gym Clothes: Boys and Girls

T-shirt- plain white, **Shorts-** navy blue, **socks-** white, **shoes-** sneakers, laces tied

(GVA logo Gym Clothing when they become available)

- Shirts must be tucked in and remain tucked in.
- Winter coats and other jackets may be worn only into the building and out on the playground
- On International Friday's students have the option of wearing ethnic attire, **NO** free dress or "casual Friday". Students may elect to wear their school uniforms on this day.

The following items are NOT permitted:

- sweat pants, stretch pants/leggings, active wear, cargo pants, or jeans; baggy or "sagging" pants
- ripped or torn clothing
- low-cut or midriff shirts/blouses and jeans
- hooded sweatshirts or sweaters; hats
- sunglasses (in the school building)
- open-toed and open back shoes (ex: sandals, flip-flops, crocs, etc.), sneakers outside of gym class

Dress Code Violations

First Offence: Student will receive a warning and Parent/Guardian will be notified.

Student will be loaned a gently used uniform for the day (if available).

Second Offence: Student will be sent home to change.

Third Offence: Student will receive detention.

Fourth Offence: Student will receive a 1-day suspension.

DISCIPLINARY RECORD KEEPING

In order to provide accountability to the student and protection for the teacher, the teacher and/or administrator taking such action must keep records of all efforts to correct behavior and any disciplinary action taken. These records should include the student's name, date of incident, type of misbehavior, the corrective action taken, and the parent(s)/guardian(s) and student responses, if any. Where suspensions occur, the length of that suspension and the total number of suspensions for the student that year shall also be included in the record. Administrators will review the disciplinary record and the student's previous record in deciding the appropriate action to take if a student misbehaves.

DISTRICT GRIEVANCE PROCEDURE STUDENT CIVIL RIGHTS COMPLAINTS, TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the GVA or any of the GVA's staff, teachers and administrators have inadequately applied the principles of and/or regulations of **Title VI** of the Civil rights Act of 1964 (race, color, national origin), **Title IX** of the Education Amendment Act of 1972 (sex/gender), and **Section 504** of the Rehabilitation Act of 1973 (disability), he/she may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. An informal grievance with the above-mentioned administrator does not require parent(s)/guardian(s).

Grievance Process

Step 1 – Any student (assisted by parent/guardian) with a complaint not resolved by informal conferences may communicate in writing this concern to the principal or the principal's designee within ten days of the incident.

Step 2 – If the principal or designee is unable to resolve the complaint to the student's satisfaction within ten days after the request, the student (assisted by a parent or guardian) may submit a letter of grievance to the Superintendent who will respond within ten days.

Step 3 – If the student (or parent/guardian) filing the grievance letter is dissatisfied with the decision rendered by the Superintendent, the student (or parent/guardian) may appeal the decision in writing to the GVA Board for review. Such appeals must be made within ten days following receipt of the decision of the Superintendent. The decision of the GVA Board shall be final.

Please note that a student who is eighteen (18) years of age or older may utilize the grievance process in his/her own right.

DUE PROCESS

Due Process provides a standardized set of procedures that protect students' and parents' rights during the resolution of disciplinary matters. The GVA's due process requirements include:

- Having rules (behavior code) posted in the school and/or copies to students;
- Providing the student a written notice about the rules he/she is thought to have broken;

- Providing an opportunity for a hearing at which the student learns why he/she may be suspended or expelled and at which time the student can explain his/her actions;
- Providing the student with a written notice of suspension or expulsion;
- Providing a mechanism for student appeal of suspensions or expulsions.

Due process requirements are specified in Ohio Revised Code 3313.66.

EMERGENCY REMOVAL

DEFINITION:

An emergency removal of a student from a classroom or school activity may occur when that student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process in the classroom or elsewhere on the school premises.

Emergency removal is not a disciplinary tool and shall not be used as a substitute for suspension. Students may be removed from instruction for up to 24 hours. Students may still be notified of the School Administrator's intent to suspend within three days of the incident that led up to the emergency removal.

EXPULSION

DEFINITION: Expulsion means that the student is removed from school by school authorities for more than ten (10) school days, but not for more than eighty (80) school days. Students expelled from school are officially withdrawn during that time and are not eligible to receive academic credit. Since expulsion is the most severe punishment the school system may use, it requires action by the Superintendent of Schools. Students possessing a firearm on school property or at a school activity **shall be expelled for (1) one calendar year**. Students possessing a knife **may be expelled up to (1) one year**. A Superintendent may expel a student for up to one year for any adult-related crime regardless of school age. The offense must be committed while in the custody or control of the school, or on property owned or controlled by the school. However, school safety zones (S.B. 1) expands the district's authority to suspend or expel pupils for misconduct that occurs on or off of school property but is connected to activities or incidents that occurred on school property. This includes any school program, activity, or interscholastic event.

EXPULSION

0. The intended expulsion must be in accordance with the Student Code of Conduct.
1. The student and his or her parent, guardian or custodian must be given written notice of intention to expel.
2. The written notice must include
 - a. the reasons;
 - b. the date, time, and the place of the hearing;
 - c. the right to be represented; and
 - d. the right to request an extension of time.
3. The hearing must be no sooner than three but no later than five (5) days after the notice, unless an extension is granted.
4. If an extension is granted, the parties must be notified of the new time and place.
5. If the student is expelled, the parent, guardian or custodian will be sent notification within (1) one school day. The notice must include:
 - a. the reason for the expulsion;
 - b. the right to appeal the action to the Board of Education or its designee;
 - c. the right to be represented in appeal proceeding; and
 - d. the right to request the hearing be held in executive session.

INVESTIGATIONS BY LAW ENFORCEMENT PERSONNEL

During Criminal/Delinquency Investigations

As good citizens of the community, it is the responsibility of students to cooperate with the police in the investigation of suspected crimes. Under some circumstances, students being interviewed/questioned by law enforcement authorities at school may find that they are suspects in the investigation. Students are entitled to certain rights when questioned by law enforcement authorities and may also have a legal obligation to cooperate.

The student may wish to consult his/her parent/guardian before being interviewed. The school administrator shall make every effort to contact the parent/guardian for the student. The student must properly identify himself/herself to law enforcement authorities. The parent/guardian may notify the school administrator that they do not wish to have the student interviewed unless they are present. The school administrator shall notify the student and the law enforcement authorities of the parent/guardian desire and appropriate arrangements shall be made agreeable to all parties.

In the event that the interview proceeds, the principal must:

1. Ensure the student has been advised of his/her rights;
2. Be present during the entire period of questioning
3. Not enter into the questioning on behalf of the law enforcement authorities.

A school administrator must avoid acting in either the role of the student's defender or accuser.

Students have the right to be informed if they are under arrest at the time questioning takes place. If the student is unclear about this he/she may ask to resume his/her regular schedule. If the law enforcement authorities deny permission, then the student should consider himself/herself as actually under arrest. Students who believe themselves under arrest or suspects in an investigation may freely invoke their constitutional rights against self-incrimination and against illegal search and seizure, and are entitled to the presence of legal counsel while being questioned.

Neither students nor staff may engage in the obstruction of justice, interfere with police in the performance of their duties, nor refuse to report suspected cases of felonies (serious crimes) under penalties of law.

School administrators or their designee will be present when interviews by social workers or law enforcement officers are conducting investigations regarding suspected child abuse or neglect.

ITEMS NOT PERMITTED

For the safety of all students, the following items are not permitted in school:

This includes any item not intended for use in the classroom and is not limited to this list:

water guns	bicycles
breath sprays/mouth washes	radios/televisions/head sets/tape & C.D. players/
distracting key chains on book bags	cameras
beepers/cell phones	laser pointers
toys/stuffed animals	electronic games/devices

skateboards	rollerblades/skates/shoes with wheels
sports equipment (other than school owned)	gum/candy/snacks
bats/clubs	perfume/cologne/hair spray/make up/lip gloss
trading cards	gang related paraphernalia
expensive jewelry	cameras
squishies	pencil toppers

If any of these items are brought to school they will be held in the office for parents to pick them up.

** Items/pictures may not be attached to lockers with tape or magnets.*

PARENT INVOLVEMENT IN EDUCATION

The GVA believes that parent/guardian involvement is an important part of the educational program. Current research indicates that a home school partnership and greater involvement on the part of parents/guardians in the education of their children generally results in higher achievement scores, improved student behavior and reduced absenteeism. All parents/guardians of students enrolled in the GVA are encouraged to take an active role in the education of their children.

The Board directs the administration to develop the necessary guidelines to ensure that this policy is followed and that parent/guardian involvement is encouraged. The guidelines will:

- A. encourage strong home-school partnerships;
- B. provide for consistent and effective communication between the parents/guardians and school officials;
- C. offer parents/guardians ways to assist and encourage their children to do their best;
- D. offer ways parents/guardians can support classroom learning activities;
- E. provide opportunities for parents/guardians to be involved in the parental involvement program; and
- F. create an awareness of community resources available.

Relations with Parents

The GVA 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 GVA, 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 GVA believes that parents have a responsibility to encourage their child's career in school by:

- A. supporting the schools in requiring their child to observe all school rules and regulations, and by accepting their own responsibility for their child's willful in-school behavior;
- B. sending their children to school with proper attention to his/her health, personal cleanliness and dress;
- C. maintaining an active interest in their child's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing and returning them promptly when required;
- E. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

PARENT RIGHT TO KNOW

You may request information regarding the professional qualification of your child(ren)'s classroom teacher and paraprofessionals. This information is also available on the Ohio Department of Education's website www.ode.state.oh.us. Click on Teaching in Ohio.

PUPIL HEALTH

Emergency Cards

PLEASE KEEP EMERGENCY CARDS UP-TO-DATE. Emergency cards are essential and must be on file by law. The cards should be filled out completely including work numbers and alternate persons to contact in the event parents or legal guardians cannot be reached first. **Be sure to complete both sides and sign the cards. Return them to school immediately.**

Change of Address/Telephone Numbers/Email Address

In the event of an accident, illness or emergency, we will have to contact you by telephone. Therefore, it is vital to keep the office informed of any changes in telephone numbers and/or addresses including home, employment, doctors, and alternate persons to contact. Please keep email addresses updated as we send home important information via email as well.

Illness/Accidents

Parents will be notified immediately of any accident or serious injury. The school administers first aid, which consists of soap and water, ice, and/or a Band-Aid to minor injuries only. A student who has a temperature of 100 degrees or higher and/or becomes ill will be sent home with a parent or person named on the emergency card.

Medication

For purposes of GVA policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the GVA shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

Before any non-prescribed medication or treatment may be administered, to a secondary-level student the GVA shall require the prior written consent of the parent along with a waiver of any liability of the GVA for the administration of the medication.

No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of GVA policy of the Student Code of Conduct.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by physician and parents, may administer medication or treatment.

The GVA shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when a physician prescribes both the medication and the procedure and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as afore noted, stored in the school office and administered in accordance with this policy.

Administering Medication

It is the policy of the GVA to discourage the administering of medication to students by school personnel. Medication includes prescription and non-prescription (over-the-counter) medication such as Tylenol, cream, cough syrup, cough drops, etc. For students who must take medicine in school, the parent or legal guardian and physician must complete forms BEFORE any medication can be given to a child. These forms are in the school office and on the GVA website.

Immunization Requirements

All children entering the GVA for the first time are required to present the student's immunization records at the time of registration. No student will be permitted to attend school without written proof of the required immunization.

The required minimum number of doses of vaccine required to comply with Ohio law are:

- Diphtheria, Tetanus, Pertussis (DTP), DT(Pediatric) or Td(Adult) – Four (4) doses (fifth dose is required if the 4th dose was received prior to the child's 4th birthday)
- Poliomyelitis (Polio) – Three (3) doses of Oral Polio Vaccine (OPV) or inactivated polio vaccine (IPV) – (fourth dose is required if the 3rd dose was received prior to the child's 4th birthday or a combination of OPV and IPV was received)
- *Rubeola (Measles), *Rubella (German Measles), *Mumps – Two (2) immunizations of MMR (must be received after first birthday)
- Hepatitis B – Three (3) doses required.
- **Varicella (Chicken pox) – Two (2) doses required for kindergarten admittance. One (1) dose required for grades 1 – 4 (first dose must be received on or after the first birthday).**
- ***Before entering the 7th grade, pupils will be required to have another dose of Tdap or Td.**

Head Lice Periodic Checks

It is highly recommended that elementary school children have their heads checked by school personnel in September, January, and following Spring Break. Hopefully this helps control this highly contagious problem before it may spread through the school. Please be assured that if a case of head lice is found in a classroom a generic letter will be sent home. Students with head lice are not allowed on school transportation. An adult must accompany students returning to school from having head lice and the returning students must have their heads checked in the school office prior to reentry. If head lice are discovered at home, please notify the school.

RETURNING TO BUILDING AFTER SCHOOL

No one is to reenter the classrooms upon dismissal. If items are forgotten, the student or family member may report to the office. Entrance to the classroom at that time will be based on whether the teacher is in the classroom. Students are expected to leave the building with all items necessary for the completion of homework as well as personal items.

RIGHTS OF HOMELESS PARENTS & THEIR CHILDREN

Students entering the district and those currently enrolled who have changed living conditions, arrangements or locations are entitled to special services and permission to attend under the McKinney-Vento Homeless Act. Contact the Ohio Department of Education website (www.ode.state.oh.us /keyword: homeless students) for more information.

RIGHTS TO AN EDUCATION

Ohio law provides for free education for youth in the school district in which their parents reside providing the students are **at least five but under twenty-two years of age**.

The GVA must, therefore, provide schooling to such students who choose to attend the public school and successfully progress until the time of their graduation.

Marriage, Parenthood, Pregnancy

The right of any person to participate fully in classroom instruction and extracurricular activities shall not be denied because of marriage, pregnancy or parenthood. A pregnant student may receive excused absences from school when it becomes medically necessary.

Students with Special Needs (Students with Disabilities)

No person may be denied a publicly supported education because of a disability, regardless of its severity. Every student with special needs has the right to a free, appropriate education and to be a part of the regular curricular activities to the greatest extent possible.

DIRECTORY INFORMATION

In keeping with GVA policy and the Family Education Rights and Privacy Act (FERPA), the GVA has authorized the release of directory information to non-profit organizations in compliance with ORC Sec.3319.321(B)(2)(a) which states: "Directory information" may not be withheld from military recruiters, businesses, industry, charitable institutions, colleges, or universities unless such restrictions are imposed uniformly on each of these groups." The GVA has uniformly declined all such requests except to the military due to ORC Sec. 3319.321(B)(2)(b) which states: "Names and addresses must be given to military recruiters unless the student or the student's parent, guardian, or custodian requests otherwise in writing."

The GVA policy defines "directory information" as including:

- Student's name
- Address
- Telephone number (unlisted numbers shall remain confidential)
- Date and place of birth
- Major field of study or participation in officially-recognized activities and sports
- Weight and height if member of an athletic team
- Dates of attendance
- Date of graduation

- Awards received
- Honor rolls and scholarships

If student/parent does not desire this information to be released, the request to withhold such information should be made in writing by November of the current school year. Please include your child's complete name, his/her grade, and the school he/she is presently attending.

Late student registrants must request removal of their names, in writing, within thirty days after registration.

At the end of the deadline period, each student's records will be appropriately marked by the custodian of the records to indicate the items, which the district will designate as directory information about the student. This designation will remain in effect until modified by the written direction of the student's parent or the eligible student.

RIGHT TO PRIVACY

The parents/guardians of a student under the age of 18 or each student who is 18 years of age or older have the right to review and question the contents of a student's official school records. Requests to review records should be made in writing to the school principal.

If requested, parents/guardians of a student under the age of 18 or each student who is 18 years of age or older are entitled to a hearing to challenge the contents of the records and to have corrected or deleted any inaccurate or misleading information. They also may have a written statement concerning the records inserted into the student's file.

The information contained in a student's record is, with few exceptions, considered confidential and cannot be released without written agreement by a parent/guardian or the student who is 18 years of age or older. Access to records will be afforded upon reasonable timelines as established by law. Appropriate fees will be charged for the cost of handling and reproduction.

Parents may choose to provide a simple letter requesting that a student's name, address, and phone number be removed from the list that the district is required to release (According to the National Defense Authorization Act of 2002).

School personnel may show or turn over records without such permission to:

- Other officials of the same school system;
- Officials of other schools in which the student seeks or intends to enroll;
- Certain federal, state, and local authorities performing functions authorized by law;
- Court of law enforcement officials, if the school is under subpoena or court order;

*NOTE: Legal definition of a school official includes any person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or a support staff member; a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task (including volunteers).

This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which are not shared with anyone but a person serving as his or her substitute.

*Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 reflect requirements that provide access to the military for juniors and seniors directory information.

SCHOOL SAFETY DRILLS

Fire and tornado drills are mandatory by law. They contribute to the safety of a school building and should be observed by everyone within the school. All drills are to be conducted in complete silence. Teachers are responsible for the behavior and order of their classes. Please review the importance of drills with your child.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire drill signal is given, everyone obeys promptly and clears the building by the prescribed route in a single file line as quickly as possible. Students should refrain from talking and remain outside the building until a signal is given to return.

Tornado Drills

Tornado drills are an important safety precaution. At a given signal, the students will follow the teacher's instruction to go to the designated areas in the building.

Safety Drills

Safety drills are also practiced. These drills would be used in the case of a building lock down or an intruder alert. At a given signal, the students will follow the teacher's instruction to proceed to the safe areas.

SCHOOL VISITATION

The GVA welcomes visits to school by parents, other adult residents of the community and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to enforce visitor parameters.

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

To ensure that no unauthorized persons enter buildings, all visitors to schools will report to the school office when entering to receive authorization before visiting elsewhere in the building. All visitors must sign in and out and wear a visitor's badge. **Ohio Law (RC 3313.20, 2917.211, and 2909.09), city statutes, and Board of Education regulations require that all visitors report to the office upon entering the building or grounds.** Rules regarding entry of persons other than students, staff and faculty upon school grounds or premises shall be posted at or near the entrance of such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school

and made available to students, upon request. Classroom visits must be scheduled at least two (2) school days in advance. While reasonable efforts will be made in scheduling classroom visits, the building administrator will exercise discretion to ensure no disruption to the educational process. Visitations will be limited to thirty minutes.

SEARCHES AND SEIZURES

Students have rights established and guaranteed by the Fourth Amendment to the U.S. Constitution protecting the right of privacy of their person and freedom from unreasonable search or seizures of property. Because of this protection, students have the right to place their belongings in a secure locker as long as those belongings do not threaten that individual's health or safety, or the health, safety or rights of others in the building or a violation of the student code of conduct.

Likewise, students are entitled to learn in a safe, orderly and drug-free environment. Parents/guardians reasonably expect the schools to provide that environment. Weapons, dangerous instruments, illegal drugs and narcotics pose a serious threat to the safety and the orderliness of our schools. On occasion, it may be necessary for school staff or law enforcement officers to take actions to assure a safe and drug-free environment. Such actions may include a search of the contents of a student's locker, personal belongings or automobile parked on school property, if there are reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

School lockers are the property of the district. Those lockers and any contents are subject to random searches at any time, regardless of whether there is reasonable suspicion that a law or school rule has been broken. In addition, there may be a generalized "sniff search" of school building contents using trained narcotics-detecting dogs. There should never be an expectation of privacy regarding the contents of school lockers.

School authorities or law enforcement officers shall confiscate weapons, dangerous instruments, illegal drugs and narcotics, which are found on school premises or in the possession of students. Other articles, which have the potential for disturbing the educational process may also be confiscated by school authorities.

SEARCH FOR CHILDREN WITH DISABILITIES

The GVA is in the process of identifying, locating and evaluating children with disabilities from birth through age 21. A disability for school-age children means a person having such conditions as Autism, Multiple Disabilities, Deaf-Blindness, Hearing Impairment, Visual Impairment, Speech or Language Impairment, Orthopedic Impairment, Emotional Disturbance, Mental Retardation, Traumatic Brain Injury or Specific Learning Disability.

STUDENT WITH DISABILITIES--SPECIAL EDUCATION

Students with disabilities may be suspended for a period of up to ten (10) school days for a violation of the Student Code of Conduct. Additional days of suspension or removal from school beyond ten (10) days may be assigned to students with disabilities if the school follows the procedures described in the book **Ohio Model Policies and Procedures for the Education of Children with Disabilities**. This document is available in the principal's office and will be made available to you to review upon request. During a period of removal beyond ten (10) days, a student with a disability may be required to continue his/her education in a place other than

school. In addition, the student and/or parent/guardian will be expected to participate in a series of meetings/hearings to plan the steps necessary to correct the misconduct.

SUSPENSION

DEFINITION: Suspension is the removal of a student, following required due process, from the regular school program, by appropriate school authorities, for no longer than ten school days. In-school suspensions do not afford students a level of due process including notice and hearings for appeal. Students suspended out of school will be given the opportunity to make up all work and receive credit. Students are not permitted to attend school-related functions on or off school grounds during the length of their suspension. The amount of time to make up work will be no more than the length of the suspension. If at the time a suspension is imposed there are fewer than ten days remaining in the school year the Superintendent may apply any remaining part or all of the period of the suspension to the following school year. Additionally, students may be suspended from the school bus.

SUSPENSION

1. The intended suspension must be in accordance with the Student Code of Conduct.
2. Written notification of the reasons for the intended suspension must be given to the student.
3. The student must be given an informal hearing.
4. Students issued an out of school suspension are required to remain under parental supervision during normal school hours. Students are not permitted on school property.
5. If the student has been suspended, the parent, custodian or guardian must be notified within twenty-four hours of the suspension and such notice must include;
 - a. the reason for the suspension;
 - b. the right to appeal the action to the Board of Education or its designee;

SUSPENSION APPEAL PROCESS

Step 1 – A student or parent/guardian who disagrees with the suspension may request an Appeal Hearing before the GVA Board of Education appeals hearing officer within seven (7) calendar days after receiving the Suspension Notice. Instructions on how to arrange for an Appeal Hearing will be included in the Suspension Notice, and include a written request submitted to the Treasurer of the Board of Education.

Step 2 – A student may be represented by an attorney or other counsel or advisor of his/her choice at the Appeal Hearing. The GVA Board of Education appeals hearing officer must make a word-for-word record of the Appeal Hearing.

Step 3 – The Hearing Officer may affirm the order of suspension, reinstate the student, otherwise reverse, vacate or modify the suspension order. The decision of the Hearing Officer may be appealed by the student or parent/guardian to the court system.

Suspension is an extremely serious step. It is one that is taken by school authorities only after careful consideration. A student's best insurance against being suspended from school is to learn his/her responsibilities as a student and to make every effort to meet these responsibilities.

SUSPENSION OF TRANSPORTATION PRIVILEGES

If the Superintendent or the administrative designee determines that a student's behavior on a school vehicle violated school rules, she/he may suspend the student from school bus riding privileges for a length of time determined appropriate for the violation or remediation of the

behavior. The student will be notified verbally of the loss of riding privileges. This loss of riding privileges may accompany suspension from the regular school program.