

Rio Grande Elementary

“Reaching Great Expectations”

**Parent/Student Handbook
2016/2017**



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gallipoliscityschool.k12.oh.us

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RIO GRANDE ELEMENTARY **STUDENT HANDBOOK**

INTRODUCTION

This Handbook is designed to inform students and parents of rules, regulations, and policies of Rio Grande Elementary School and the Gallipolis City School District.

A thorough review of this Handbook will do much to help the student adjust to the daily routine.

In order to have organization in any group, certain policies and procedures must be followed. This Handbook does not and cannot cover all aspects of school life, but is intended to be used as a guide. Most of the policies have been developed over a period of years. This Handbook is continually being revised so that it will benefit the majority of the students and be concerned with the welfare of the entire school.

It is the wish of the faculty and administration that this Handbook will serve to promote cooperation between the school and the home. School personnel will be glad to answer any questions about the Handbook or any other aspects of school life at Rio Grande Elementary.

VISION

We the learning community at Rio Grande Elementary, including teachers, students, parents and community members, believe we can achieve our vision by working together to improve learning, creating a positive instructional environment utilizing technology, community resources, assessment, and the arts.

We believe at Rio Grande elementary that ALL children can learn through a nurturing environment that enables them to develop to the best of their ability to meet the obligations as a productive citizen in a democracy.

MISSION STATEMENT

All Students Will Become Successful, Lifelong Learners*

*Board Adopted July 16, 2003

Gallipolis City School District

Administration Office

**61 State Street
Gallipolis, OH 45631
(740) 446-3211**

Mr. Roger Mace, Superintendent

Mrs. Ellen Marple, Treasurer

Ms. Beth Volborn, Director of Curriculum & Instruction

Mrs. Marylynne Jones, Director of Special Ed.

Mr. Troy Johnson, Transportation/Safety Supervisor

Mrs. Marsha Haner, Food Service Supervisor

Board Of Education

Mrs. Lynn Angell – **President**

Mr. John O'Brien – **Vice President**

Dr. Timothy Kyger

Mrs. Amee Rees

Mr. Morgan Saunders

RIO GRANDE ELEMENTARY SCHOOL

2015 - 2016 DAILY SCHEDULE

8:10 A.M.....	Staff Report
8:30 A.M.....	Student's Earliest Arrival Time-Staff Report to Classroom or Duty Areas
8:30-8:50 A.M.....	Breakfast Program in Cafeteria
8:45A.M.....	Opening Bell
8:50A.M.....	Tardy Bell / Classes Begin
11:00 – 11:30 A.M.....	Lunch (KG only)
11:30 – 12:00 P.M.....	Recess (Grades KG, 1 & 2)
11:30 – 12:00P.M.....	Lunch (Grades 3, 4, & 5)
12:00-12:30P.M.....	Recess (Grades 3, 4, & 5)
12:00 – 12:30 P.M.....	Lunch (Grades 1 & 2)
3:15 P.M.....	Dismissal Bell

RIO GRANDE ELEMENTARY DOES NOT ACCEPT RESPONSIBILITY FOR SUPERVISING STUDENTS AT SCHOOL PRIOR TO 8:30 A.M. AND AFTER 3:30 P.M., EXCEPT FOR BUS STUDENTS WHO WILL BE SUPERVISED UNTIL THEIR BUSES ARRIVE

SUPERVISION PLAN

1. The building opens each morning at 8:30 a.m. There is no supervision prior to 8:30 a.m.; therefore, students will not be permitted to enter the building
2. Students being transported to school by means other than bus may be dropped off at the building's front entrance. Children may enter the building through the front entrance only.
3. All students are offered free breakfast in the cafeteria. If they plan to eat breakfast, students must report directly to the cafeteria upon arrival. Students who plan to partake in the breakfast program should report to school by 8:50 a.m.
4. Homeroom begins promptly at 9:00 a.m. Student must report to their homeroom by 9:00 a.m.
5. Parents must bring their child to the school's office if they arrive after 9:00 a.m. The child will be considered late and attendance will be affected accordingly.
6. All visitors to the school are to report to the office immediately. All persons will be required to register as a visitor to the building and obtain a visitor's badge (This is in accordance with Ohio Revised Code 2911.21)
7. Student are to be picked up at dismissal (3:20) at the gymnasium doors. If early release is necessary, the student must be signed out in the office.
8. Students are expected to be picked up from school by 3:30 p.m. The school cannot be responsible for supervision beyond this time.

WRITTEN PERMIT NECESSARY

Anytime a child does something different than that which he/she normally does all school year - such as riding or not riding a bus, going home with a friend, being dismissed for a doctor's appointment during the school day, etc., the child must bring a note to the teacher signed by the parent. This lets the teacher know the child has the parent's permission for this unusual action. It would be helpful if the parent could also call to inform the school of the change as well.

ATTENDANCE

The attendance philosophy of the Gallipolis City School District is that regular school attendance is the primary responsibility of the student and the student's parent(s) or guardian. If the student is to reach his/her maximum educational potential and is to function successfully as an adult, he/she must develop habits of punctuality and good attendance.

A student who participates in any extra-curricular activity (including athletics) must be in attendance for a complete day on the day of a contest, rehearsal, or show in order to be eligible to participate. The building administrator will make all final decisions as to the disposition of all attendance problems.

Attendance Procedures:

1. Notification of the school: The parent or guardian is expected to telephone the school in the event a student is absent. This call is to be made as soon as possible, but not later than 10:00 A.M. on the day of absence. This call does not guarantee that an absence will be classified as excused. Calls made by the student will not be acceptable for an excused absence. Calls not received by 10:00 A.M. will prompt a phone call or letter from the building principal or attendance secretary.
2. In the case of an absence that is due to a medical appointment, the student has three days after his or her return to bring a written note from the medical practitioner stating the reason for the absence. If a note is not received within the three days, the absence will be classified as unexcused.
3. If at any time during the school day a student must leave school, a parent or guardian will need to sign them out in the school's office and take the student with them.
4. If, during the school day, a student becomes ill, the school nurse or other school personnel will contact the student's parent, as necessary. The ill student should not initiate a direct phone call to his or her parent.

Late Arrival: Students who arrive at school between 9:00 a.m. and 9:30 a.m. will be counted tardy. A student who arrives after 9:30 a.m. and before 12:00 p.m. will be charged one-half day of absence. Any student who arrives after 12:00 p.m. will be counted as a full day's absence.

Early Release: A student who leaves school early but not before 3:00 p.m., will be counted as early dismissal (please see tardy policy below). If a student is checked out between 12:00 p.m. and 3:00 p.m. they will be counted one-half day of absence. Any student who leaves before 12:00 p.m. will be counted as a full day's absence.

Categories of Absences:

Excused: An excused absence is that condition or situation over which the student, parent, or guardian has no control, and is listed in the excused classifications of absences. An excused absence will allow the student to make-up class work that he/she has missed. The student will have the same number of days to complete make-up class work as the number of days he/she has missed. Failure to make-up required class work will result in a grade of zero for that work. The following absences are considered excused:

1. Personal illness (five or more consecutive days of absence due to illness require a doctor's note to be considered excused).
2. Death or funeral of immediate family member.
3. Illness in the immediate family which demand student aid.
4. Doctor or dentist appointments which cannot be scheduled at any other time.
5. Religious holidays.

Unexcused: An unexcused absence is that situation when the student is absent from school with or without the knowledge or consent of his/her parent for any reason other than the ones listed above. . In such cases the parent will be notified, and appropriate action will be taken. An unexcused absence could eliminate the privilege of make-up-work, resulting in a grade of zero for that work. Unexcused absences include, but are not limited to, the following:

1. Truancy.
2. Shopping trips.
3. Non-urgent work at home or elsewhere.
4. Unconfirmed illness (five consecutive school days require a doctor's note).
5. For hair cuts, errands, bill paying, etc.
6. Suspension and/or expulsion.

Habitual Truant: Any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or twelve or more school days in a school year.

Chronic Truant: Any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one month or fifteen or more school days in a school year.

Accumulated Days of Absence: After a student has accrued a total of 6 days of absences (excused or unexcused) in a given semester or 12 days (excused or unexcused) in a given year, all further absences during that semester/year will be unexcused. **A medically necessary absence, verified by a written doctor's statement, will not count toward the 6 and 12 day limits, as long as the doctor's statement is received by the school within three days of the student's return to school; A chronically**

ill student must have a doctor's statement on file in the office. The principal may excuse other absences in excess of the 6 and 12 day limits if there are extenuating circumstances.

Truancy:

Truancy is a serious offense which is contrary to state attendance laws and will be dealt with in the following manner:

1. If a student is truant 3 or more days, a warning letter shall be sent to the legal parent or guardian explaining the offense.
2. If a student is truant 5 or more days, a "diversion conference" shall be scheduled with the following participants: student's parent, guardian or custodian; school personnel; attendance officer; and the juvenile court appointed alternative specialist.
3. Chronically or habitually truant students shall be reported to the appropriate juvenile authorities in accordance with the Ohio Revised Code.

Vacations:

Vacation while school is in session is discouraged, particularly during semester and final exam periods. Should such a vacation become necessary, a parents or guardian's request that the absence be excused will take into consideration the following: past student attendance, grades, and willingness and opportunity to make up the work. Vacations granted during the school year shall not exceed five school days. Students are responsible for obtaining class assignments during vacation days.

In all cases, advance notice of five school days prior to the vacation is expected in order to allow the teacher preparation time. Vacations that are approved by the administration will count toward the 6 and 12 day limits on accumulated days of absent per semester and per year, as described above.

Tardiness:

Any student that enters the school or classroom after the tardy bell will be considered tardy. An early sign out of a student will also count against the student's accumulated tardies. All tardies to school at the beginning of the school day will fall under the consequences noted below:

1. A maximum of two tardies to school per nine weeks will be excused with a phone call (from a parent/guardian) on the day of the tardy.
2. All tardies beyond two parent contacts will be considered unexcused
3. A doctor's excuse will excuse a tardy if the child's return to school or early dismissal is within a reasonable amount of time from the appointment

Consequences for unexcused tardiness at the elementary level will be determined by the building administrator.

Faithful and Perfect Attendance:

Three or more tardies or early sign-outs without a Doctor's excuse will constitute a one half day of absence when calculating Faithful and Perfect Attendance. Faithful and Perfect Attendance will be based on the following criteria:

1. Perfect Attendance: Zero days of absence with 3 or less tardies.
2. Faithful Attendance: No more than 3 days of absence with 3 or less tardies.

BUS TRANSPORTATION

The District furnishes transportation in compliance with State law. This fact does not relieve parents from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus, he/she becomes the responsibility of the school authorities. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct (see the Gallipolis City School District: Code of Conduct).

BUS DISCIPLINARY ACTION

Video cameras are used on buses to monitor student behavior. Disciplinary action for violations of the rules governing the behavior of students riding school buses is:

1. First offense - warning and a letter sent to parent(s) describing the conduct which is in violation.
2. Second offense - up to five days suspension of the student's bus privileges and a letter to parents describing the violations.
3. Third offense - could result in the suspension of bus-riding privileges for an indefinite period of time and a letter sent to parent(s) describing the violation.

In some cases, the nature of the violation may be such that the first step of the disciplinary procedure will be waived and the second step immediately imposed. In some rare cases, the nature of the violation may be so severe that the first and second steps of the disciplinary procedure will be waived and the third immediately imposed.

CAFETERIA SERVICES

A free breakfast program is provided at school for children whose parents wish them to participate. A half-pint of milk, fruit juice and other suitable items are served in the breakfast program. Breakfast is served between 8:30 and 8:50 A.M. A well-balanced hot lunch is served each day at noon in the school cafeteria. Children bringing their lunch from home eat there also.

Computers are used for lunch and breakfast money. Lunch and Breakfast money should be brought for a full five-day week, one month, or a year. Paying one day at a time is not acceptable. For the 2010-2011 school year monies can be assigned to the students accounts through e-funds. Go to www.gallipoliscityschools.k12.OH.us. then proceed to CAFÉTERIA INTRODUCES LUNCH BOX ONLINE FOR STUDENTS. Students' lunch money can be used anytime. There will be "NO" refunds at the end of the school year. All money will be carried over to the following year. Children are permitted to charge up to five (5) charges. Once exceeding the (5) charges a letter will be sent home to that student's parents/guardian explaining that the child will be given an alternate lunch consisting of a peanut butter and jelly sandwich and a container of milk until the outstanding balance is paid. When paying for lunches by personal check, please make the checks payable to GALLIPOLIS CITY SCHOOLS.

CHANGE OF CONTACT INFORMATION

Board of Education policy requires that students attend school in the attendance area in which the legal guardian resides. If you move or change phone numbers, you must let our office know immediately of these changes. For the safety of your child, it is important that we know how to reach you at all times.

If your new address is out of our attendance area, we can advise you on what school your child will attend. Changing schools can be hard on a student. Sometimes we receive reports that families do not live where they say they live. Please be advised that parents may be asked to provide proof of residence.

CHANGE OF CUSTODY

Parents are obligated to inform the school anytime the custody of a child changes. In order to comply with the requests of custodial parents to restrict who may see or pick up their child at school, a copy of the divorce decree or other legal documentation must be on file in the school office.

CHILD ABUSE

Board of Education Policy and Ohio Revised Code Section 2151.421 requires school personnel to report suspected child abuse or neglect to the Gallia County Children's Services. The law also makes the reporting personnel immune from related criminal or civil liability.

CLASS PLACEMENT

When classes are structured, we follow a clear set of guidelines. Classes are formed into deliberate heterogeneous groups with the following in mind:

- An even boy-girl ratio
- A full range of aptitudes within each class
- An equal number of pupils in each class per grade level

Once these factors have been considered, we begin to build a class of children who show promise of working well together. Attempts are made to match pupil and teacher personality and style. Quite understandably, these decisions are based upon observations made by teachers during the course of the school year. While we welcome your input about your child's individual learning needs, we trust you understand that your comments constitute just one of many factors that we consider in forming classes. The final decision on class placement resides with the school.

DRESS CODE

It is expected that students of Rio Grande Elementary School will practice moderation in the areas of dress and personal grooming. A moderately dressed and well-groomed student exhibits traits of personal pride and social responsibility which are essential in maintaining the desired educational level of our school.

Generally, we are pleased with the judgment used by parents in choosing appropriate school attire for the children. If there should be a question of inappropriateness of a child's dress for school activities, it will be handled individually and as discreetly as possible using the following guidelines:

1. Unusual and distracting grooming will not be permitted.
2. All clothing must be worn in good taste. Extremes in shortness or tightness are not permitted.
3. Students dress and appearance shall be such that it does not hinder the progress of the educational process in any way.

Weather and seasons are the greatest determinants of how we dress. It is well to remember the children go outside for fresh air, exercise and relaxation for recess, except for severe or foul weather conditions. Please dress children accordingly.

Art Education:

We suggest that each student bring an old shirt or smock to wear each week during their art class to protect clothing.

Physical Education:

Students are expected to wear appropriate gym shoes on their assigned day for gym class. No other special clothing is required.

CLINICAL GUIDELINES AND MEDICATION POLICY

The school MUST have a telephone number on file in the nurse's office or INFORMATION as to how parents may be reached in case of an accident or illness of their child.

If a child becomes seriously ill or injured, parents will be notified. If a parent cannot be located immediately, the child will be taken to your family physician, an available physician, or the hospital if the circumstances warrant it.

If any doubt exists as to the seriousness of the sickness or injury of the child, the school will notify the parent immediately. It is the PARENT'S RESPONSIBILITY, not the school's, to make the final decision as to what should be done.

The State Law requires the school to have on file a signed statement noting whether or not parents give a doctor or hospital the right to administer treatment in an emergency. This form will be sent home at the opening of school, signed by the parent either yes or no, and returned to the school.

The school cannot transport an ill child home; nor is the school staff permitted to call a taxi. If a parent calls for a taxi to pick up their child, the office staff will see the child safely into the cab.

Children are normally excluded from school if there is one (1) degree of temperature elevation or if a communicable illness is suspected. Parents are required to notify the school immediately if a child has a communicable disease.

The school needs to know of any special health problems your child may have such as: allergies, epilepsy, heart conditions, etc. Should a child have had an illness or health condition which limits or prohibits his participation in outdoor recess or other activities, a note is necessary to excuse him/her from such activities.

When you plan to be out of town or away on a trip, make sure the school has the name and telephone number of the person responsible for your child in case of an emergency.

Immunization Law:

Children who do not have evidence of proper immunizations will be excluded from school after 14 days.

Medications:

Board of Education Policy JHCD Administering Medicines to Students will allow the distribution of medications to students by authorized personnel if the following criteria are met:

1. The person or persons designated to administer medication will receive a written request, signed by the parent, guardian, or other person having care or charge of the student that the drug be administered to the student.

This form is sent home with all students at the beginning of the school year and when a student enrolls. They are also available upon request from the Principal's Office or the school nurse.

2. Each person designated to administer medication will receive a statement, signed by the physician or other person licensed to prescribe medication, which will include the following information:

A. The name and address of the student

B. The school and class in which the student is enrolled

C. The name of the drug and the dosage to be administered

D. The times of intervals at which each dosage of the drug is to be administered

E. The date when the administration of the drug is to begin

F. The date when the administration of the drug is to cease

G. Any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency

H. Special instructions for administration of the drug, including sterile conditions and storage

3. The parent/guardian or other person(s) having care or charge of the student agrees to submit a revised statement, signed by the physician who prescribed the drug, to the person designated to administer medication, if any of the information provided by the person licensed to prescribe medication as described above changes.

4. The person authorized to administer the drug will receive a copy of the statement described above.

5. The drug will be received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

Many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illness that will not hinder the health and welfare of others. The school strongly recommends that medication be administered in the home. Parents should ask their doctor to arrange the time medication is given to avoid school hours if possible. If this is not possible, parents may come to school to administer medication to their children. If this cannot be done, any student meeting the aforementioned requirements will be administered medication by any of the following designated employees at Rio Grande Elementary: Principal, Nurse, Teachers, Secretary, and Aides.

The school's role in the administration of this policy is one of cooperation with the parent and student and we will take responsibility for the administration of medication only after the guidelines of the Board Policy have been met.

Illness at School:

1. Children who become ill at school can be better cared for at home by their parents.
2. Ultimately, the care of sick children is not the responsibility of the school.
3. The school will release sick children only to the child's custodial parent or a person identified by the custodial parent.
4. Parents are responsible for providing the school with work phone numbers or information about where the parent can be reached during the day.
5. The parents are responsible for providing information about someone who can care for the sick child if the parents are not available.

Emergency Medical Treatment:

Parents are responsible for informing the school of emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat the child and the hospital they wish to care for the child in an emergency. Emergency information and emergency medical treatment forms are sent home with students at the beginning of each school year and when a student enrolls. If you did not receive the forms, please contact the Principal's Office. We must have completed forms for your child on file.

Bee Stings and Other Allergies:

1. Parents are responsible for informing the school of a child's allergies, especially allergies to bee stings.
2. In the case of bee sting allergies, the parents are responsible for providing the school with ample bee sting medication and a doctor's statement about how the medication is to be administered.

PEDICULOSIS (lice) PROCEDURES (Board Policy JHCC-R)

Philosophy:

The Ohio Department of Health is aware of the special problems associated with institutional control of head lice. It is in cooperation with the Ohio Department of Health and the Gallia County Health Department, that the Gallipolis City School District has implemented a specific policy regarding head lice. We feel that facilities that develop, disseminate, and implement specific policy and procedures are successful in preventing epidemics and subduing resentment and confusion that often accompanies this problem.

Screening:

At the beginning of each school year, the school nurse will screen a percentage of students at each elementary school for head lice. These children will be picked at random. Appropriate case findings and follow-up will be carried out by the school nurse based on the results of the screening.

Identification and Dismissal:

1. Potential or suspected evidence that a child has lice.
2. The school nurse then inspects that child in a private setting. All inspections are to be done by removing barrettes, braids, etc., in order to adequately determine and inspect the child's head.
3. Positive findings require that the remaining members of the classroom, siblings, and other suspected contacts be screened. This may require communication to other schools where siblings or close contacts are attending.
4. Notification of findings to the principal.
5. Notification to family.
6. Principal sends instruction form (Form 1), exclusion from (Form 2), and readmission form (Form 3), with the child.
7. Instructions are given to the parents if the child is picked up at school.
8. Student is readmitted to school after presenting Form 3 (Readmission), signed by either the school nurse, physician, or local health department stating that child is nit free.
9. Families that notify principals of identified and treated causes of lice should be informed that Form 3 (Readmission) is required for admittance and is to be given to the principal or his designee.

10. Students who do not comply with the two (2) day maximum absence for treatment of lice may require further investigation.
11. Children infested and identified with head lice will be rechecked in approximately two (2) weeks by the school nurse after returning to school.

Children identified with head lice infestation will be sent home with the parent, if possible. Children that cannot be sent home due to unavailability of the parents will remain in school for the remainder of the day with restrictions on activities that require close personal contact.

Parents who visit the school to pick up their children will be given education in the treatment and follow-up of head lice. Those parents unable to pick up their children will be given the same information on the telephone. A letter of instruction will be sent home with the child, as well as a letter of exclusion and re-admittance slip. They will be instructed in:

1. Treatment methods for head lice including treatment of child, his/her clothing and other personal articles.
2. Identification of nits in other family members and their contacts.
3. Services of local health department applying to head lice. (treatment education, rechecks, parent and teacher education on head lice, etc.)
4. How to remove nits from the hair shaft and the importance of doing this.
5. Readmission policy: child may return to school after initial treatment with the form signed by the school nurse, physician, or health department stating their inspection was free of nits.
6. Rechecks conducted by the Gallia County Health Department are to be conducted at the health department on an appointment basis. Appointments will be scheduled within 24 hours of the request for recheck. There will be no fee for rechecks.
7. Infested children will be rechecked by the school nurse two (2) weeks after returning to school. If nits are found, initial measures will be reinstated.

Parents are encouraged to report to the school if their child has been identified or tested for head lice. This is necessary in order that the child's contacts, siblings, and other classmates can be checked. Readmission to school is based upon a signed statement from either the school nurse, health department or physician that the student is nit free.

Prevention and Education:

Prevention education and classroom management of lice will be conducted as necessary by the school nurse. The Gallia County Health Department nurses will conduct prevention, identification and treatment education upon request by the building principal to school nurses, teachers, staff and parents. Decisions regarding letters to families, distribution of educational materials, and contacting other media sources will be determined by the school principal and school nurse in the event of a lice epidemic.

DISCIPLINE

The behavior of the student in school is ultimately the responsibility of the parent and a reflection of the kind of discipline the parent has developed with the child in the home. The school expects that parents will cooperate with and support the school when the child must be disciplined. Parents and teachers should discuss problems a child displays before the problems become serious. If the parent is aware of situations in the home or in the school that may distress the child; these should be discussed with the teacher before they result in discipline problems.

Discipline Plan:

Each teacher has a discipline plan. Students and/or parents will be informed of their child's teacher's discipline plan at the beginning of each school year. Each discipline plan has a progressive hierarchy of penalties and loss of privileges. Parents should be aware of these and seek ways to support the teacher when these penalties or loss of privileges must be imposed.

Parents and students are referred to the Gallipolis City School's Code of Conduct and Guidelines for Responding to Student Conduct Problems for further clarification and facts pertaining to School Discipline.

EMERGENCY SCHOOL CLOSINGS

Local radio stations, WJEH-AM (990) or WYPC-FM (101.5) and television channels WSAZ (Channel 3) or WOWK (Channel 13) post delays and closings. You may also call The Education Connection --446-4320. Please do not call the school. We need to keep the lines open for emergency situations.

Before School: If the situation is in the early morning, radio and television channels will carry the announcement beginning usually at 6:00 A.M.

During School: If the situation occurs during the day and school is in session the radio will announce that school is closing with as much advance notice as possible. Please have an alternative plan with your children in case you are not at home.

FIELD TRIPS

Throughout the year educational experiences are provided for students by taking them to places where they might see in action a specific process of a place they have been studying about in the classroom. Parents will be notified in advance of such trips.

Walking Field Trips: A permission slip will be sent home with each child at the beginning of the school year to allow your child(ren) to attend walking field trips. This permission slip gives your child permission to attend all walking field trips for the entire year. The classroom teacher will inform parents of intended walking field trips prior to the trip.

Bus Field Trips: A separate permission slip will be sent home prior to field trips requiring bus transportation. **Any student who does not have a signed permission slip for Walking or Bus Field Trips will not be permitted to participate in the field trip.** At other times, people from the community will be invited to visit the classrooms to discuss and show processes, pictures, artifacts, and etc. to the students that pertain to their current studies. If parents or someone else they may know has something considered to be a worthwhile contribution in this manner, please contact the teacher or the principal to discuss it.

FINES

When school property, equipment, or supplies are damaged, lost or taken by individuals, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school library may be subject to appropriate fines.

FIRE AND TORNADO DRILL PROCEDURE

Building diagrams and procedures are posted by the door in each room. Fire and Tornado practice drills will be performed throughout the school year to prepare students and staff in case of an emergency.

GRADING INFORMATION

Grading:

In addition to his/her rate of progress, a student's reading and math level is indicated as follows:

Reading - the actual Grade Reading Level where the child is working

Mathematics - whether the child is working At Grade Level or Below Grade Level

The MOST IMPORTANT FACT for parents to note is the LEVEL in Reading and Mathematics where their child is actually functioning. Be sure to check the Work Habits and Social Living Areas, as well as all other sections of the report card.

Reporting Student Progress:

Finding the most understandable method of reporting a child's progress in school to parents is one of the greatest problems faced by teachers. A report of a child's progress is one of the most important contacts between the school and the home.

At the end of each nine-week grading period, parents will receive a report card which will provide an evaluation of their child's progress. An interim report will be sent home between the issuance of report cards if a student is exhibiting unsatisfactory progress.

It is the parent's RESPONSIBILITY to examine, sign, and return the card immediately. If there is a question, please consult the child's teacher or principal at once.

Twice during the school year, time is set aside for parent-teacher conferences. They are scheduled for each child's parents.

Parents will be notified as to the exact time and date of their conference. Students do not attend school during the conferences held during the school day.

GRADE SCALE

LETTER	NUMBER SCALE	
A+	100	97.5
A	97.49	92.5
A-	92.49	89.5
B+	89.49	87.5
B	87.49	82.5
B-	82.49	79.5
C+	79.49	77.5
C	77.49	72.5
C-	72.49	69.5
D+	69.49	67.5
D	67.49	62.5
D-	62.49	59.5
F	59.49	0

HOMEWORK

The Gallipolis City School District believes that homework -- that is properly designed, carefully planned, and geared to the development of the individual student meets a real need and has a definite place in the educational program. Homework should be assigned to help the student become more self-reliant, learn to work independently, reinforce skills previously taught, and complete assigned projects. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own child's educational progress. The amount and type of homework given is to be decided by the classroom teacher, dependent upon the AGE and GRADE of the child, within the framework of overall instructional plans. Therefore, homework, when assigned, is important and is expected to be completed by the child and returned to the teacher for checking.

Make-up Work: Students are responsible for make-up work after an absence. The student is to ask the teacher for the assignments missed on the day the student returns to school. The teacher will determine the amount of time a student is allotted to make up the work. When a child is absent, parents may notify the school office in the a.m. and the work for that day may be picked up in the office after 3:00 p.m. A student, parent, or other adult may not go to the classroom after school hours to pick up books, homework, or personal items, unless the student's teacher or principal is available to accompany the person making the request. Student responsibility in this matter is being encouraged. Therefore, excessive request by students to return to the classroom will be denied.

HOLIDAYS

Such days are announced in advance of the designated vacation time to all students by the teachers, notices sent home with the children, radio, press and the school calendar. A school calendar is sent home with each pupil. We suggest this item of information be kept for future reference.

INTERROGATIONS BY PUBLIC AGENCIES

Standing in loco parentis, in place of the parents, the school will cooperate with public agencies such as Health Department, Children's Services, Legal Authorities, etc.

In accordance with Board Policy JFG, the administration will try to protect each student as follows:

1. The public agency will be encouraged to question students out of school and in the home whenever possible.
2. Public agencies will be permitted to question students within the schools as long as the number of requests and length of interrogations are reasonable and certain guidelines are followed.
3. The school principal must be notified before a child may be questioned in school or taken from a classroom.
4. If possible, the parents or legal guardian of the student to be interviewed should be notified by the public agency before the student is questioned so that the parents may be present if they so desire.
5. A school official will request to be present when an interrogation takes place within the school.
6. Whenever possible, public agencies should contact and/or question students out of school. When it is absolutely necessary for an officer of a public agency to make a school contact with a student, the school authorities will take the child to a private room and the contact will be made out of sight of others as much possible.
7. When it is necessary to remove a child from school, after notifying the school principal, the public agency authorities should notify the parents.

LOST AND FOUND ARTICLES

Lost articles are taken to the office of the principal or placed in a designated spot know by students. If your child loses something, they should first check with the office or in the "Lost and Found" bin. It is a good idea to mark all personal items with the child's name.

The school does not assume responsibility for lost items.

OUTSIDE PLAY POLICY

All students are to go outside for recess at the scheduled times as long as it is determined by the Principal and/or teachers that the weather and playground conditions are suitable for outside play. Parents should plan to dress their child(ren) for the weather each day as they will be expected to participate in the full activities of the school day (outside activities included).

As our teachers are assigned to recess duty or other responsibilities during recess times, we are often faced with the problem of what to do with students who need to stay in. If you feel that your child is unable to take part in the recess activities as outlined in the previously stated policy, a note stating such should be sent to the teacher on the specific day you wish your child to stay in.

NOTES WILL NOT BE HONORED FOR MORE THAN ONE DAY AT A TIME EXCEPT FOR UNUSUAL

CIRCUMSTANCES. When a student brings a note to stay in, parents are advised that the student will remain seated in the

classroom and refrain from running around the room. If the teacher is not available to supervise the child, then the student will report to the office to sit during recess. Your cooperation in limiting requests for your child to stay in except after an illness will be appreciated.

P.T.O.

Programs are arranged by the PTO Board and meeting dates are announced to the membership as soon as possible. The membership drive is held at the beginning of the year. We urge all parents, teachers, and friends of the school to join and become active members.

Under the direction of the hospitality chairman of the P.T.O. several mothers will be recruited from each room to serve as room mothers. The duties of room mothers are as follows: to furnish refreshments for two parties per year (Halloween and Valentine's Day), and take leadership roles in other P.T.O. sponsored events such as the Fall Festival and Spring Carnival.

The program for each meeting is planned to be of interest to parents and teachers: speakers, local resource persons, panel discussions, films and other talent are presented. Parents are encouraged to participate and attend.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are always welcome. Parents are asked to call ahead for an appointment so that it may be scheduled at a time the teacher will be available. Special conference days are established each school year and are indicated on the school calendar. A reminder notice will be sent home prior to each conference.

PERSONAL PROPERTY AT SCHOOL

The basic rule is this: If it is not needed for school purposes, as determined by the teachers and the administration, then it should not be brought to school. Such personal items may include, but are not limited to electronic games, mp3 players, compact disc players, cell phones, etc. The school does not assume responsibility for personal property.

PICTURES

School pictures are taken as a service to parents each year, usually in November and March/April. We use a pre-pay plan with all money being paid directly to the photographer on the day pictures are taken. A notice with details will be sent home prior to "picture day". A make-up day will be announced for those students that were absent or did not bring their money on "picture day".

SAFETY

The safety of our children is of prime importance. Parents and the school staff must cooperate in this endeavor. Children need to know and obey safety rules.

1. Children are reminded to walk through the corridors, up and down stairways using the handrails and practice safety at drinking fountains, on the playground, in the restrooms, and etc.
2. Children should cross streets at intersections only. Remind them of the hazards of crossing streets in the middle of the block.
3. Teach them not to step between parked cars; even, in front of the school when parents come to pick them up.
4. TEACH YOUR CHILD NEVER TO ACCEPT RIDES WITH STRANGERS - NEVER TO ACCEPT CANDY OR MONEY FROM UNKNOWN PERSONS.
5. Children who walk to school should use the shortest and safest route.

A REMINDER: Arrival time for students is no earlier than 8:30 A.M.

SCHOOL EXPECTATIONS

Classroom Expectations:

1. Show respect to all.
2. Follow directions.
3. Come prepared to work.
4. Help care for school property.
5. Follow other classroom rules developed in each room.

Playground Expectations:

1. Play safe
2. Use equipment properly
3. Share equipment/take turns
4. Include others
5. Use appropriate language
6. If you need help or have a problem, tell a teacher

Cafeteria Expectations:

1. Use an "Inside Voice"
2. Silence in the cafeteria line (includes serving line in the hallway)
3. Stay seated, get up only with permission
4. Use good table manners
5. Food trades only with permission

6. Pick up garbage on the table and floor where you are seated

Assembly Expectations:

1. Sit quietly in one spot
2. Listen actively
3. Applaud appropriately

Bus Line Expectations:

1. Drink and restroom before going to bus line
2. Stay in bus line
3. Use an "Inside Voice"
4. Face forward and listen for instructions

Hallway Expectations:

1. Use an "Inside Voice"
2. Keep your hands and feet to yourself
3. WALK on the right side of the hallway

Restroom Expectations:

1. Get in, go, flush, wash your hands, get out
2. Use an inside voice
3. Respect privacy

STANDARDIZED TESTING PROGRAM

Students of selected grade levels in the Gallipolis City Schools are administered standardized tests of academic achievement and general educational ability. These tests assist teachers in evaluating the progress of each child in reading, arithmetic, language and study skills. Specific areas of strengths and weakness may be diagnosed so that relevant educational plans may be made. In addition, since similar tests are given to children throughout the nation, we may be able to see how children in this school system compare in academic skills with other districts throughout the United States. Results of these tests become a part of the child's cumulative school record and are available for discussion and interpretation to parents upon request.

STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records. The following guidelines will be followed in regard to the release of student records:

Confidentiality:

1. Student records are confidential and are protected by the privacy act. Only the school staff, an adult student (age 18), and a minor child's natural parents or legal guardians or adoptive parents have access to the records
2. Directory information on the child is not protected by the privacy act. Directory information includes name, address, phone number, participation in officially recognized activities and sports, age, awards, attendance, date of graduation, and height and weight of members of an athletic team. Parents may request that the school not release this information.

Parent's Access to:

1. Parents requesting access to their child's records must be granted access within 45 days of the request. (The Administration will usually be able to comply within five working days.)
2. Parents have the right to receive copies of their child's record. The school may charge the actual cost of duplicating the record
3. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.
4. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

Non-custodial Parent's Access to:

1. A divorce or change in custody does not change the rights of a natural parent to their child's records.

2. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.

Step-Parent's Access to:

1. The step-parent does not have the right to access the step-child's record unless the step-parent has adopted the child, the natural parent has given power of attorney, or the natural parent shows the record to the step-parent.
2. The step-parent does not have the right to a teacher conference unless accompanied by the natural parent, has power of attorney from the natural parent, or has adopted the child.

SUPPLIES

Each teacher will inform parents as to what personal supplies students will need to maintain throughout the school year. Generally speaking; the following supplies will be needed at school: (1) Writing paper, (2) Notebook or folder, and (3) Two pencils with erasers. Teachers, at each grade level, may have special requirements for student's personal supplies from time to time and additional items may be requested.

SUPPLY FEES

A letter stating the annual supply fee for workbooks, art supplies, and other materials will be sent home at the beginning of the school year. Please pay fees before the end of the second week of school. If you are unable to pay the fees by the date suggested, please notify the school office to make arrangements for additional time or installment payments. Checks are to be made out to the Gallipolis City Schools.

TEXTBOOKS

The Board of Education provides all basic texts at no cost to the children of our school. The condition of each book will be recorded at the beginning of the school year. It is suggested that you encourage your child to make a special effort to point out any book damage to the teacher at the time of receipt so there will be no question of responsibility at the end of the school year. Parents will be assessed an appropriate amount for all books lost or damaged during the school year.

VISITORS TO THE SCHOOL

All visitors must report to the Principal's Office upon entering the building. An approved visitor will be issued a Visitor's Pass by the office to be worn while on school property. This procedure informs the staff that the office is aware of and has approved the visitor's reasons for being in the school building or on school grounds. This is for the safety and protection of all students at Rio Grande Elementary.

Parents are welcome to visit their child's classroom and see the ongoing educational program. We ask parents not to bring young children with them because of the distraction it usually creates. The parent must check with the teacher and find out the best time to visit according to the daily schedule of classes and activities. Normally these visits are from 45 minutes to an hour. On the day of the visit, the parent must sign-in at the office and attain a Visitor's Pass. Please do not expect the teacher to spend time during your school visit to hold a conference with you. This takes the teacher away from their classroom responsibilities. A conference may be scheduled with a teacher at any time during the school year, sometime either before or after the school day or during the day when a teacher has a planning or conference period. Also, for a true picture of the classroom procedure it is suggested you not visit just before a holiday or the last few minutes of the school day.

GALLIPOLIS CITY SCHOOL DISTRICT

CODE OF CONDUCT

INTRODUCTION

School districts and officials are charged by the State of Ohio with the responsibility of providing and maintaining a safe and positive educational environment. The educational system realizes there can be a great diversity among individuals as to what is perceived as being right or wrong. Therefore, the school system and its officials are delegated by law with the authority and responsibility to make decisions and determinations as to the overall policies, rules, and regulations for the safe and effective operation of the school's overall educational program. A positive educational environment is one in which the student is protected physically, mentally, and emotionally. The student must be free from fear, intimidation, and disruptions from any source, and provided with the best educational facilities, materials, and services the school system can provide with the resources available.

PURPOSE OF THE CODE OF CONDUCT

The purpose of the school system's Code of Conduct is to serve as a guide for student behavior. Knowledge of the Code and its content will help students contribute to the establishment of a positive learning climate within the school system. The system strives to provide every student with the opportunity for a successful classroom experience, free from disruption, where he or she can succeed according to his or her inherent strengths and potential. In the final analysis, the Code of Conduct should enhance student self control and serve to prevent student discipline problems. All three participants (students, parents or guardians, and school personnel) must meet their responsibilities and obligations regarding the positive educational environment and the process required for the system to produce the maximum degree of success.

SCOPE OF THE CODE OF CONDUCT

The provisions of the Code of Conduct apply to all students whenever the students are on school premises or are present at a school activity, function, or event, whether or not on school premises, and at any other time when the students are subject to the authority of the Gallipolis City School Board or of school personnel. Additionally, the provisions of this Code of Conduct apply while students are en route to and from school, including while waiting for school bus or other transportation, and while they are on any form of transportation provided or arranged by the school. This Code also applies to student behavior off school premises insofar as the behavior disrupts or has the potential to disrupt the educational process in the schools or deprives or has the potential to deprive other students of their right to an education within the curricular program or privilege of participation in the extracurricular program; including behavior that occurs off school property but is connected to activities or incidents that have occurred or will occur on school property or at school events, or behavior, regardless of where it occurs, that is directed at a Gallipolis City school official or employee, or the property of such school official or employee.

ZERO TOLERANCE

The Gallipolis City School District Board of Education has zero tolerance for violent, disruptive, or inappropriate behavior and such behavior is prohibited as set forth in the code of conduct. The Board also has zero tolerance for excessive truancy and truancy from school will result in appropriate disciplinary action.

SERIOUS MISCONDUCT CODE

A VIOLATION OF ANY OF THE FOLLOWING RULES IS GROUNDS FOR DISCIPLINARY ACTION INCLUDING, BUT NOT LIMITED TO, EVENING SCHOOL, SATURDAY SCHOOL, ALTERNATIVE SCHOOL, REFERRAL TO LEGAL AUTHORITIES, SUSPENSION, EMERGENCY REMOVAL, EXPULSION, AND/OR PERMANENT EXCLUSION. IF, IN THE JUDGMENT OF SCHOOL PERSONNEL, THERE EXIST EXTENUATING CIRCUMSTANCES, A VIOLATION OF THESE RULES MAY BE TREATED AS A VIOLATION OF THE MINOR MISCONDUCT CODE. ANY STUDENT WHO ASSISTS OR IN ANY WAY PARTICIPATES IN THE VIOLATION OF THESE RULES MAY BE SUBJECT TO DISCIPLINE.

Unauthorized Publication and/or Distribution of Materials:

Materials published by students and/or non-school sponsored groups shall not be distributed in school buildings, on school grounds, or on school buses without the prior written approval of the school Administration.

Fighting and/or Assault:

A student shall not intentionally cause or attempt to cause physical injury or intentionally or recklessly behave in such a way that could cause physical injury to a school employee or other individual at anytime. Pursuant to ORC 2903.13, assault on a teacher, administrator, or school bus operator could be considered a felony.

Leaving School Without Permission/Cutting Class:

A student shall not be absent from class or classes without permission. A student shall not leave school before the school day is completed without the consent of the Principal, Assistant Principal, or school nurse.

Truancy:

Any student who is absent from school without the consent of his parents or guardian or any student who “cuts” class will be classified as truant. Ohio law provides that parents may be required to attend truancy education programs and may be subject to court action for such truancy. In addition to being subjected to disciplinary action under this Code, students who are chronic or habitual truants may be referred to Juvenile Court and to the Registrar of Motor Vehicles for suspension of driving privileges.

Damage to Property:

A student shall not intentionally cause or attempt to cause damage or defacement (including graffiti) of any kind to the school, school property, or private property. In addition to the imposition of any other appropriate disciplinary action, a student who violates this rule and/or the student’s parent will be expected to repair, replace, or pay for the damaged property, or otherwise make full restitution as determined by the Board.

Disruption of School:

A student shall not by use of profanity, violence, force, noise, hazing, coercion, threat, harassment, extortion, intimidation, bullying, fear, or other conduct to cause or attempt to cause a substantial and material disruption or obstruction of any lawful function of the school, including extra-curricular activities. A student shall not be disrespectful in his or her actions or words.

Harassment:

Harassment of students or school staff on the basis of race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age, or sex is prohibited. Such harassment may include but is not limited to verbal, non-verbal, or physical conduct when such conduct has the purpose or the effect of: (1) unreasonably interfering with an employee’s work performance or a student’s curricular, co-curricular, or extra-curricular performance; (2) creating an intimidating, hostile, or offensive working or educational environment; or (3) otherwise unreasonably impacting upon an individual’s employment, or a student’s educational, opportunities. Information regarding procedures for reporting incidents of suspected harassment is available from the school office.

Insubordination:

A student shall not fail to comply with school rules, including those at any school sponsored activity or to comply with any reasonable request of a school employee exercising his/her assigned duties.

False Alarms:

A student shall not initiate or circulate any false threat to student safety, including but not limited to a false fire alarm, bomb threat or false report of any other type of emergency. Any such false threat may be reported to the police and may constitute the felony of inducing panic in a school under ORC 2917.31.

Alcoholic Beverages, Drugs, Look-alike Drugs and Drug Paraphernalia:

A student shall not knowingly possess (including, but not limited to, retention on the student’s person or possession in a purse, wallet, locker, desk, or vehicle), use, conceal, transmit or offer to transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, steroid, prescription drug, alcoholic beverage, intoxicant, or mood altering chemical of any kind, or other illegal drugs or counterfeit (look-alike) drugs, nor shall any student use, possess, conceal or transmit drug paraphernalia. Use of a drug authorized by medical prescription from a licensed physician shall not be considered a violation of this rule if the school medication policy is followed. Such medication shall be handled only as determined by school personnel and Board policy, and may be kept under secure conditions if deemed appropriate.

“Under the influence” is defined as manifesting signs of drug, chemical or alcohol misuse including, but not limited to, staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or other behavior reasonably consistent with substance abuse.

“Alcoholic beverage” means intoxicating liquor, alcohol, wine, beer, mixed beverages, malt liquor and malt beverages as defined in Section 4301.01 of the Ohio Revised Code. The term “alcoholic beverages” also means any liquid substance, such as “near beer,” intended for use as a beverage, used as a beverage, or capable of being used as a beverage, which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription by the manufacturer and in accordance with school district policy and rules related to the use of prescription and nonprescription drugs so long as the substance is (1) authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student’s name and directions for use or (2) an over-the-counter medicine, kept in the original container, which container shall state directions for use. The use and possession of such medications are subject to control by school authorities as indicated above.

Tobacco and/or Any Other Smoking Material:

Possession, smoking, or other use of tobacco or of any product containing tobacco by students is against state law. Students shall not bring, possess, distribute, or offer to distribute, smoke, burn, or use tobacco or look-alike tobacco products in any form. Prohibited products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, clove cigarettes, and snuff. Smoking materials such as lighters and/or matches are also prohibited. This rule prohibiting tobacco or other smoking materials also applies when students are on school property, on school transportation, at school sponsored events, or whenever under the authority of school personnel.

Electronic Devices:

A student shall not use or possess electronic communication or other devices that have the potential to interrupt or disrupt the academic process. Such prohibited devices include but are not limited to pocket pagers, cellular phones, and laser pointers. “Pocket pager” means any device that can be carried by a person that is capable of receiving a radio signal or other telecommunications signal, and that emits a

signal upon receipt of a radio or other telecommunications signal. "Electronic communications device" means any device that is powered by batteries or electricity and that is capable of receiving, transmitting, or receiving and transmitting communications in any form. The school assumes no responsibility for the security of such items. A first-time violation of this rule may result in discipline up to and including a three-day suspension and/or forfeiture of the device. Subsequent violations of this rule may result in greater discipline up to and including suspension.

Hazing:

A student shall not subject other students to pranks, abuse, or humiliation that may cause mental or physical harm. A student shall not coerce or attempt to coerce another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a risk of causing mental or physical harm to any person.

Bullying:

Bullying, Intimidation and Harassment of students is prohibited. Harassment, intimidation or bullying (hereinafter "bullying") is defined as any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. This prohibition applies to all activities in the District, including activities on school property or while enroute to or from school and those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity. The Board of Education's policy prohibiting bullying (JFCF) may be found at the end of this Student Handbook.

Firearms, Knives and Dangerous Instruments:

A student shall not possess, handle, conceal, transmit, or use any object or a facsimile of any object which might be considered to be a weapon or instrument of violence, including but not limited to any type of firearm, knife, chain, club, explosive, dangerous chemical, firework, tear gas, or pepper gas, or other dangerous materials, nor shall a student claim to possess any of the foregoing or incite another to possess any of the foregoing. Devices which are not normally considered weapons may under certain circumstances be used as and considered for purposes of this prohibition to be dangerous instruments. Any device used or intended to be used as a dangerous instrument shall be considered to violate this rule. As further explained elsewhere in this Code, an expulsion may be imposed for an increased period of time when it is firearm or knife-related.

Theft/Unauthorized Possession:

A student shall not steal, attempt to steal, or encourage others to steal public or private property, nor shall a student be in possession of stolen property. This rule shall include, but is not limited to intellectual property such as tests, test scores, and test answers.

Repeated Violations:

A student shall not repeatedly fail to comply with school procedures or directions of school employees, including any of the provisions of this Code of Conduct. Repeated violations of the Minor Misconduct Code may be considered a violation of the Serious Misconduct Code and may subject the student to any of the disciplinary actions imposed for violations of the Serious Misconduct Code.

Trespassing and/or Unauthorized Entry:

No individual shall trespass or enter any area of the school grounds and/or building outside of normal hours, or enter any area closed to students without the approval of the principal. Students are not to possess, handle, or transmit school keys without permission.

Sexual Conduct:

Students are not to engage in sexual acts, nor are they to possess, conceal or transmit pornographic matter on school property, at school sponsored activities or when under the authority of school personnel.

Plagiarism/Forgery/Impersonation:

Students shall be honest and not take ideas from another and pass them on as their own. Students shall not imitate or counterfeit documents, signatures, or work nor impersonate parents or teachers for the purpose of deceiving school officials or employees. Students who violate this rule may at the least lose credit for the affected assignment and/or be disciplined. Forgery of certain documents is a criminal act in Ohio.

Test Security-Behavior:

Misbehavior, including any violation of test security for any test, including standardized or proficiency testing may result in one or more parts of a student's test being invalidated and/or other discipline deemed appropriate.

Endangerment:

Students shall not engage in any conduct that in any way endangers any person or property.

Violation of Law:

A student shall not violate any law or ordinance.

Violation of the Network Acceptable Use Policy:

Students must have signed an Acceptable Use Agreement before gaining access to the Network. Students shall abide by the Network Acceptable Use Policy and any school or classroom rules for Network access, which include, but are not limited to the following: students shall not;

- share passwords
- abuse District hardware or software
- create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials

- use the Network for any commercial activities
- transmit, download or copy any materials in violation of any Board Policies or any federal, state or local laws:
 - materials that include the design or detailed information for the purposes of creating an explosive device
 - materials in furtherance of criminal activities or terrorist acts
 - threatening materials or pornographic, sexually explicit or obscene material
- vandalize the District's Network or use the District's Network to vandalize other computers, networks or web sites.

MINOR MISCONDUCT CODE:

A VIOLATION OF ANY OF THE FOLLOWING MINOR MISCONDUCT RULES WILL RESULT IN DISCIPLINARY ACTION WHICH, IN MOST INSTANCES, WILL BE LESS SEVERE THAN THAT RESULTING FROM VIOLATIONS OF THE SERIOUS MISCONDUCT CODE. HOWEVER, REPEATED VIOLATIONS OF THESE MINOR MISCONDUCT RULES, OR VIOLATIONS WHICH IN THE JUDGMENT OF SCHOOL PERSONNEL ARE PARTICULARLY DISRUPTIVE OR DANGEROUS WILL BE TREATED AS VIOLATIONS OF THE SERIOUS MISCONDUCT CODE, AND WILL SUBJECT THE STUDENT TO THE MORE SERIOUS DISCIPLINARY ACTIONS PROVIDED BY THAT CODE. THUS, WHEN CIRCUMSTANCES WARRANT, VIOLATIONS OF THESE RULES MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING SUSPENSION, EXPULSION, REMOVAL, AND PERMANENT EXCLUSION. ANY STUDENT WHO ASSISTS OR IN ANY WAY PARTICIPATES IN THE VIOLATION OF THESE RULES MAY BE SUBJECT TO DISCIPLINE.

Students shall not engage in conduct that in any way interferes with the good order, discipline, or educational purpose of the school, or that endangers any person or property. It is impossible to list all the minor disruptions of the educational process that could occur. The following list of prohibited conduct is intended to serve as an example of those violations that will result in disciplinary action and is not all-inclusive:

- Throwing or kicking objects which might result in injury to another person.
- Failure to follow instructions of school authorities.
- Possession and/or use of squirt guns, water balloons and other objects of nuisance.
- Gambling.
- Dishonesty or misrepresentation of facts.
- Disrespect by word, or deed, or action.
- Classroom misbehaviors such as inappropriate noises, sleeping, not sitting in assigned seat, non-attentiveness, failure to bring required materials to class, etc.
- Open and inappropriate display of affection.
- Running, pushing, shoving, or acting in any way which might cause injury to another individual.
- Remaining in the building without permission after the designated time of dismissal.
- Littering the school building and/or grounds.
- Not properly completing required school forms.
- Misuse of school equipment, materials, or property.

DISCIPLINARY ACTIONS: GUIDELINES FOR RESPONDING TO STUDENT CONDUCT PROBLEMS

In determining the appropriate response to student misconduct, school personnel may consider the seriousness of the offense, the student's attitude, the number of previous offenses, and the willingness of the student to mend his/her ways. The Administration may use sanctions including the following in responding to incidents of misconduct.

Noon Detention:

Detention(s) may be given for minor offenses that disrupt the school atmosphere. The number may vary with the seriousness of the problem. Detention must be served each day starting the day it is assigned. Failure to do so may result in additional disciplinary action.

Loss of Privilege:

As a result of misconduct, a student may be denied certain privileges which are granted to other students. For example, students in grades 9-12 may lose the privilege of going to town to eat lunch. Elementary school students may lose the privilege of participating in field trips, field days, class parties, or other special activities. Students additionally may lose the privilege of participating in extracurricular activities.

Removal From Class/Time Out:

A student may be temporarily or permanently removed from a class.

Guidance Services:

A student may be referred to guidance services for counseling at the discretion of the principal.

Conferences:

Conferences may be held with students, parents or guardian, teachers, administration and/or juvenile court authorities to resolve problems or misconduct.

Evening School/Saturday School:

Evening School and Saturday School may be used for offenses at the discretion of the school Administrators. The following rules apply to students who are required to attend Evening School/Saturday School.

1. Evening School takes place after school hours on designated days from 3:00 p.m. to 4:45 p.m.
2. Saturday School takes place on designated Saturdays from 9:00 a.m. to 12:00 noon.
3. Parents or guardians will be responsible for the student's transportation to and/or from the assigned Evening/Saturday School.
4. Evening/Saturday School will be scheduled as needed by the high school administration. Parents or guardians will be notified by letter in advance of the Evening/Saturday School to which the student has been assigned.
5. Students will report to Evening/Saturday School with the appropriate materials, which are to include school books, paper, pencils, and other school related materials needed for the period.
6. Students may not converse with other students.
7. Sleeping is not permitted.
8. Students are prohibited from participating in extra curricular events on any day for which they have been assigned to Evening/Saturday School until the Evening/Saturday School is over for the day.
9. A student's unexcused failure to attend Evening/Saturday School as assigned is cause for further discipline as deemed necessary by the school administration.
10. Excuses such as employment, family or household obligations, trips out of town, school activities, and lack of transportation are not automatically acceptable reasons for missing Evening/Saturday School. The Administration will determine whether or not an absence will be excused.

Suspension:

The suspension of a student from school is a very serious matter. The Superintendent, principal, assistant principal or other school administrator may suspend a student from school for a period of time not to exceed ten (10) school days. If there are fewer than ten school days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the suspension to the following school year. Except in the case of an in-school suspension, written notice of the intention to suspend the student and the reasons(s) for the suspension will be given prior to the student's suspension. Upon notice of the intended suspension, the student will have an opportunity for an informal hearing to discuss the suspension. Repeated suspensions may result in expulsion.

Alternative School:

Alternative School may be assigned at the discretion of the high school administration. Alternative School is located in the old Clay Elementary School building. Students will ride the appropriate bus to and from the Alternative School (transportation will be provided by the school). ATTENDANCE IS MANDATORY! Missed days will result in makeup days or appropriate action by the school and/or Alternative School. If the absence is due to illness, a doctor's excuse will be required.

Emergency Removal:

A student may be sent home if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. If the period of removal is longer than one school day, or if the student also is subject to suspension or expulsion, written notice of a hearing and of the reason for the removal will be given, and a hearing will be provided.

Expulsion:

The expulsion of a student from school is a very serious matter. The Superintendent of the District may expel a student for a period of up to eighty school days or for the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place, unless a greater period of expulsion is authorized by law. If there are fewer than eighty school days remaining in the year, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. Expulsions may exceed eighty days when imposed for a violation involving a firearm, knife, bomb threat, or a violent act that causes serious physical harm to persons or property, or when otherwise authorized by the Ohio Revised Code.

Written notice will be given to the student and his or her parents or guardian of the intention to expel the student and the reason(s) for the intended expulsion. An opportunity for an informal hearing with the Superintendent or his designee will be provided the student and his parents or guardian.

The Superintendent may, after offering an opportunity for a hearing before the Superintendent or Superintendent's designee, temporarily deny admittance to the Gallipolis City Schools to any student if the student has been expelled from the schools of another District, and the period of the expulsion has not expired.

Any student who is temporarily denied admittance to the Gallipolis City Schools, or the student's parent, guardian, or custodian may appeal that denial to the Board of Education or Board's designee, which may affirm or reverse the denial on the basis of the record so made. The student or parent/guardian may be represented at the hearing, and a verbatim record shall be made of all proceedings.

The Superintendent will initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the district's policies and code of conduct even if the student has withdrawn from school for any reason after the incident that gives rise to expulsion but prior to the hearing or decision to impose the expulsion. The expulsion shall be imposed for the same length of time as for a student who has not withdrawn from school.

Permanent Exclusion:

A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child for, committing, when 16 years of age or older, one of the offenses specified in the Ohio Revised Code as grounds for permanent exclusion. Generally, these are serious offenses which involve weapons, drugs, and/or violent conduct.

Also, for a true picture of the classroom procedure it is suggested you not visit just before a holiday or the last few minutes of the school day.

PROCEDURES FOR IMPOSING SUSPENSION, EMERGENCY REMOVAL, EXPULSION, AND PERMANENT EXCLUSION

Suspension:

The Superintendent, principal, assistant principal or other administrator may suspend a student for not more than ten school days. If there are fewer than ten school days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the suspension to the following school year. The Superintendent or principal will give written notice of intention to suspend, and the reasons, to the student. If the student may be subject to permanent exclusion, the written notice will also be provided to the parent or guardian, and will include a statement that the Superintendent may seek to permanently exclude the student; however, any failure to provide the information regarding the possibility of permanent exclusion shall not affect the validity of the suspension procedure or the validity of a permanent exclusion. The student will have an opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or Superintendent's designee, and will have the right to challenge the reasons for the intended suspension or otherwise explain his actions. This hearing may take place immediately.

Within one school day of the suspension, the parent, guardian, or custodian of the student and the Treasurer of the Board will be notified in writing of the suspension. This notice will include the reasons for the suspension and, where applicable, notification that the Superintendent may seek the student's permanent exclusion; however, any failure to provide the information regarding the possibility of permanent exclusion shall not affect the validity of the suspension or the validity of a permanent exclusion. The notice also will describe the right to appeal the suspension and be granted a hearing on the appeal before the Board of Education or the Board's designee, the right to be represented at the appeal, and the right to request that the Board hear the appeal in executive session (although any action on the appeal will be taken in a public session of the Board).

Procedure for Appealing Suspension:

1. In order to appeal a suspension, the student or the student's parent, guardian, or custodian must, within five days of the mailing date of the letter informing them of the suspension, submit to the Superintendent a written request for an appeal. The request must include the name of the person, if any, who will represent the student at the hearing on the appeal.
2. Notification of the day, time, and place of the hearing (including a list of all persons who will be in attendance) will be sent to all persons who will be involved in the hearing.
3. The hearing will proceed as follows:
 - a. The reason for the suspension will be presented by the building administrator and/or Superintendent or Superintendent's designee.
 - b. The reasons for the appeal of the suspension will be presented by the student, parent guardian, custodian, or representative.
 - c. The Board or Board's designee may question either or both parties concerning the suspension.
 - d. A verbatim recording of the proceedings will be made.
4. After the hearing, notification of the Board or Board designee's action will be sent to the person making the appeal.

During the appeal process, the suspension of the student shall be enforced, except that the Superintendent shall have the discretion to hold a suspension in abeyance pending the appeal.

Emergency Removal:

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, then the Superintendent, principal, or assistant principal may remove the student from the school premises. If the emergency removal exceeds one school day, then a hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. The hearing will be conducted as provided in this Code for proposed suspensions, unless it is probable that the student may be subject to expulsion in which case the hearing will comply with the procedures for hearings in connection with proposed expulsions. In the case of an emergency removal, the person who ordered, caused, or requested the removal shall be present at the hearing.

In an emergency removal, a student can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension, or expulsion.

Expulsion:

Only the Superintendent may expel a student. Expulsion is a removal of a student for more than 10 school days. Generally, expulsion will not exceed eighty school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place. If there are fewer than eighty days remaining in the school year, the Superintendent may apply any remaining part of all of the period of the expulsion to the following school year. Expulsions may exceed eighty days when imposed for a violation of the District's policies concerning firearms, knives, bomb threats, violent acts, or when otherwise authorized by the Ohio Revised Code.

The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion. The notice will include the reasons for the intended expulsion, notification of the right of the student and the student's parent, guardian, or custodian to appear before the Superintendent or designee to challenge the action or to otherwise explain the student's actions, and notification of the time and place to appear, which will be not earlier than three and not later than five school days after the notice is given. If the student may be subject to permanent exclusion, the written notice will include a statement that the Superintendent may seek to permanently

exclude the student; however, any failure to provide the information regarding the possibility of permanent exclusion shall not affect the validity of the expulsion procedure or the validity of a permanent exclusion.

Within one school day of the expulsion, the Superintendent or principal will notify the parent, guardian or custodian of the student and Treasurer of the Board. The notice will include the reasons for the expulsion, and, where applicable, notification that the expulsion may be subject to extension pursuant to Ohio Revised Code Section 3313.66(F) and/or that the Superintendent may seek the student's permanent exclusion if the expulsion was based on a violation listed in the Ohio Revised Code Section 3313.662(A); however, any failure to provide the information regarding the possibility of permanent exclusion shall not affect the validity of the expulsion procedure or the validity of a permanent exclusion. The notice also will describe the rights of the student, parent, guardian, or custodian to appeal to the Board of Education or Board's designee, the right to be represented at the appeal, the right to appear in a hearing before the Board or Board's designee in order to be heard against the expulsion, and the right to request that the hearing before the Board be held in executive session (although any action on the appeal will be taken in a public session of the Board).

If an expulsion is for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year, the notice sent to the student and to the student's parent, guardian or custodian, additionally shall include information regarding services or programs offered by public or private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include names, addresses and phone numbers of the appropriate public and private agencies.

Procedure for Appealing Expulsion:

1. In order to appeal an expulsion, the student or the student's parent, guardian, or custodian must, within fourteen (14) calendar days of the mailing date of the letter informing them of the expulsion, submit to the Superintendent a written re-quest for an appeal. The request must include the name of the person, if any, who will represent the student at the hearing on the appeal.
2. Notification of the day, time, and place of the hearing (including a list of all persons who will be in attendance) will be sent to all persons who will be involved in the hearing.
3. The hearing will proceed as follows:
 - a. The reason for the expulsion will be presented by the building administrator and/or Superintendent or Superintendent's designee.
 - b. The reasons for the appeal of the expulsion will be presented by the student, parent, guardian, custodian, or representative.
 - c. The Board or Board's designee may question either or both parties concerning the expulsion.
 - d. A verbatim recording of the proceedings will be made.
4. After the hearing, notification of the Board or Board designee's action will be sent to the person making the appeal.

During the appeal process, the expulsion of the student shall be enforced, except that the Superintendent shall have the discretion to hold an expulsion in abeyance pending the appeal.

The Superintendent may deny high school credit for any school work completed or any postsecondary courses, any portion of which were taken or completed during a period of expulsion.

Increased Duration of Expulsion Related to Conduct Involving a Firearm, Knife, Bomb Threat, or Serious Physical Harm to Persons or Property:

A student may be expelled as outlined above for an increased period of time when the conduct giving rise to the expulsion involves a firearm, knife, bomb threat or an act that causes serious physical harm to persons or property.

Firearm:

A student who brings a firearm to school or on to property owned or controlled by the Board of Education while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel, shall be expelled from school for one calendar year.

The Superintendent may reduce, on a case-by-case basis, the one year required expulsion period imposed under this provision in circumstances subject to the provisions of federal and state law related to the education of disabled students or, when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served, and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student.

Definition of "Firearm":

As used herein, "firearm" shall be defined as in Federal law at 18 U.S.C. Section 921 and shall include, but not be limited to; any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device as defined in 18 U.S.C. section 921 et seq. The definition of destructive device includes, but is not limited to (1) any explosive, incendiary, or poisonous gas including, but not limited to, a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a device similar to any of the devices described herein or (2) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled.

Knife:

A student who brings a knife to school or onto property owned or controlled by the Board of Education while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel, may be expelled from school for a period up to one calendar year.

The Superintendent may reduce, on a case by case basis, the one year expulsion period imposed under this provision in circumstances subject to the provisions of federal and state law related to the education of disabled students or, when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served, and the interest of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student.

Definition of "Knife":

As used herein, "knife" shall be defined as any instrument that possesses a pointed or sharp edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing: this definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

Possession of a Firearm or Knife:

A student also may be expelled for a period not to exceed one (1) calendar year if the student possesses a firearm or knife on school property, in a school vehicle, or at any school-sponsored activity, where the firearm or knife initially was brought onto District property by another person. Such expulsions also may extend into the following school year. In compliance with federal law, the Superintendent also shall refer any student expelled for bringing a firearm on to Board of Education property or possession of a firearm to the criminal justice or juvenile delinquency system serving the District. Nothing in this provision is intended to, nor shall it, preclude the Superintendent from suspending, expelling, or removing a student for possessing, transmitting, or concealing a weapon, explosive ordnance, or other dangerous instrument that is not within the scope of this particular provision.

Serious Physical Harm to Persons or Property:

The Superintendent may expel a student from school for a period not to exceed one (1) calendar year if the student commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in ORC 2901.01(A)(5) or serious physical harm to property, as defined in ORC 2901.01(A)(6) while the student is at school, on any property owned or controlled by the school, at an extracurricular event, or any other school program or activity.

The Superintendent may reduce, on a case-by-case basis, the one year expulsion period imposed under this provision in circumstances subject to the provisions of federal and state law related to the education of disabled students or, when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served, and the interest of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction.

Bomb Threats:

A student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat may be expelled from school by the Superintendent for one calendar year.

The Superintendent may reduce, on a case-by-case basis, the one year expulsion period imposed under this provision in circumstances subject to the provisions of federal and state law related to the education of disabled students or, when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served, and the interest of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction.

Permanent Exclusion:

A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child for, committing, when 16 years of age or older any of the following offenses in violation of the cited sections of the Ohio Revised Code:

1. Illegal conveyance or possession of deadly weapons or dangerous ordnance on school premises, in violation of Section 2923.122.
2. Carrying or being in possession of a concealed weapon on property owned or controlled by a school or at a school activity in violation of Section 2923.12 or of a substantially similar municipal ordinance.
3. Aggravated possession of drugs or marijuana in violation of Section 2925.11, other than a violation of that section that would be a minor drug possession offense within the meaning of Section 2925.01, on property owned or controlled by a school or at a school activity.
4. Selling or offering to sell or possessing a controlled substance in violation of Section 2925.03 on property owned or controlled by a school or at a school activity.
5. Committing one of the following against a school employee on property owned or controlled by a school or at a school function: aggravated murder in violation of Section 2903.01; murder in violation of Section 2903.02; voluntary manslaughter in violation of Section 2903.03; involuntary manslaughter in violation of Section 2903.04; felonious assault in violation of Section 2903.11; aggravated assault in violation of section 2903.12; felonious sexual penetration in violation of Section 2907.12; rape in violation of Section 2907.02; or gross sexual imposition in violation of Section 2907.05.
6. Complicity in any of the above-described violations regardless of whether the act of complicity was committed on

school property or at a school activity.

The Superintendent may issue to the Board of Education a request that a student be permanently excluded from school as follows:

1. If the Superintendent obtains or receives proof that a student has been convicted of committing or adjudicated a delinquent child for committing, when sixteen years of age or older, a violation listed as grounds for permanent exclusion in Section 3313.662(A) of the Ohio Revised Code, and if the Superintendent or the Superintendent's designee determines that the student's continued attendance in school may endanger the health and safety of other students or school employees, the Superintendent shall give written notice to the student and to the student's parent, guardian, or custodian that the Superintendent intends to recommend to the Board of Education that the Board adopt a resolution requesting the superintendent of public instruction to permanently exclude the student from public school attendance.
2. The Superintendent's written recommendation that the Board of Education permanently exclude the student shall include:
 - a. The determination that the student's continued attendance in school may endanger the health and safety of other students or school employees.
 - b. A copy of the proof showing that the student has been convicted of or adjudicated a delinquent child for a violation listed as grounds for permanent exclusion in Section 3313.662(A) of the Ohio Revised Code that was committed when the student was sixteen years of age or older.
 - c. A copy of the written notice sent to the student and the student's parent of the intent to recommend the student's permanent exclusion to the Board of Education.
3. Within fourteen calendar days after receipt of a recommendation for permanent exclusion from the Superintendent, the Board of Education, after review and consideration of all of the following available information, may adopt a resolution requesting the superintendent of public instruction to permanently exclude the student from public school

Attendance:

- a. The academic and extracurricular record of the student.
 - b. The disciplinary record of the student and records of any other prior behavioral problems.
 - c. The social history of the student.
 - d. The student's response to the imposition of prior discipline and sanctions imposed for behavioral problems.
 - e. Evidence regarding the seriousness of, and any aggravating factors related to the offense that is the basis of the request seeking permanent exclusion.
 - f. Any mitigating circumstances surrounding the offense that gave rise to the request for permanent exclusion.
 - g. Evidence regarding the probable danger posed to the health and safety of other students or of school employees by the continued presence of the student in the school.
 - h. Evidence regarding the probable disruption of the teaching of any graded course of study by the continued presence of the student in the school.
 - i. Evidence regarding the availability of alternative sanctions of a less serious nature than permanent exclusion that could enable the student to remain in a public school setting without posing a significant danger to the health and safety of other student or of school employees and without posing a threat of the disruption of the teaching of any graded course of study.
4. If the Board of Education does not adopt a resolution requesting the superintendent of public instruction to permanently exclude the student, it immediately shall send written notice of the decision to the Superintendent, the student, and the student's parent, guardian or custodian.
 5. If the Board of Education does adopt a resolution requesting the superintendent of public instruction to permanently exclude the student, the Board shall immediately forward to the superintendent of public instruction the written resolution, proof of the conviction or adjudication that is the basis of the resolution, a copy of the student's entire school record, and any other relevant information. The Board shall forward a copy of the resolution to the student and to the student's parent, guardian, or custodian.
 6. After adopting a resolution requesting the superintendent of public instruction to permanently exclude the student, the Board shall promptly designate a representative of the school district, who may be an attorney, to present the case for permanent exclusion to the superintendent of public instruction or to the referee appointed by the superintendent.
 7. The superintendent of public instruction promptly shall issue an adjudication order that either permanently excludes the pupil from attending any of the public schools of this state or that rejects the resolution of the Board of Education.
 8. If, in the opinion of the Superintendent, a permanently excluded student no longer represents a danger to the health and safety of other students or staff, the Superintendent may, but is not required to, seek the re-admission of the student.

On the recommendation of the Superintendent, the Board of Education will consider a resolution requesting that the superintendent of public instruction revoke the permanent exclusion. If the Board of Education adopts the resolution, it will be forwarded to the superintendent of public instruction, along with the reasons for the resolution and all relevant information. If any violation which in whole or in part gave rise to the permanent exclusion of any student involved

the student's bringing a firearm to school or on to property owned or controlled by the Board of Education, the Superintendent shall not recommend an effective date for the revocation of the student's permanent exclusion that is less than one calendar year after the date on which the last such firearm incident occurred. The Superintendent may recommend an earlier revocation, on a case-by-case basis, when

the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction.

9. Under state law, a student permanently excluded from school may request probationary re-admission for 90 days.

Upon such request, the Superintendent may in his/her discretion, but is not required to, enter into discussions with the student and with the student's parent, guardian, or custodian (or designee of any of these persons) to develop a probationary admission plan. If any violation that in whole or in part gave rise to the permanent exclusion of any student involved the student's bringing a fire-arm to school or on to property owned or controlled by the Board of Education, such request will not be considered or granted for an effective date of probationary re-admission that is less than one calendar year after the date on which the last such firearm incident occurred. On a case-by-case basis, the Superintendent may develop a plan with an earlier effective date when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction.

10. If the Superintendent, the student and the student's parent, guardian, custodian, or designee all agree on a "Probationary Admission Plan," the Superintendent shall issue a recommendation to the Board that the student be admitted on a probationary basis. The recommendation should include a copy of the "Probationary Admission Plan" and the reasons for the recommendation. The Plan may include a treatment program, a behavioral modification program, or any other program reasonably designed to meet the educational needs of the student and the disciplinary requirements of the school.

11. The Board may adopt, by a majority vote, the Superintendent's recommendation for a probationary admission within fourteen (14) days after the Board receives the Superintendent's recommendation.

12. If a student fails to comply with the "Probationary Admission Plan", the Superintendent may remove the student immediately after a conference with him and issue a recommendation to the Board requesting that the probationary admission be revoked. The Board may adopt the resolution by a majority vote. If the Board does not adopt the Superintendent's recommendation, the student shall continue to attend school under the "Probationary Admission Plan."

Prior to permanent exclusion, a student may be suspended or expelled in accordance with the procedures described above for suspension or expulsion. Additionally, if a student is expelled for committing, when sixteen years of age or older, a violation that could subject the student to permanent exclusion, and if juvenile court or criminal proceedings based upon that violation are pending at the time that the expulsion terminates, the Superintendent may file a motion with the court seeking an extension of the expulsion for the lesser of an additional eighty days or the remainder of the school year. If a student has been convicted of or adjudicated a delinquent child for committing, when sixteen years of age or older, a violation that could result in permanent expulsion and for which he or she has been expelled, and if the Board of Education has adopted a resolution seeking permanent exclusion, the Superintendent may file a motion with the court seeking to extend the expulsion until the superintendent of public instruction acts upon the request for permanent exclusion.

Loss of Driving Privileges:

Where the Superintendent receives information that a student of compulsory school age has withdrawn from school for a reason other than a change of residence, or has been suspended, expelled, removed, or permanently excluded for a violation of the Code of Conduct that involves a firearm, knife, or other weapon, the Superintendent must, within two weeks of the withdrawal or discipline, notify the Registrar of Motor Vehicles and the county juvenile judge. In addition, the Superintendent may notify the Registrar of Motor Vehicles and juvenile judge if a student has been excessively absent from school without legitimate excuse or has been suspended, expelled, removed, or permanently excluded for a violation of the Code of Conduct that involves drugs or alcohol. Such notification is not necessary if its only basis is that a student has withdrawn because of a change of residence or if the withdrawn student is enrolled in and attending an approved program to obtain a diploma or its equivalent.

Suspension/Expulsion of Disabled Students:

Disabled students shall be disciplined in accordance with all federal and state laws and regulations.

RULES OF EXTRA-CURRICULAR PARTICIPATION:

A student participates in extra-curricular activities by choice. In so doing, the student must choose between the rules of extracurricular activities and non-participation.

The following is a list of regulations and penalties that apply to all extra-curricular activities at the Gallipolis City Schools. In addition to these rules, each activity advisor may develop regulations and penalties that apply to the activity in question. Students also may be suspended from an activity for a violation of general school rules, as set forth in this Code.

Rule One: The sale of any illegal drug is prohibited.

Penalty:

a. Permanent exclusion from all Gallipolis City Schools extra-curricular activities.

Rule Two: Use or possession of tobacco products (including snuff or clove cigarettes), alcoholic beverages, and illegal drugs is prohibited.

Penalty:

a. First Offense - Removal from the extra-curricular activity for the remainder of the duration of the activity and ineligibility for any related award or recognition.

b. Second Offense - Forfeiture of privilege to participate in all Gallipolis City Schools, extracurricular activities for the remainder of the school year.

c. A third violation will result in permanent suspension from all Gallipolis City Schools extra-curricular activities.

Rule Three: A participant in a play, concert, student council, or other extra-curricular event must be in attendance all day on the day of the event unless the student has a doctor's appointment that accounts for the time missed.

Penalty:

The student is not permitted to participate in that day's event.

Rule Four: A student must be in attendance all day on the day of a game, practice, rehearsal, or other extra-curricular event unless he/she has a doctor's appointment excusing the student for the time missed. Extenuating circumstances are taken into consideration (i.e.: death in family, college visit, court appearance).

Penalty:

The student will not be permitted to participate in that day's extra-curricular event.

Rule Five: Each student is responsible for taking care of uniforms, costumes, instruments, or other equipment issued to the student. Unauthorized wearing of school uniforms, costumes, or other equipment, failure to return issued or stolen equipment, failure to pay for damaged or lost equipment, and stealing of school-supplied equipment is prohibited.

Penalty:

The student cannot participate in any extra-curricular activity until the equipment is returned or paid for.

Rule Six: Participants are required to ride school transportation to away activities. Participants may ride home with their parents/guardians, provided that the parent/guardian signs the sign-out sheet releasing the participant to the parent/guardian. If the parent/guardian wishes the participant to ride home with an adult other than themselves, the parent/guardian must personally notify the advisor prior to departure from Gallia Academy and send a note with the participant expressing their wishes. The adult, to whom the participant is to be released, must personally sign the sign-out sheet and may be asked to provide identification. Under no circumstances will a participant be released to anyone other than an adult.

Rule Seven: Students assigned to the Alternative School are not permitted to participate in any extra-curricular activity on the days they are assigned to the Alternative School. Students may be prohibited from participating in extra-curricular activities by the advisor of the activity for such period of time as determined appropriate by the advisor.

Additional Provisions:

An advisor shall have the right to remove any student from immediate participation in any extracurricular activity under that advisor's supervision if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting school, travel on any school provided transportation or any school sponsored activity held on or off school property. All athletic teams/groups, including scorekeepers, statisticians, etc. Cheerleading History Day; Model U. N. Mock Trial; Pep Band National Honor Society; Madrigals PRIDE; Science Olympiad DARE, Key Club SADD, Knowledge Master Open

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY

Effective July 1, 1998, the Board prohibits students in grades 7 through 12 from participating in extra-curricular activities if they have less than a 2.0 grade point average on a 4.0 grading scale, for the previous grading period. High school students must be enrolled in a minimum of five credits.

Summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year to gain eligibility.

A student enrolling in the seventh grade for the first time is eligible for the first grading period regardless of previous academic achievement.

ATTENDANCE

The attendance philosophy of the Gallipolis City School District is that regular school attendance is the primary responsibility of the student and the student's parent(s) or guardian. If the student is to reach his/her maximum educational potential and is to function successfully as an adult, he/she must develop habits of punctuality and good attendance.

A student who participates in any extra-curricular activity (including athletics) must be in attendance for a complete day on the day of a contest, rehearsal, or show in order to be eligible to participate. The building administrator will make all final decisions as to the disposition of all attendance problems.

Attendance Procedures:

1. Notification of the school: The parent or guardian is expected to telephone the school in the event a student is absent. This call is to be made as soon as possible, but not later than 10:00 A.M. on the day of absence. This call does not guarantee that an absence will be classified as excused. Calls made by the student will not be acceptable for an excused absence. Calls not received by 10:00 A.M. will prompt a phone call or letter from the building principal or attendance secretary.
2. In the case of an absence that is due to a medical appointment, the student has three days after his or her return to bring a written note from the medical practitioner stating the reason for the absence. If a note is not received within the three days, the absence will be classified as unexcused.
3. If at any time during the school day a student must leave school, a parent or guardian will need to sign them out in the school's office and take the student with them.

4. If, during the school day, a student becomes ill, the school nurse or other school personnel will contact the student's parent, as necessary. The ill student should not initiate a direct phone call to his or her parent.

Late Arrival: Students who arrive at school between 9:00 a.m. and 9:30 a.m. will be counted tardy. A student who arrives after 9:30 a.m. and before 12:00 p.m. will be charged one-half day of absence. Any student who arrives after 12:00 p.m. will be counted as a full day's absence.

Early Release: A student who leaves school early but not before 3:00 p.m., will be counted as early dismissal (please see tardy policy below). If a student is checked out between 12:00 p.m. and 3:00 p.m. they will be counted one-half day of absence. Any student who leaves before 12:00 p.m. will be counted as a full day's absence.

Categories of Absences:

Excused: An excused absence is that condition or situation over which the student, parent, or guardian has no control, and is listed in the excused classifications of absences. An excused absence will allow the student to make-up class work that he/she has missed. The student will have the same number of days to complete make-up class work as the number of days he/she has missed. Failure to make-up required class work will result in a grade of zero for that work. The following absences are considered excused:

1. Personal illness (five or more consecutive days of absence due to illness require a doctor's note to be considered excused).
2. Death or funeral of immediate family member.
3. Illness in the immediate family which demand student aid.
4. Doctor or dentist appointments which cannot be scheduled at any other time.
5. Religious holidays.

Unexcused: An unexcused absence is that situation when the student is absent from school with or without the knowledge or consent of his/her parent for any reason other than the ones listed above. . In such cases the parent will be notified, and appropriate action will be taken. An unexcused absence could eliminate the privilege of make-up-work, resulting in a grade of zero for that work. Unexcused absences include, but are not limited to, the following:

1. Truancy.
2. Shopping trips.
3. Non-urgent work at home or elsewhere.
4. Unconfirmed illness (five consecutive school days require a doctor's note).
5. For hair cuts, errands, bill paying, etc.
6. Suspension and/or expulsion.

Habitual Truant: any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or twelve or more school days in a school year.

Chronic Truant: any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one month or fifteen or more school days in a school year.

Accumulated Days of Absence: After a student has accrued a total of 6 days of absences (excused or unexcused) in a given semester or 12 days (excused or unexcused) in a given year, all further absences during that semester/year will be unexcused.. **A medically necessary absence, verified by a written doctor's statement, will not count toward the 6 and 12 day limits, as long as the doctor's statement is received by the school within three days of the student's return to school; A chronically ill student must have a doctor's statement on file in the office.** The principal may excuse other absences in excess of the 6 and 12 day limits if there are extenuating circumstances.

Truancy:

Truancy is a serious offense which is contrary to state attendance laws and will be dealt with in the following manner:

1. If a student is truant 3 or more days, a warning letter shall be sent to the legal parent or guardian explaining the offense.
2. If a student is truant 5 or more days, a "diversion conference" shall be scheduled with the following participants: student's parent, guardian or custodian; school personnel; attendance officer; and the juvenile court appointed alternative specialist.
3. Chronically or habitually truant students shall be reported to the appropriate juvenile authorities in accordance with the Ohio Revised Code.

Vacations:

Vacation while school is in session is discouraged, particularly during semester and final exam periods. Should such a vacation become necessary, a parents or guardian's request that the absence be excused will take into consideration the following: past student attendance, grades, and willingness and opportunity to make up the work. Vacations granted during the school year shall not exceed five school days. Students are responsible for obtaining class assignments during vacation days.

In all cases, advance notice of five school days prior to the vacation is expected in order to allow the teacher preparation time. Vacations that are approved by the administration will count toward the 6 and 12 day limits on accumulated days of absent per semester and per year, as described above.

Tardiness:

Any student that enters the school or classroom after the tardy bell will be considered tardy. An early sign out of a student will also count against the student's accumulated tardies. All tardies to school at the beginning of the school day will fall under the consequences noted below:

4. A maximum of two tardies to school per nine weeks will be excused with a phone call (from a parent/guardian) on the day of the tardy.

5. All tardies beyond two parent contacts will be considered unexcused
6. A doctor's excuse will excuse a tardy if the child's return to school or early dismissal is within a reasonable amount of time from the appointment

Consequences for unexcused tardiness at the elementary level will be determined by the building administrator.

Faithful and Perfect Attendance:

Three or more tardies or early sign-outs without a Doctor's excuse will constitute a one half day of absence when calculating Faithful and Perfect Attendance. Faithful and Perfect Attendance will be based on the following criteria:

3. Perfect Attendance: Zero days of absence with 3 or less tardies.
4. Faithful Attendance: No more than 3 days of absence with 3 or less tardies.

STUDENT TRANSPORTATION MANAGEMENT POLICIES

Students who ride school buses must comply with all of the following rules:

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic-and away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
4. Students must go directly to an assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons.
9. Students must not use tobacco on the bus, nor may a student possess tobacco or other smoking related materials on the bus.
10. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students may carry on the bus only objects that can be held in their laps.
13. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Students must not put head or arms out of the bus windows.
15. Students must not engage in conduct that may distract the driver or that otherwise endangers any person or property.
16. While waiting for the bus and while on the bus, students must conform their behavior to all of the provisions of the Student Code of Conduct.

TRANSPORTATION DISCIPLINE

Discipline: Other Than Suspension or Emergency Removal

Discipline on District vehicles shall be the responsibility of the driver on regular bus runs. When District vehicles are used for field trips and other District activities, however, the teacher, coach, or advisor shall be responsible for student discipline.

Suspension From Transportation Services

A student who has been disorderly on a school bus may be suspended from transportation services for any period of time deemed appropriate by the Gallipolis City School District. Suspensions from transportation services may be imposed by the Superintendent or other designated administrative personnel. A student who has been suspended from transportation services shall be given oral or written notice of the suspension, and shall be afforded an opportunity to appear before the Superintendent or other designated administrative personnel to contest the suspension before it is imposed. This provision supersedes any general policy relating to student discipline due process, and no further appeal beyond the Superintendent or designee is permitted.

A student may be suspended from transportation services for conduct not considered a danger to persons or property or a threat to the safe operation of the school. The length of the suspension will be based upon the seriousness of the conduct upon which the suspension is based, the disciplinary record of the student, and other factors considered relevant by the administration.

School bus drivers shall not administer any transportation suspensions or emergency removals, bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies either a suspension or emergency removal from transportation services.

Emergency Removal From Transportation Services

Immediate removal of a student from transportation services is authorized where the student's presence poses a danger to persons or property or a threat to the safe operation of the school bus. An emergency removal from transportation services may be imposed by the Superintendent or other administrative personnel. As soon as practicable, but at least within 72 hours, the student shall receive a hearing regarding the removal.

STUDENT RIGHTS AND RESPONSIBILITIES

The rights of an individual are preserved in society with equal respect for the protection and preservation of the rights of others. Students are responsible for the way in which they exercise their rights, and each student must recognize the boundaries of those rights and accept the consequences of his or her actions.

Every exercise of an individual's rights must demonstrate respect for the rights of others. These statements set forth the rights of students in the Gallipolis City School District and the responsibilities that are inseparable from these rights:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process as provided by this Code of Conduct with respect to suspension and expulsion; the responsibility to observe the rules stated in that Code at all times.
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding the time, place, and manner of exercising those rights.
5. The right to privacy, which includes privacy in respect to the student's school records; the responsibility to respect the privacy of others.

As part of the educational process, students must recognize the legal authority of the Board to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents or guardians through handbooks distributed annually.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Those rights are:

A. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents, guardians, or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent, guardian, or eligible student of the time and place where the records may be inspected.

B. The right to request the amendment of the student's education records that the parent, guardian, or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights. To request amendment, parents, guardians, or eligible students should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy rights. If the District decides not to amend the record as requested by the parent, guardian, or eligible student, the District will notify the parent, guardian, or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent, guardian, or eligible student when notified of the right to a hearing.

C. The right to consent to the disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent (including, but not limited to, emergency, subpoena/judicial order, authorized state or federal education authorities, financial aid, etc.). Disclosure without consent is authorized when such disclosure is 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 in performing his or her tasks. A school official has a legitimate educational interest if the official needs to re-view an education record in order to fulfill his or her professional responsibility. Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. The District has designated, in Policy JO, the following personally identifiable information in a student's education record as "directory information," and will disclose that information without prior written parental consent, except when the request is for a profit-making plan or activity:

1. The student's name;
2. The student's address;
3. The student's date of birth;
4. The student's extra-curricular participation;
5. The student's achievement awards or honors;
6. The student's weight and height, if a member of an athletic team; and
7. The student's photograph.

Parent(s), guardian(s), or eligible students will have two weeks from the date of this notice to advise the District, in writing, of any or all of the above items that they refuse to permit the District to disclose as directory information.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 00202-4605

NOTIFICATION OF RIGHTS UNDER THE PPRA

The Protection of Pupil Rights Amendment (PPRA) affords parents, guardians, and students who are 18 or emancipated minors (“eligible students”) certain rights regarding the administration of surveys, the collection and use of information for marketing purposes, and certain physical exams. Those rights are:

A. The right to consent before students are required to submit to a protected information survey funded in whole or in part by a program of the U.S. Department of Education. A protected information survey is one that concerns one or more of the following areas:

1. Political affiliations or beliefs of the student or student’s parent or guardian;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Inspect, upon request and before administration or use -
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.