



# Student Handbook

GRANT CAREER CENTER

CAREER TECHNICAL PLANNING DISTRICT

2025-2026

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Grant Career Center  
718 West Plane Street  
Bethel, OH 45106  
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# WELCOME

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## PRINCIPAL'S MESSAGE

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

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

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

Barry L. Daulton  
Principal

## DISTRICT MISSION

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

## DISTRICT VALUES

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



# GENERAL INFORMATION

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## 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 summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parents to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your instructor, counselor, or Principal.

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational, or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background. (See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) while at school or a school activity should immediately contact the School District’s Compliance Officer(s):

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

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## BELL SCHEDULE

### A and B Regular Day

**A Days:** M, T, TH - Periods 1,3,5 and 7

**B Days:** M, W, F - Periods 2,4,6, and 8

<u>Period</u>	<u>Time</u>
1,2	7:45 – 9:15am
3,4	9:15 – 10:45am
5,6	10:45 – 12:50pm
7,8	12:50- 2:25pm
<u>Lunch</u>	
Senior Lunch	10:45am – 11:20am
Junior Lunch	11:30am – 12:05pm
Junior Lunch	12:15pm – 12:50pm
<u>Lab Times</u>	
Junior Lab	7:45 – 10:45am
Senior Lab	11:20 – 2:25pm

### Monday Schedule

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

### Two-Hour Delay Schedule

<u>Period</u>	<u>Time</u>
1,2	9:45 – 10:45am
3,4	10:45 – 11:45am
5,6	11:45 – 1:25pm
7,8	1:25 -2:25pm
<u>Lunch</u>	
Senior Lunch	11:45am – 12:15pm
Junior Lunch	12:20pm – 12:50pm
Junior Lunch	12:55pm – 1:25pm
<u>Lab Times</u>	
Junior Lab	9:45 – 11:45
Senior Lab	12:15 – 2:25

## Daily Routine

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

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

## Students With Disabilities

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

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

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

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, ADA Section 504) and State law. Contact the Director of Student Services to inquire about evaluation procedures, programs, and services.

The district is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one (1) or more major life activities, regardless of the nature or severity of their disabilities.

## HOMELESS STUDENTS

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

## CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the district. For additional information, see Board Policy 5111.03 - Children and Youth in Foster Care.

## PROTECTION AND PRIVACY OF STUDENT RECORDS

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

Directory information includes:

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

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

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying the requested student records to the Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request

the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of the right to a hearing on the matter.

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

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

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the principal to inspect such materials. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the director.

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

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Grant Career Center charges specific fees for the following activities and materials used in the course of instruction:



### GRANT CAREER CENTER 2025-2026 SCHOOL FEES BOARD AGENDA 6/18/2025

PROGRAM	UNIFORM - APPAREL	TOOLS	CTSO FEE	TOTAL
Allied Health I	\$ 45.00	\$ 47.00	\$ 70.00	\$ 162.00
Allied Health II	\$ 15.00	\$ 25.00	\$ 70.00	\$ 110.00
Advanced Manufacturing I	\$ 25.00	\$ 40.00	\$ 70.00	\$ 135.00
Advanced Manufacturing II	\$ 45.00	\$ 25.00	\$ 70.00	\$ 140.00
Auto Technology I	\$ 200.00	\$ 5.00	\$ 50.00	\$ 255.00
Auto Technology II	\$ 200.00	\$ 5.00	\$ 50.00	\$ 255.00
Construction Tech I	\$ 25.00	\$ 40.00	\$ 50.00	\$ 115.00
Construction Tech II	\$ 45.00	\$ 25.00	\$ 50.00	\$ 120.00
Cosmetology I	\$ -	\$ 85.00	\$ 50.00	\$ 135.00
Cosmetology II	\$ -	\$ 208.00	\$ 50.00	\$ 258.00
Criminal Justice I	\$ 85.00	\$ -	\$ 50.00	\$ 135.00
Criminal Justice II	\$ -	\$ -	\$ 50.00	\$ 50.00
Culinary Arts I	\$ 55.00	\$ 17.00	\$ 35.00	\$ 107.00
Culinary Arts II	\$ 55.00	\$ 25.00	\$ 35.00	\$ 115.00
Early Childhood I	\$ 50.00	\$ -	\$ 70.00	\$ 120.00
Early Childhood II	\$ 50.00	\$ -	\$ 70.00	\$ 120.00
Engineering Design I (* See Note Below)	\$ -	\$ 120.00	\$ 50.00	\$ 170.00
Engineering Design II (*See Note Below)	\$ -	\$ 120.00	\$ 50.00	\$ 170.00
Information Technology I	\$ 60.00	\$ -	\$ 50.00	\$ 110.00
Information Technology II	\$ 60.00	\$ -	\$ 50.00	\$ 110.00
Large Animal Science I	\$ 75.00	\$ -	\$ 50.00	\$ 125.00
Large Animal Science II	\$ 75.00	\$ -	\$ 50.00	\$ 125.00
Metal Fabrication I	\$ 45.00	\$ 140.00	\$ 50.00	\$ 235.00
Metal Fabrication II	\$ 45.00	\$ 75.00	\$ 50.00	\$ 170.00
Vet Science I	\$ 65.00	\$ 26.00	\$ 50.00	\$ 141.00
Vet Science II	\$ 65.00	\$ -	\$ 50.00	\$ 115.00

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

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

## Tool Kits

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

## Student Identification Cards

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

## STUDENT FUND-RAISING

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

- A. Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- C. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' advisor, instructor, or Principal.
- D. Students may not engage in house-to-house canvassing for any fund-raising activity.
- E. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the director.

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

## MEAL SERVICE

The school participates in the National School Lunch Program. 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 from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes they are eligible, contact the High School Office.

**No outside food delivery services unless authorized by the administration.**

## Food and Drink

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

## SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.

Staff, students, and visitors who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline, up to and including termination of employment for an employee, suspension or expulsion from work or school for a student, and may also face criminal charges.

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

It is illegal to access another's computer account without permission. Permission to access another's account must be in writing and must include the instructor's signature as authorization. Entering and/or reproducing any information that is not directly related to the instructional assignment is strictly prohibited. It is the policy of the district that a student cannot interfere with the operation of school business. Unauthorized access, entering unauthorized information, and/or reproducing unauthorized information/material falls under this policy. Students are not permitted to bring, install or use unauthorized software in any classroom or on any school computer. Violations are defined in Rules/Regulations of Student Handbook in the Student Discipline Code.



## FIRE, TORNADO, AND SAFETY DRILLS

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

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

## EMERGENCY CLOSING AND DELAYS

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

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

## PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

## VISITORS

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the director.

If a person wishes to confer with a member of the staff, the person should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

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

## USE OF SCHOOL EQUIPMENT AND FACILITIES

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

### Care of Property

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parent(s)/guardian(s) will be required to pay for the replacement or damage and the student will also be subject to discipline according to the Student Discipline Code.

## LOST AND FOUND

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

## USE OF SCHOOL TELEPHONES

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

## USE OF PERSONAL COMMUNICATION DEVICES

"Personal communication device" (PCD) includes computers, tablets, (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Students may use (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored in the designated location during class time.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Director.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file. Students may also be subject to disciplinary action. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Director are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allow a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The district representative shall notify the parent(s) in writing whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identify, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Director will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be

released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

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

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

## Observation Cameras

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

## Pep Assemblies and Early Dismissals

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

## ADVERTISING OUTSIDE ACTIVITIES

No announcements or postings of outside activities will be permitted without the approval of the Director. A minimum of twenty-four (24) hours advance notice is required to ensure that the Director has the opportunity to review the announcement or posting.

## POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

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

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

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

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

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

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy. This Policy shall be made available to parents annually and shall be published on the district's website. Policy 5630.01

## STUDENT WELL-BEING

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

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

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

## Injury and Illness

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

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

## Safety

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

## Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease. For the safety of all students, the school director may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Principal.

## Emergency Medical Authorization

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

## Use of Medications

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

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building director before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the High School Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Director's Office by the student's parent or guardian or by another responsible adult at the parent's or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours, provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the high school office. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
- F. If, for supportable reasons, the director wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. The director will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

## Nonprescribed (Over the Counter) Medications

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

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

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

***Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.***

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

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

## Student Wellness Program

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

The student wellness program:

- includes goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
- includes nutrition guidelines for all foods available in the district during the school day in order to promote student health and reduce childhood obesity;
- provides assurance that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture; and
- establishes a plan of implementation and evaluation, including designating one or more persons within the district with the responsibility for ensuring that the district is compliant with Federal law.
- Development of the student wellness program must be a collaborative effort between parents, students, food service workers, administrators, the Board and public. See Policy 8510 for details.

## CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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



## CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES

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

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

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

## CONTROL OF BLOOD-BORNE PATHOGENS

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

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

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

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, who will contact the Principal and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 – Exposure Report).

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

# ACADEMICS

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## Career Technical Certificate

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

### Completion Certificate of Merit

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

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

### Completion Certificate

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

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

### Participation Certificate

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

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

\*Special medical circumstances may be considered on an individual basis

\*Vacation Leave that is approved does not count toward the total hours.

## Career Technical Diploma with Honors

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

- a) **World Language**: Earn two (2) units of one world language;

- b) **Math:** Earn four (4) units of mathematics, Fourth math is Algebra 2 or higher
- c) **Career-Tech Coursework** -Earn four (4) units of the Career-Technical Program. Programs must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post- secondary credit.
- d) **Career-Tech Proficiency** – Earned a cumulative score of proficient or higher on the technical assessments aligned to their program.
- e) **GPA:** Maintain an overall high school grade average of at least 3.5 on a 4.0 scale
- f) **Industry-Recognized Seal or Technology Seal:** Meet requirements to earn the Industry Recognized Seal or Technology Seal
- g) **Experiential Learning:** Field Experience and Portfolio, Ohio Means Jobs Readiness Seal, or Work-Based Learning
- h) **ACT/SAT/WorkKeys:** Obtain a composite score of 27 or higher on the American College Testing program’s ACT Test or a composite score of 1280 or higher on the Scholastic Aptitude Test, the SAT. WorkKeys: Earn a score of six or higher on all three sections of the WorkKeys assessment.

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

## Scheduling and Assignment

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

## Work Based Learning Program

All students may become eligible to participate in the district’s Work Based Learning Program by meeting and maintaining the program’s eligibility requirements.

**Participation in this program is a privilege, not a right.**

The date of eligibility will be determined by the student’s attendance, grades, End of Course test passage, instructors’ evaluations; all placements must be approved by the Work Based Learning Coordinator and recommended by the building administration based on a review of the student’s conduct.

**Please consult the Work Based Learning Handbook for all the details regarding this program.**

## Employability

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

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

- A student with a doctor’s note will be held harmless for employability for those dates.
- Students on school field trips and associate school events will be held harmless for employability.

- Students who attend immediate family member funerals are held harmless for employability.
- Students will receive employability grades for the days they are scheduled to be in class or attending work.
- Pre-approved vacation leave will be held harmless for employability

#### ABSENT FROM ENTIRE CLASS

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

## EMPLOYABILITY REPORT CARD

Students will receive a grade for each quarter, as well as a yearly grade, for their employability. This employability grade is based on the following criteria:

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

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

## Extracurricular Eligibility

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

## Grades

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

The school uses the following grading system:

89.5 to 100	A (Mastery or Skilled +)
79.5 to 89.4	B (Skilled)
69.5 to 79.4	C (Proficient)

59.5 to 69.4    D (Developing)

59.4 and below    F (Unsuccessfully Attempted)

Incomplete work    I (work to be completed within 3 weeks)

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

**Parents may access student’s grades through a student management system.** Semester grades will be determined by averaging the quarter percentage grades. **Career program courses are granted semester credit.**

## Graduation/Diploma Requirements

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

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

## Withdrawal from School

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

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

Withdrawal procedures/requirements:

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

## Homework

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

## National Technical Honor Society (NTHS)

Induction into the National Technical Honor Society is an honor. Membership has become recognized nationally as one of the highest honors that can be bestowed upon you. Students who are to be inducted into the NTHS must have demonstrated outstanding qualities of skill, honesty, service, responsibility, scholarship, citizenship and leadership. To be eligible for this honor a student must meet the following criteria:

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

Students that meet these criteria will be invited to complete an application for admission. A committee comprised of teaching staff and administration will make final selections for membership based on the information presented in the applications. Once inducted into the NTHS students must complete 10 hours of community service and uphold all the rules and regulations of the school. Failure to comply could result in revoking membership in the NTHS.

\*Doctor approved medical absences and pre-approved vacation leave does not count in the attendance calculation.

## Digital Portfolio/Career-Technical Certificate

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

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

### ***The Career Portfolio***

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

## Report Cards

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

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

## Student Assessment

- To measure student progress, students will be tested in accordance with State standards and District policy.
- Unless exempt, each student will be expected to pass the appropriate end of course state exam.
- Classroom tests will be used to assess student program progress and to assign grades. These tests are selected or prepared by teachers to assess how well the students have achieved specific instructional objectives.
- Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. Grant CTPD will not violate the rights of consent and privacy of a student participating in any form of evaluation.
- All students will complete the appropriate web exam, national, and/or state standardized test for program certification before they exit their program.

## Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Students who violate school rules may lose the privilege to go on future field trips and may be subject to disciplinary action.

## College Credit Plus Program

Any student in grades seven (7) through twelve (12) may enroll in a postsecondary program provided the student meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under eighteen (18), written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact a high school counselor to obtain the necessary information.

### Special Considerations:

**Students that do not pass a CCP course with a C or higher are required to reimburse the district for the course fee. Any student that receives an NP for the CCP course will be required to reimburse the district for the course fee.**

## Building Closure Assignments

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

If Grant Career Center is closed and students are given an alternative assignment, students will be provided assignments from each of their classes through our on-line learning platform that are to be completed and turned into their teachers. These assignments will be evaluated. All assignments are due based on the teacher's due date. Any student that does not complete the assignments by the due date will be counted as absent from school.

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

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

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

## School-Sponsored Clubs and Activities

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

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

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

## Student Activity Standards

All students of the Grant CTPD are encouraged to participate in school activities. Through participation in school activities, students learn the true meaning of responsibility, competition, accountability and teamwork. Those who



participate will undoubtedly receive a more balanced comprehensive and enjoyable education than those who choose not to become involved in school activities.

## Expectations

Students participating in school activities are expected to:

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

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

## Student Code of Conduct for Extracurricular Activities

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

# Student Expectations

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

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

## Student/Staff Confidentiality Issue

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

## STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used 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 the child's educational goals.

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

Adult students (age eighteen (18) or older) must follow all school rules.

If residing at home, adult students should include their parents in their educational program.

## STUDENT EMANCIPATION

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

## ATTENDANCE

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high-quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is the person's dependability in coming to work every day on time. This is a habit the school wants to help students develop as early as possible.

## Compulsory Attendance

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

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

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

## Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will be required to complete schoolwork that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year.

If a student is habitually or chronically truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200 - Attendance. Habitual or chronic truancy can also result in:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action
- F. assignment to an alternative school
- G. Student returning to their home/associate school

## Excused Absences

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

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home (a written physician's statement verifying the illness may be required)
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. religious expression days, up to three (3) of which may, after approval by the Director in accordance with this policy, permit the student to be absent without any academic penalty
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751
- K. college visitation

- L. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- M. absences due to a student being homeless

At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

## Notification of Absence

If a student will be absent, the parents must notify the School by phone before 8:00 AM. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused, and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence, and students will be required to make-up missed class work. The student will also be subject to disciplinary action.

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

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

1. Parents/guardians are responsible for reporting their son/daughter's absence and the reason(s) for the absence. This should be done on the morning of the absence via a telephone call.
2. School personnel are responsible for implementing a process whereby parents/guardians are contacted regarding an absence if parental notification has not occurred. An automated call will occur at 9am and 12pm for any students the school has not received notification from a parent/guardian.
3. School personnel are responsible for providing staff members with the names of students who miss class as a result of scheduled field trips, and/or such things as guidance appointments or administrative conferences.
4. School personnel are responsible for recording student absences and, based on the reasons for the absence, will record the absences as being excused or unexcused as established by standards set forth by the State of Ohio.
5. Students are responsible for making up work due to any absence. Teachers will give students the opportunity to make up class work following an absence due to any reason. Students will typically be given the same amount of time to make up the work as the amount of time that they were absent from class. However, for absences that are unexcused, due to truancy (including skipping class) will result in a zero score for the attendance portion of the employability grade.
6. School personnel are responsible for creating and maintaining a school-wide attendance incentive program that promotes "good" student attendance practices. These incentives may include but will not be limited to luncheons and gifts.
7. School personnel are responsible for implementing a system of accountability for student attendance related to the State of Ohio House Bill 140 as it pertains to eligibility for and maintenance of an Ohio Driver's License and

Ohio House Bill 410 that defines truancy and excessive absences. See Board Policy 5200 for all attendance details.

8. When Grant CTPD is in session, students are expected to attend school. In the event that a student does not have transportation to their home school due to an emergency or closure due to inclement weather the absence will be recorded as a function of the home school and will not count towards a student's absences (parent note required).
9. Excessive unexcused tardiness will be addressed by school personnel on an individual basis.

## Religious Expression Days

The Director will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Director within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Director will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Director may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Director may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Director will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.

The District has adopted the following procedure for a student, parent, or guardian to notify the District of any grievance with regard to the implementation of this policy. A grievance must be submitted in writing to the Superintendent. The Superintendent will review the grievance and issue a written determination of whether the policy has been violated. The decision of the Superintendent is final and not subject to further appeal.

The District will notify parents and guardians annually about this policy and the procedures that they must follow to request accommodations for religious expression days.

The policy will be placed in a prominent location on the District's website and will include the contact information for an individual who can provide further information about the policy. The District will also publish a non-exhaustive list of major religious holidays, festivals, and religious observations as published by the State Superintendent for which an

absence will not be unreasonably withheld or denied. The list will be provided whenever the policy is posted, printed, or distributed, and will be accompanied by a statement that declares the list is non-exhaustive and may not be used to deny accommodations to a student for a holiday, festival, or observation that is not included in the list. Nothing in this policy, and no inclusion or exclusion of a religious holiday or festival on the list posted by a District, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

## Make-Up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the instructor as soon as possible to obtain assignments.

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

## Suspension from School

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from the office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

## Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State.

If a student under the age of eighteen (18) has thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year the student will be considered habitually absent and will be reported to the Judge of the Juvenile Court.

## Tardiness

Each student is expected to be in their assigned location throughout the school day. If a student is late arriving at school, the student must report to the school office before going to the student's first assigned location. Unexcused tardiness will be addressed by school personnel on an individual basis. Tardies to school count toward the total hours of a student's absence. Unexcused tardies will result in the following disciplinary consequences:

- 1st Tardy – Student Warning;
- 2nd Tardy – Lunch Detention;
- 3rd Tardy – Thursday School;

- 4th Tardy and Any Beyond – Thursday School and/or In-School Restriction

## Early Dismissal

All students who wish to leave school during the regular school day must present a signed note from a parent explaining the reason for the dismissal, including the dismissal time. This note should be brought to high school office before school, if possible. Each early dismissal excuse will be judged excused or unexcused based upon the same criteria as in absences. Students will receive an early dismissal note which should be presented to their teachers. All early dismissal students must sign out in the high school office prior to leaving school. Students who come to Grant for the morning lab may bring a signed note to the front office for an early dismissal for the morning and for the period of time before they would return to their regular high school. The regular high school would handle any early dismissal request after student returns and signs in. All attendance issues (tardies, unexcused absence, early dismissals, absences, etc.) will be communicated to your regular high school.

## Vacations During the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter, prior to the vacation, with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip. Five days of student vacation, with prior approval, may be an excused absence during the course of the school year. Any vacation days beyond the five days will be considered an unexcused absence.

## Extended Period of Absenteeism

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

## Student Dress and Appearance Code

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

- Students should not call undue or unnecessary attention to themselves by an immodest clothing style. Skirts, split skirts and dresses (to include slits) are to be no shorter than a student's middle finger when the students are holding their arms and hands to their side. Shorts are not to be worn. Clothing that has holes above the knee should have holes covered and pants should fit properly around the waist. The outer layer of clothing should appropriately cover the torso of the body. Students should not wear pajama type clothing at school.



- Students need to wear shoes that are appropriate and safe for school. All shoes need to be securely fastened to prevent shoes from coming off. Students in the trade and industrial areas need to wear leather work shoes which have laces up the front.
- Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd, racist, or vulgar should not be worn. Clothing that bears statements, slogans, images, or insignia that harass, threaten, intimidate, demean, discriminate or suggests violence, and that creates a reasonable risk of substantial interference of the educational process, should not be worn. Clothing that bears statements, slogans, images or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, or illegal drugs, and that creates a reasonable risk of substantial interference of the educational process, should not be worn.
- Extreme makeup or body piercings which are not conducive to learning and/or industry standards are discouraged. Additional lab requirements may be enforced due to safety or industry standards.
- Students will also be required to wear uniforms and conform to the uniform requirements for lab areas.
- A student's face must be fully visible at all times.
- Students should not wear trench coats in the school building.
- All school sports uniforms must meet Grant's dress code expectations.

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

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

## CODE OF CONDUCT

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

## Student Discipline

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

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

## Behavior Expectations

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

## Reporting Threats or Any Act of Violence

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

## STUDENT DISCIPLINE CODE

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

### 1. Possession/use of drugs and/or alcohol

Possessing, using, transmitting, or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, lookalikes, over-the-counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

If a building director has a reasonable individualized suspicion of drug or alcohol use, the building director may request the student in question to submit to any appropriate testing including, but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one (1) other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, the student will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

### 2. Possession/Use of tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco.

The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes, or other smoking devices for burning tobacco or any other substance is also prohibited.

### **3. Use and/or Possession of a firearm**

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

Firearm is defined as any weapon (including a starter gun) that 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). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

### **4. Use and/or Possession of a weapon**

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordnances under State law. 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.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade, or any similar device that is used for or is readily capable of causing death or serious bodily injury. Knives to be used as a tool in lab are to remain in that lab (examples include culinary knives and box cutters).

**5. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

**6. Look alike weapons**

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

**7. Knowledge of dangerous weapons or threats of violence**

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

**8. Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property, and its occupants will not be tolerated. Arson is a felony.

**9. Physically assaulting a staff member/student/person associated with the District**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the district, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

**10. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the district reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

**11. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

## **12. Misconduct off school grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct 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.

## **13. Extortion**

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

## **14. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

## **15. Falsification of schoolwork, identification, forgery**

Falsifying signatures or data or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

## **16. Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) 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. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the people in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

## **17. Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

## **18. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

## **19. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the director.

## **20. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal. The school is not responsible for personal property.

## **21. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member or acting in defiance of staff members.

## **22. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others) and disregard for school property.

## **23. Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

## **24. Unauthorized use of school or private property**

Students must obtain permission to use any school property, or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

## **25. Leaving school grounds without authorization**

Upon boarding the school bus or upon arriving on school property, the student is considered to be under the jurisdiction of the school. Students are not permitted to leave school property until the end of the school day unless they have a "special excuse" approved by an administrator or designee.

## **26. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

**27. Aiding or abetting violation of school rules**

Assisting other students in violation of any school rule. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

**28. 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.

**29. Immorality**

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

**30. Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

**31. Violation of bus/school vehicle rules (see Section V – Transportation)****32. Interference, disruption, or obstruction of the educational process**

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

**33. Hazing**

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

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.

All incidents of hazing must be reported immediately to any of the following individuals: the building director or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **34. Violent Conduct**

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extra-curricular 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 that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

### **35. Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

### **36. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property.

### **37. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime or entering a building without consent and committing a crime.

### **38. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

### **39. Lighting Incendiary Devices**

Unauthorized igniting of matches, lighters and other devices that produce flames.

### **40. Possession of Pornography**

Possessing sexually explicit material.

### **41. Unauthorized use of vehicles**

Occupying or using vehicles during school hours without parental permission and/or school authorization.

### **42. Disrespect**

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

### **43. Failure to serve in-school restriction (ISR)/ Thursday school**

A student shall not fail to serve an ISR assigned by the school administrator.

### **44. Search**

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

### **45. Stealing**



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

#### **46. PROFANITY/OBSCENITY**

A student shall not use profane or obscene language or gestures.

#### **47. Repeated violations of school rules**

A student shall not repeatedly violate school rules as outlined in the Student Code of Conduct. A student who repeatedly violates school rules may be recommended to the Superintendent for expulsion from school.

#### **48. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

##### **A. Verbal:**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

##### **B. Nonverbal:**

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

**C. Physical:**

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the district, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that they are the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the district, or by third parties, should contact the District's Anti-Harassment Complaint Coordinator(s).

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report their concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting their concerns, the student should provide the name of the person(s) whom the student believes to be responsible for the harassment and/or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the director.

Each report will be investigated in a timely manner and as confidentially as possible. The district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act

responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

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

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

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

## ZERO TOLERANCE

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

## DISCIPLINE

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

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences of misbehavior are designed to be fair, firm and consistent for all students in the school.

Because it is not possible to list every misbehavior that occurs, misbehavior not listed above will be responded to as necessary by staff.

## POSSIBLE DISCIPLINARY STEPS

- N. Administrative conference or warning
- O. After School Detention/Thursday School
- P. Lunch Detention
- Q. In-school Restriction

- R. Bus Suspension
- S. Emergency Removal
- T. Out of School Suspension
- U. Expulsion
- V. Restoration/restitution/community service
- W. Police notification and/or arrest
- X. Loss of driving privileges

The following list is designed to inform students of the probable consequences for violations of the Grant CTPD Code of Conduct. The letters listed above and below represent disciplinary steps that are progressive in nature, the purpose of which is to maintain a positive educational environment. The Board of Education and the administration reserve the right and authority to move to a higher step and/or combine steps in the discipline progression as the situation demands.

A student shall comply with the rules and regulations of said club organization, department, and/or school and will be held accountable as per the acts of misconduct above. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code shall be subject to disciplinary action.

Grant Career Center uses a minor and major referral system for assigning disciplinary consequences. Three minors turn into a major referral. Major referrals result in a meeting with the school administration and may have disciplinary consequences as a result of that meeting.

## DUE PROCESS RIGHTS

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

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

## Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain the student's view of the underlying facts. After that informal hearing, the director [or assistant director or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within three (3) days after receipt of the suspension notice, to the Principal. The request for an appeal must be in writing.

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

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or the student's representative requests otherwise. A verbatim transcript will be made, and witnesses will be sworn in prior to giving

testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

## Emergency Removal

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

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

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

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or the student's parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension, or expulsion.

## Expulsion from School

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

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to

the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

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

Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

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

## Permanent Exclusion

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

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

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

## Discipline of Students with Disabilities

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

## Suspension of Bus Riding/Transportation Privileges

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

If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing within one (1) day of the reason for and the length of the suspension.

## SEARCH AND SEIZURE

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

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

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

## INTERROGATION OF STUDENTS

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

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

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

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

## STUDENT RIGHTS OF EXPRESSION

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

Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

## Student Concerns, Suggestions and Grievances

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

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

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



# TRANSPORTATION

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## BUS TRANSPORTATION TO SCHOOL

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

## CONDUCT ON SCHOOL VEHICLES

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

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

Students must comply with the following basic safety rules:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.
- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove, or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the school vehicle in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to, emergency and/or safety equipment).
- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

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

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

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

Due to safety considerations in crossing State Route 125, students are discouraged from walking to and from the Grant Career Center. Students should either ride the bus, drive, or ride to and from school each day.

## PENALTIES FOR INFRACTIONS

A student who misbehaves on a school vehicle shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the school vehicle. (See Suspension of Bus Riding/Transportation Privileges, above)

## TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

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

## SELF-TRANSPORTATION TO SCHOOL

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

The following rules shall apply:

- Students under age eighteen (18) must have written parent permission prior to driving to school.
- Students will provide evidence of:
  - driver's license;
  - insurance certificate;
  - vehicle registration.

Students are required to obey the parking lot speed limit of 15 mph.

Parking permits are required for all student drivers. Proof of insurance, valid driver's license and copy of vehicle license plate number are required to obtain a parking permit. The student must obtain a permit from the High School Office and pay a fee of \$ 15.00 for two (2) years.

If a student's parking permit is suspended, no fees will be refunded.

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

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

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

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

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

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

# ONE TO ONE LAPTOP PROCEDURES AND GUIDELINES

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

The procedures, guidelines, and information within this document apply to all laptops used at Grant Career Center, as well as any other device considered by the Superintendent to come under these guidelines. Teachers may set additional requirements for use within their classrooms.

## RECEIVING YOUR LAPTOP

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

## TAKING CARE OF YOUR LAPTOP

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

### General Precautions

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

### Screen Care

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

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

## USING YOUR LAPTOP AT SCHOOL

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

## Laptops Left at Home

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

## Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair with the Technology Department. Students are responsible for the care of the loaner while in their possession and are subject to the same one-to-one laptop agreement signed for the original unit. The student will be charged for damaged or lost items. All warranty repairs will be waived and treated as normal usage. If the laptop damage is beyond repair and needs to be replaced, we will evaluate replacement options on a case-by-case basis. Students may be responsible for full replacement costs up to \$1200.

## Charging Your Laptop's Battery

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

## MANAGING YOUR FILES & SAVING YOUR WORK

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

## SOFTWARE ON LAPTOPS

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

## STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY

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

## PROTECTING YOUR LAPTOP

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

## Laptop Identification

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

## Laptops Left in Unsupervised Areas

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

## Intentional or Negligent Damage

Students are expected to keep the laptop in good condition. Failure to do so will result in fines depending upon laptop condition. Students will be responsible for the full cost of repair or replacement: Full replacement costs may cost up to \$1200.

1. Liquid/beverage spills on the laptop, i.e., eating or drinking near a laptop is not accidental and will not be covered by non-negligent repairs.
2. Damage to the screen, keyboard, or exterior due to drops or misuse.
3. Excessive scratches/wear to laptop exterior caused by failure to regularly use the protective case as required.
4. Damage caused by repairs made by an unauthorized source. District laptops should only be brought for repair to Grant Career Center's Technology Department.
5. Deliberate damage, neglect or abuse caused by you or others you allow to use your laptop. This includes intentionally marking, defacing, and/or abusing the laptop. Also, damage caused by tampering with hardware components to alter district configurations.
6. Leaving the laptop unattended or failing to secure it per school recommendations.
7. Leaving the laptop in an unlocked car, locker, or on the bus.
8. Mysterious disappearance of the laptop - meaning the laptop user has no knowledge as to the place, time, or manner of the loss.

## School District Protection

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

# NOTICES

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## SCHOOL BOARD POLICY ON DRUG PREVENTION (Board Policy 5530)

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

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

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

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

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

## NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION (Board Policy 8330)

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

- A. The Student Services Office is responsible for the processing and maintenance of all student records. The office is located at Grant Career Center, 718 West Plane Street, Bethel, Ohio 45106, (513) 734-6222.
- B. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or the legal guardian of a student, adult student (eighteen (18) years of age or older), and those designated by Federal law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.

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

## NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

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

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

Part of the mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child’s blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, parents/guardians need to be aware of these requirements ahead of time. That way, if the situation does develop, they will understand the reason for the request and will have an opportunity to consider it in advance. These are serious diseases; however, through proper precautions and cooperation, they can be prevented from spreading.

If you have any questions or concerns, please contact the High School Office.



## ASBESTOS MANAGEMENT PLAN – AHERA COMPLIANCE

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

## CONCEALED CARRY PROHIBITION

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

## INSTRUCTIONAL MATERIALS

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

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

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

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

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

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. "Instructional materials" means instructional content, regardless of format, which is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or

digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

## PESTICIDE NOTIFICATION

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

## SCHOOL BOARD POLICY FOR SCHOOL MEETINGS (Board Policy 2461)

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

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

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

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

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

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

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

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

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

## PUBLIC RECORDS (Board Policy 8310)

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

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, educational support services data as defined by R.C. 3319.32, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43. No public records, including but not limited to personnel records, personnel files, staff directories, and student records, shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Secretary of State. Such public records and student records shall only contain the address designated by the Secretary of State to serve as the student's, parent's or employee's address.

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

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

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

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

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

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

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

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

Those seeking public records will be charged only the actual cost of making copies. The charge for paper copies is ten (10) cents (\$.10) per page. The charge for downloading computer files to a compact disk is the actual cost of the device. There is no charge for documents e-mailed.

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

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

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

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

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

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

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

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

