

GENEVA AREA CITY SCHOOLS

SECONDARY SCHOOLS STUDENT CODE OF CONDUCT

2026-2027



Board Approved
6/24/26

WELCOME!

We wish you success and enjoyment here as you pursue another goal in life.

The purpose of this booklet is to provide information, which serves as a guide in providing facts about school rules, regulations, policies, programs and services. BOTH STUDENTS AND PARENTS ARE STRONGLY ENCOURAGED TO READ ALL INFORMATION SO MISUNDERSTANDINGS MAY BE AVOIDED.

Obviously not everything can be covered in this document. Students are urged to ask teachers, counselors and administrators for clarification.

The best intention of any document is meaningless unless PEOPLE make it work. Acceptance by all students is needed in order for Geneva students to have a positive learning environment.

All of us, students and faculty, are proud of Geneva. A sincere effort by each will assure continued success.

MISSION STATEMENT

The mission of Geneva Secondary Schools is to nurture social skills, academic excellence and values enabling students to become responsible, compassionate citizens with lifelong understandings of the arts, science and humanities.



ALMA MATER

**As we stand here at your portals
So wide and so high,
Singing loud your hymns and praises
'Til they reach the sky.
Hail, all hail our Alma Mater!
Raise your voices high.
Hail, to thee, our Alma Mater!
Hail, Geneva High!**

SCHOOL MOTTO

Honoring Our Roots, Soaring into Tomorrow - The Eagle Way!

For more information, please visit our website:
www.genevaschools.org

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SECTION 1: SCHOOL INFORMATION

GENEVA HIGH SCHOOL OFFICE STAFF

7:00 a.m. – 2:30 p.m.
(Voicemail available at all hours)
(440)466-4831
Fax (440)466-8547

Mr. Michael King, Principal	466-4831, ext. 4004
Mr. Joshua Chenoweth, Assistant Principal	466-4831, ext. 4003
Ms. Jennifer Crossley, Athletic Director	466-4831, ext. 4006
Mrs. Suzanne Day, Nurse	466-4831, ext. 4005
Mrs. Sue Conrad, Secretary	466-4831, ext. 4001
Mrs. Stella Andrusis, Secretary	466-4831, ext. 4002
Mrs. Kim DeBacker, Guidance Counselor	466-4831, ext. 4010
Mr. John Mansky, Guidance Counselor	466-4831, ext. 4008
Mrs. Lindsay Hart, Guidance Secretary	466-4831, ext. 4009

Geneva High School, Attendance Line 466-4831, ext. 4007
Attendance Email: ghsattendance@genevaschools.org

GENEVA MIDDLE SCHOOL OFFICE STAFF

7:00 a.m. – 2:30 p.m.
(Voicemail available at all hours)
(440)466-4831
Fax (440)466-0217

Mr. Anthony Markijohn, Principal	466-4831, ext. 2004
Mrs. Christine Carnett, Assistant Principal	466-4831, ext. 2003
Ms. Jennifer Crossley, Athletic Director	466-4831, ext. 4006
Mrs. Tammy Sabin, Athletic Events Coordinator	466-4831, ext. 2119
Mrs. Kristi Byrnes, School Nurse	466-4831, ext. 2005
Mrs. Marie Desmarais, Secretary & Attendance	466-4831, ext. 2001
Mrs. Tracy Spada, Secretary	446-4831, ext. 2002
Mrs. Jessica George, School Counselor	466-4831, ext. 2009

Geneva Middle School, Attendance Line 466-4831, ext. 2007
Attendance Email: gmsattendance@genevaschools.org



Geneva Middle School Expectations Matrix

“SOAR Even When Nobody’s Watching!”

	Classroom	Cafeteria	Hallway/Restroom Lockers	Good Citizenship	Assemblies
S tand Up for Everyone, Everyday	*Cooperative *Welcome others *Respect ideas of others *Help others	*Respect the area and others *Do not crowd tables	*Report problems to adult * Give privacy to others	*Report big problems to adult *Include others *Tell the truth & accept responsibility	*Listen to speaker(s) *Clap to show appreciation at appropriate times *Be quiet so everyone can hear
O rganize, Read, and Follow the Student Handbook	*Be Prepared *Bring all materials *Keep area clean	*Wait patiently in line. *Throw out trash *Return tray	*Walk on right side of the hallway *Keep area clean *Use own locker *Be to class on time	*Use equipment properly *Play in designated area *Share and take turns	*Sit in assigned area
A lways Do Your Best	*Accept responsibility *Be on time, stay all day	*Keep area clean *Follow directions	*Return to class quickly and quietly *Wash hands	*Follow Directions *Inside and Outside of School, represent GMS well!	*Follow directions *Listen and learn
R espect One Another	*Listen to others *Follow directions *Raise hand & wait your Turn *Use good manners	*Talk quietly *Use manners	*Walk at all times *Speak quietly	*Maintain personal space *Practice self control *Think & Reflect *Be courteous and respectful on social media	*Maintain personal space

STUDENT WELL BEING

Board Policy 5350

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

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Electronic form can be found at [Genevaschools.org](https://genevaareacity-oh.finalforms.com) under registration tab and at <https://genevaareacity-oh.finalforms.com>. Please contact the district registrar at 466-4831, ext. 2002 for help with student pin number.

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

EQUAL EDUCATION OPPORTUNITY

Board Policy 2260

The Geneva Area City Schools provide an educational opportunity for all students.

Any person who believes that he/she has been discriminated against based on his/her race, color, disability, religion, gender or national origin while at school or a school activity should immediately contact the school administration.

SCHOOL ASSIGNED TEXTBOOKS/ TECHNOLOGY/ MATERIALS

Board Policy 5513

Each student is responsible for books issued and will be required to pay for any books damaged, lost or stolen.

If a student withdraws from school, it is his/her responsibility to return books to the teachers who issued them.

All books or articles found should be taken to the office immediately. **School assigned books or other materials, whether lost or stolen, remain the responsibility of the student** to whom the book or material was originally assigned.

Chrome books will be issued to students on a one to one basis and students are responsible for maintaining their condition. For further information, refer to The Geneva Area City Schools Student/ Parent Device Handbook.

SELLING ITEMS/ STUDENT FUND-RAISING/EXCHANGING MONEY

Board Policy 5830

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

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' advisor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action. Students are responsible for any lost or stolen money and/or merchandise.

STUDENT VALUABLES/ LOCKERS

Board Policy 5771

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc., are tempting targets for theft and extortion. **The school will not be liable for any lost, stolen or damaged valuables.**

School Lockers: It is the policy of the school to provide a locker for students' use. However, any student who uses said locker will be subject to having his/her locker and its contents inspected by the school administrator or designee.

- No shared lockers.
- Students must use the locker assigned by the office.
- No tampering with locks or lockers.
- All lockers must be kept in an orderly manner and kept clean.
- All locker decorations should have prior administrative approval.

No energy drinks of any kind are permitted in school.

CAFETERIA REGULATIONS

Board Policy 8500

In order to obtain the best and quickest possible service, cafeteria rules must be followed.

- Student behavior in the dining area should be based on courtesy and cleanliness.
- All students will eat in the cafeteria area at the cafeteria tables.
- Food is not to be taken out of the cafeteria.
- No cutting in line.
- Students are expected to be orderly, quiet and polite.
- Students must be seated at a table.
- Students are responsible for seeing that the tables and floors are clean, and all garbage and trash is placed in waste containers, and cafeteria trays are taken to the dishwashing area.
- All lunch period times are to be spent in the cafeteria area.
- Students may take disposable water bottles from the cafeteria to be consumed throughout

- the day.
- Leaving school grounds is strictly prohibited

Faculty or administration permission is required to be in other areas of the building.

Applications for the district's Free and Reduced-Priced Meal program are available online at genevaschools.org and at <https://genevaareacity-oh.finalforms.com/>. Paper applications are available in the school office upon request. If there are any questions relating to food service, contact the Director of Food Service at 466-4831 ext. 1189.

FIELD TRIPS

Board Policy 2340

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form completed through Final Forms and on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct and attendance rules apply to all field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. **Students who violate school rules may lose the privilege to go on field trips.**

DELIVERIES FOR STUDENTS

Delivery of flowers/balloons/gifts, etc. to students will be delivered at the end of the school day. No outside delivery services of food will be allowed during school hours. Parents/ Guardians can bring a meal for their child(ren) only.

SIGNS, BANNERS AND ANNOUNCEMENTS

Any sign, banner, announcement, etc. which is posted in the hallways for students to read must have prior approval and signature from the school administrator.

SAFETY AND SECURITY

Board Policy 9150

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
A driver's license or state ID will be required to enter the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

- E. All outside doors, except the main entry door to the foyer, are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All visitors must sign out with the main office upon leaving

FIRE, TORNADO, AND SAFETY DRILLS

Board Policy 8420

Geneva Area City School District complies with all fire safety laws and will conduct fire drills in accordance with state law. Geneva Area City School District conducts tornado drills during the tornado season following procedures prescribed by the State.

Teachers will provide specific instruction on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

Board Policies 7510 and 7530

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

LOST AND FOUND

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

ADVERTISING OUTSIDE ACTIVITIES

Board Policy 9700.01

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

SECTION 2: ATTENDANCE

ABSENCE PROCEDURES

Board Policy 5200

On each morning of an absence, the student's parent or guardian must telephone the school and give a reason for the child's absence. If a student is not present in the morning, the robocall calling system will call to notify the parent/guardian of the student's absence. Note: If a student is late arriving at school, he/she must report to the school office before going to his/her first assigned location.

A written excuse, medical excuse, phone call or email given by the parent/guardian upon the student's return to school or within one school day of return. If an excuse is not received in this time frame, the absence will be deemed truancy.

Geneva High School: 466-4831, ext. 4007 or email ghsattendance@genevaschools.org

Geneva Middle School: 466-4831, ext. 2007 or email gmsattendance@genevaschools.org

ATTENDANCE

The Geneva Area City School Board of Education believes that regular attendance leads to high academic achievement. Class attendance is the primary responsibility of the student and parents or guardians. The laws and statutes governing school attendance in Ohio are specific and leave little option for school authorities to excuse children from school.

Students will receive **no credit** for school work that is missed when absences are deemed to be unexcused. **Students who have excessive absences may not be permitted to attend after school events or participate in off-site activities during the school day.**

Parents/Guardians shall be notified of student's attendance in the following manner: Notice sent to parents via US Mail or email when a student becomes habitually truant or has excessive absences. Students are habitually truant when they have been absent without a legitimate excuse for

- 30 or more consecutive hours,
- 42 or more hours in one month,
- 72 or more hours in a year.

Students have excessive absences when they are absent from school for any reason for

- 38 or more hours in a month,
- 65 or more hours in a year.

The following are conditions under which an absence may be considered as excused

- Personal illness (*a written physician's statement verifying the illness may be required)
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Observance or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Superintendent

Students with attendance issues may not be allowed to attend or participate in after school activities or events as deemed appropriate by school administration.

HALL PASSES

Students are encouraged to remain in class during instructional time. When necessary, students may request permission to leave their assigned class to go to the restroom, lockers, clinic, office, school, or another teacher's classroom. Once a student has been given permission to leave the classroom, he/she must fill out a digital hall pass.

To maintain safety, the digital hall pass can be used to locate students who are not in their assigned classrooms in the event of an emergency.

TARDY TO CLASS PROCEDURES

Board Policy 5230

Attendance is taken at the beginning of each period. If a student arrives to class after the bell without a note or pass from a staff member, he/she will be considered tardy. Excessive tardiness, per class period, shall be treated as follows:

TARDIES TO CLASS/PER SEMESTER

1 Tardy	Warning
2 Tardies	One Detention
3 Tardies	Two Detentions
4 Tardies	Office Referral

TARDY TO SCHOOL

Any time missed will be considered a partial absence and handled under the hours accumulated.

EARLY DISMISSAL

Any student who must leave the school premises before the end of the scheduled school day should present a note of early dismissal to the office before 7:25 a.m. This note, in all cases, should be signed by the parent/guardian.

No student may leave school prior to dismissal time without direct contact between a parent or guardian and the school by either submitting a signed written request, a confirmed phone call or personally coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian. Under no circumstances will a student be released to someone not listed on the emergency medical form without prior approval.

Students are required to enter and exit through the main entrance doors.

Please refer to state law for attendance regulations.

VACATIONS/ EXTENDED ABSENCES

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with a building administrator to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip. **A written request for**

absence must be made at least one week prior to leaving, for administrator review and approval. Attendance and current grades will be reviewed before an administrator's approval is given.

If a student has been classified as habitually truant or has excessive absences, vacations may not be excused.

STUDENT ATTENDANCE AT SCHOOL EVENTS **[Board Policy 5855](#)**

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

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

It is a privilege to attend extracurricular events. Students are expected to abide by all school board rules and policies. Failure to do so may result in being excluded from extracurricular events.

ENROLLING IN SCHOOL

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

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

- A birth certificate or passport
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations
- Social Security Card
- A copy of Parent/ Guardian's Photo ID

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

WITHDRAWAL/TRANSFER FROM SCHOOL **Board Policies [5130](#) and [5131](#)**

The Building Administrators must be notified if a student intends to withdraw from school. The

student will be given an office withdrawal form to be signed by each of his/her teachers, the athletic director and administrators, which will show that all books, materials, equipment and uniforms have been returned and fees paid. A parent/guardian signature is required on the withdrawal form. No transcripts/records will be released until all obligations are fulfilled.

No student under the age of 18 is allowed to withdraw from school without the written consent of his/her parents and in compliance with State Law.

HOMELESS STUDENTS

Board Policy 5111.01

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the liaison for Homeless Students at 440-466-4831 ext. 1155 (Assistant Superintendent).

CHILDREN AND YOUTH IN FOSTER CARE

Board Policy 5111.03

Students who meet the Federal definition of "in foster care," including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District.

SECTION 3: ACADEMICS

SCHEDULING AND ASSIGNMENTS

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Students are required to fill out a Course Selection Sheet and submit it with a parent signature to the main office to plan for classes the following school year. Any changes in a student's schedule should be handled through the School Counselor's Office. Students may be denied course enrollment due to a lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules.

SCHEDULE CHANGES

Within the first 10 days of the school year or the semester, a student may request a schedule change. This request must be made by the student only when they have written consent to drop the course from a parent/guardian. No more than two schedule changes per year without administration approval.

ACADEMIC PROGRESS

Grading Procedures/Grade Reporting

Report cards are issued and electronically posted through Progress Book at the end of each

grade period. If there are questions about the grades, the teacher or teachers involved should be contacted.

Parent-teacher conferences are held two times each year. Progress reports will be issued midway through each grading period. Grades are reported using the following grading scale.

LETTER GRADE	PERCENTAGE RANGE
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A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59-0

Information on other factors of grading will be provided by individual classroom teachers.

Parents are encouraged to check the Parent Portal on the GACS website:

www.genevaschools.org.

HOMEWORK

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for assessments and tests. Most of the classes utilize Google Classroom and the parents are able to access them by contacting their child's teachers.

STUDENT ASSESSMENT

Each student is required to take all portions of the State and district mandated assessments. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences, including scheduled vacations.

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

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

MAKE-UP OF TESTS & OTHER SCHOOL WORK

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

The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

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

COLLEGE CREDIT PLUS PROGRAM

Any student in grades 7 through 12 may enroll in a postsecondary program provided he/she meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires an Intent to Participate Form to be turned in by April 1 each year. Any interested student should contact the school counselor to obtain the necessary information.

CREDIT FLEX

Credit flexibility is designed to broaden the scope of curriculum options available to students, increase the depth of study possible for a particular subject and allow tailoring of learning time and/or conditions. These are ways in which aspects of learning can be customized around each student's interests and needs.

Students may earn credit by:

- Completing coursework
- Testing out of or demonstrating mastery of course content
- Pursuing one or more educational options (distance learning, educational travel, independent study, internship, music, art, after school tutorial programs, community service or other engagement projects and sports)

Credit flexibility is intended to motivate and increase student learning by allowing:

- Access to more learning resources, especially real-world experiences.
- Customization around individual student needs.
- Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply learning or document performance.

All interested students and their parents need to contact the Guidance Department to schedule a meeting prior to a student's participation in the program.

GRADUATION REQUIREMENTS

The Geneva Area City School Board of Education requires at least 21 credits for graduation from Geneva High School. This is a minimum requirement, and students shall be encouraged to exceed the minimum. All state mandated testing requirements must be fulfilled to graduate. Students attending the Ashtabula County Technical & Career Campus may have some requirements waived or altered if their curriculum dictates.

Specific information pertaining to graduation, scheduling, credits, etc. may be obtained through the GHS Guidance Office and/or the Course Description Book.

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons while enrolled in grades 9 through 12, and as documented may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

ATHLETIC & CO-CURRICULAR ELIGIBILITY

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

Students enrolled in the Geneva Area City District in grades 7-12 must meet the following requirements to participate in interscholastic extracurricular and co-curricular activities:

- Students in grades 7-12 must maintain at least a 1.5 GPA and no more than one "F" to participate in an interscholastic extracurricular activity. The GPA will be determined by the preceding nine week grading period.
- Students in grades 7-8 must also **pass four** and grades 9-12 must **pass five** courses each grading period to participate.
- Abide by rules set forth in the school board's adopted policies and the Athletic Code of Conduct.

SECTION 4: MEDICAL/ CLINIC

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities and co-curricular activities. This form can be found and filled out using Final Forms at <https://genevaareacity-oh.finalforms.com>.

STUDENT MEDICATION

Board Policy 5330

Parental Release and Consent Form for Dispensing Medication

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from the educational program. For purposes of this policy, "medication" shall include all medicines, including those prescribed by a licensed health professional authorized to prescribe drugs, and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies.

- "Over-the-counter drug" means a drug, as defined in section 4729.01 of the Revised Code, that may be legally sold without a prescription and that is administered without the instruction of a prescriber.
- "Prescription drug" means a drug, as defined in section 4729.01 of the Revised Code, that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription.
- "Treatment" refers both to the manner in which a medication is administered and to healthcare procedures that require special training, such as catheterization.

Before any prescribed or non-prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). These documents shall be kept in the office of the school nurse and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parents' written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received.

- No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.
- For prescription drugs, only medication in its original container, labeled with the date, if a prescription, the student's name, and exact dosage will be administered.
- Over-the-counter drugs must be provided and maintained in the original manufacturer's packaging.

All medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is seizure or diabetes medication, which may be kept in an easily accessible location. Parents may administer medication or treatment, with the exception of diabetes care. Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs, but only in the presence of a designated school employee, with the exception of students authorized to attend to their diabetes care and management.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from the student's parent and physician, and has submitted Form 5330 F3 - Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s) to the principal and any school nurse assigned to the building. Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and the student's parent/guardian if the student is a minor, and has submitted written approval - Form 5330 F4 - Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen) to the principal and any school nurse assigned to the building.

The parent/guardian or the student shall provide a backup dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a

school employee shall immediately request assistance from an emergency medical service provider (911).

Students with diabetes authorized to attend to their diabetes care and management may do so. Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian (Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. With the exception of diabetes care, only employees of the Board who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board, may administer prescription drugs to students in school. With the exception of diabetes care, provided they have completed the requisite training, the following staff are authorized to administer prescription and over-the-counter medication and treatment to students: principal, teacher, school nurse, building secretary, aide, or others as designated by the student's IEP and/or 504 plan.

Students who are experiencing an apparent opioid-related drug overdose may be administered Naloxone (Narcan) by the school nurse, or a trained school employee, volunteer, or contractor, to a student or other individual on school grounds. Emergency services will be contacted as soon as is practicable. A designated staff member will also promptly notify the student's parent/guardian.

See Board Policy 5330 for more information.

IMMUNIZATIONS

Board Policy 5320

Students must be current with all immunizations required by law or have an authorized waiver from the State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunization or authorized waiver. Any questions about immunizations or waivers should be directed to the building principal.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

Any removal will be limited to the contagious period according to the Board policy.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

BLOOD-BORNE PATHOGENS

The school district seeks to provide a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. Whenever a student has contact with blood or other potentially infectious material, he/she must immediately notify his/her teacher, and the office/nurse will assist the student in completing the required documents.

SECTION 5: DISTRICT INFORMATION

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Call 440-466-4831 ext. 1170 (Director of Student Services) to inquire about evaluation procedures and programs.

PROTECTION AND PRIVACY OF STUDENT RECORDS

[Board Policy 8330](#)

The School District maintains many student records including both directory information and confidential information. For specific information regarding this directory information, please refer to BOE Policy 8330.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and

instructions on how to prohibit its release, you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the District website.

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

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

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

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

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

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

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

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

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

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

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

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: PPRA@ED.Gov.

STUDENT'S RIGHTS AND RESPONSIBILITIES

Board Policy 5611

Purpose: Effective discipline is an important and necessary requirement for effective learning. The intent of these rules and regulations is to create a positive educational environment which holds students accountable for their behavior and teaches them to accept the consequences of their decisions and actions. **Students for the necessary respect for the rights of others and the necessary protection of the safety, welfare, and educational rights of our students.**

The Right to Confidentiality: Under Ohio law, school authorities are required to maintain many kinds of records. These include the student's name, birth date, age, place of residence, names of parents, date of entry and withdrawal, attendance, courses taken and quality of work done. School authorities, therefore, in the valid exercise of their duties, often collect and store confidential types of information. Administrators, therefore, assume an obligation to protect students in this regard.

The Right to Due Process: It is generally accepted that students are entitled to due process

when they are subjected to disciplinary action. Due process in the context of administrative proceedings carried out by the school authorities does not mean that the procedures used by courts in juvenile proceedings must be followed exactly by school authorities when engaged in disciplinary proceedings. It does mean that clear, definite and fundamentally fair rules of procedure must govern disciplinary action taken by the school authorities. Such a procedure is necessary to guarantee that a student will not be deprived of something as fundamentally important as school attendance without substantial and just cause.

To ensure that the student receives due process, the disciplinary codes which students are expected to follow as part of their responsibility in response to the rights enumerated above, as well as the disciplinary actions followed by school personnel, are outlined in subsequent portions of this document.

The Right to Shared Responsibilities: The conduct of students in school and at school activities is a joint responsibility of the student, the parent and the school. The school will make and enforce rules and regulations concerning the conduct of students at officially sanctioned school activities. Parents should accept full responsibility for the conduct of their children once the children are outside the scope of authority of school officials.

Students shall accept full responsibility for their conduct at all times and ALL students, adult and minor, shall abide by the rules and regulations defined in the student handbook for each building.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their email address.

PARENTS INVOLVEMENT IN EDUCATION

The Board believes that parent/guardian involvement is an important part of the educational program. Current research indicates that home-school partnerships and greater involvement on the part of the parents/guardians in the education of their children generally results in high achievement scores, improved student behavior and reduced absenteeism.

All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children.

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

1. Encourage strong home school partnerships
2. Provide for consistent and effective communications between the parents/guardians and school officials
3. Offer parents/guardians ways to assist and encourage their children to do their best
4. Offer ways parents/guardians can support classroom learning activities
5. Provide opportunities for parents/guardians to be involved in the parental involvement program

EMERGENCY CLOSING

If the school must be closed or delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

- Channels 3, 5, 8 and 19
- Radio Station 104.7
- District Social Media Outlets (website, FaceBook, Twitter)

The district will also make attempts to contact families via telephone through our robocall system. Parents and students are responsible for knowing about emergency closings and delays.

RESTRAINT & SECLUSION

Both certificated and non-certificated employees, including bus drivers, who are trained in appropriate restraint and seclusion techniques may, within the scope of their employment, physically restrain and/or seclude a student, but only when there is an immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with Board Policy 5630.01 which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

SECTION 6: DISCIPLINE INFRACTION & STUDENT CODE OF CONDUCT

SUSPENSION PROCESS

[Board Policy 5610](#)

- The student shall be informed of the intended suspension and the reasons for the proposed action in the initial hearing regarding the action(s) of the student.
- The parent or guardian shall be informed in writing of the suspension and the reasons for the proposed action. After an informal hearing, a letter shall be sent to the parent or guardian stating the specific reasons for the suspension, the dates of the suspension, and shall include notice of the right to appeal such action.
- Suspensions shall not exceed ten consecutive school days for occurrence.

****Students with Out of School Suspensions may make up any work/tests and earn 75 percent of earned score. The student is responsible for any work given on the day of return. Classroom assessments are to be taken after consultation with each individual teacher. Multiple assessments immediately upon return is not the norm yet should be**

completed in a reasonable time.

Please refer to Article 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Students of the Geneva Area City Schools Bylaws & Policies

You have the right to appeal this decision as provided by Board Policy 5611. In order to be heard, you and/or a representative of your choice may be represented in all of the proceedings. Please notify the Superintendent within fourteen (14) calendar days after the date of the Notice to Suspend if you plan to appeal so that a hearing time and place can be scheduled.

BUS SUSPENSION PROCESS

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

EXPULSION PROCESS

- A student may be expelled for a period not to exceed eighty school days by the Superintendent of schools except as otherwise required by law.
- The student and his/her parent or guardian shall be given written notice by the principal stating his/her intention to recommend expulsion. A copy of this notice shall also be sent to the Superintendent and Treasurer. The notice shall include: the reasons for the intended expulsion and the right of the student, parent, or other representatives to appear in person before the Superintendent to challenge the reasons for the expulsion.
- Within twenty-four hours of the expulsion, the Superintendent shall notify the parent or guardian of the student, with a copy to the treasurer, of the decision to expel. The notice shall include the reasons for the expulsion, the right of the student, parent, or guardian to appeal to the president of the Board of Education, the right to be represented at the appeal, and that the hearing will be held in executive session.

APPEAL PROCESS TO THE BOARD OF EDUCATION

- The date and time of the Appeal Hearing shall be set at the discretion of the president of the Board of Education. The hearing shall be held in executive session.
- A verbatim record of the hearing shall be kept; therefore, the proceedings will be tape recorded.
- The Board of Education shall take formal public action to affirm, vacate, or modify the expulsion in public session.

PERMANENT EXCLUSION

[Board Policy 5610](#)

The board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function.

- Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance.
- Aggravated murder, murder, voluntary or involuntary
- Manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration.

In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at any school function, may also be the basis for permanent exclusion.

BUILDING ADMINISTRATOR'S RESPONSIBILITIES

Within the first two weeks of the school year, class meetings shall be conducted by a building administrator for each grade level 6 through 12. Each student in the school shall be provided with a personal copy of the "GENEVA SECONDARY STUDENT CONDUCT CODE." Student policies, rules, regulations, and disciplinary measures shall be explained to all students. **Students shall be informed that they are subject to the following disciplinary actions for violation of the student conduct code.**

Building administrators, along with the teaching staff, are charged with the proper enforcement of discipline in the total school setting. Building administrators have the discretionary authority to use or authorize other certificated personnel to use the following disciplinary measures to correct student behavior:

- Individual conference with a building administrator
- Assigned lunch detention
- Assigned detention after school
- Assigned to Positive Behavior Intervention Center (PBIC)
- Out-of-school suspension from one to ten days
- Assigned community service
- Notification to parents, police and/or Juvenile Court/Children's Protective Services
- Emergency removal of student for twenty-four hours
- Suspension of bus privileges
- Recommend expulsion from school for up to eighty days unless otherwise required by law
- Other disciplinary measures as deemed necessary and appropriate to maintain the orderly operation of the educational processes of the school

Please refer to Article 5600 – Student Discipline of the Geneva Area City Schools Bylaws & Policies

STUDENT CODE OF CONDUCT **[Board Policy 5600](#)**

A major component of the education program at Geneva Area City Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with

Federal, State and local laws, Board Policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when such behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Expected Behaviors – Students are expected to:

- Be courteous to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and our school

CONDUCT CODES

1. Disruption of Class/School: Includes conduct that interferes with a teacher conducting his/her class, disrupts or interferes with the educational process of the school or endangers the health and safety of the students. Some examples include, but are not limited to, running, throwing objects, horseplay, littering, being persistently unprepared for class, etc. as well as other disruptive actions as determined by the principal.

2. Unauthorized Use of Equipment: No student shall make unauthorized use of any school equipment, which includes but is not limited to, fire extinguishers, fire and burglar alarms, eye rinses, blankets, school telephones, copiers, materials, and or supplies. This includes safety equipment, district issued devices and software.

3. Damage to School Property: A student shall not cause, or attempt to cause damage to school property, including building, grounds, equipment, or materials. Students and parents may have to pay restitution.

4. Damage to Private Property: A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity, on or off school grounds. Students and parents may have to pay restitution.

5. Theft: A student shall not take into possession the public property or equipment of the school district or the personal property of another student, visitor, or employee of the district. Any found property shall be turned into the Administrative office. Student searches may be conducted. The district is not responsible for any loss or destruction of personal property.

6. Weapons, Explosive Devices and Dangerous Instruments: The Geneva Area City Board of Education is committed to providing the students of the district with an educational environment which is free of the dangers of firearms, knives and other dangerous instruments in the schools.

A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon, dangerous instrument, look-alike (for example, water pistol, starter pistol, etc.), while on school grounds, at school sponsored or related activities, functions or events off school grounds or at any time the student is subject to the authority of the school.

Weapons or dangerous instruments shall include any object that is used or may be used to inflict physical harm. Lighters, matches, knives, firearms, chemical agents and bullet/shotgun shells or a toy that is perceived as a real weapon are included in this category.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel this student from school for a period of one calendar year and refer the student to the Criminal Justice or Juvenile Delinquency System. Any such expulsion may extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school, with the same expulsion implications as noted above.

Students who possess or use other dangerous instruments/weapons which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gasses, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

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

Harassment, intimidation, or bullying means:

- A. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).
- B. Violence within a dating relationship.
Electronic act means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
Extortion—No student shall borrow, attempt to borrow, or take money or any

possession of value from any person in the school, unless both parties agree freely, without the presence of either implied or expressed threat.

Policies are located in the office and on the Geneva School website: www.genevaschools.org.

8. Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature.

9. Hazing: "Hazing" means committing an act against a student, or coercing a student into committing an act, which creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. **Hazing will not be tolerated on or off of school property regardless of the person's willingness to participate.**

10. Secret Societies (Gangs): The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives
- Present a physical safety hazard to self, students, staff, and other employees
- Create an atmosphere in which a student, district employee, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence
- Imply gang membership or affiliation by written communication, marks, drawings, paintings, designs, gestures, and emblem upon any school property, personal property or person

11. Tobacco, Narcotics, Alcoholic Beverages, and Drugs: Students shall not knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any tobacco or nicotine product, alcohol, drug, or counterfeit (look-alike) controlled substance including E-cigarettes and vapes. This includes narcotics, hallucinogenic, intoxicants or any over the counter medications and any prescription drugs.

- On or in close proximity to any property owned, leased by, or under the control of the Geneva Area City School Board of Education, including vehicles used for transportation of students.
- On any public or private property during normal school hours including lunch, recess and class changes.
- At any school sponsored or sanctioned activity or event away from or within the school district.
- Students are expected to behave in accordance with Federal, State and local laws as well as Board policies and administrative guidelines.

Drug paraphernalia or instruments such as lighters, e-cigarettes and vapes, pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, and any other items used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property or school event and will be subject to confiscation.

Students violating this rule will be subject to suspension and/or expulsion from school:

Drugs and Alcohol

(The consequences below do not apply to tobacco or nicotine.)

First offense

- A breathalyzer test may be administered to students in order to ensure safety and determine if medical treatment is necessary.
- Parents will be notified immediately, and the student will be removed from school for the remainder of the day.
- The police shall be notified of the incident and, at their discretion may conduct an investigation.
- Consultation with parent(s) and the student - emphasizing available counseling services will be conducted.
- The student will be suspended for ten (10) days and recommended for expulsion. If the student seeks and receives an evaluation by a certified drug and alcohol counselor and abides by their recommendation and provides the building administrator with appropriate documentation, then suspension will be reduced to five (5) days and the recommendation for expulsion removed. If the evaluation is not completed the student will be suspended for the full ten (10) days and recommended for expulsion.

Second and Subsequent Offense

- A breathalyzer test may be administered to students in order to ensure safety and determine if medical treatment is necessary.
- Parents will be notified immediately, and the student will be removed from school for the remainder of the day.
- The police shall be notified of the incident and, at their discretion, may conduct an investigation.
- Consultation with parent(s) and the student - emphasizing available counseling services will be conducted.
- The student will be suspended for ten (10) days and recommended for expulsion.

12. Insubordination: A student shall comply with directions of teachers, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Violations of rules, directives or discipline procedures shall constitute insubordination.

13. Profanity, Obscene Language: A student shall not use profanity, obscenities or racial slurs either written or verbal. This includes but is not limited to the use or possession of obscenities through gestures, signs, pictures, publications and/or electronic devices.

14. Gambling: No student shall wager with any other person for money or other stakes. This may include raffles.

15. Truancy/Absence/Tardy: Truancy is declared when a student is absent from all and/or part of a school day without school authorization. Those absences which are not considered excused are defined as unexcused absences or truancy and are subject to immediate disciplinary action and/or cited to the appropriate authorities.

Students who have excessive absences may not be permitted to attend after school events at the administrator's discretion.

16. Inappropriate Dress and Appearance: Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or

presents a safety risk will not be permitted. Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

DRESS GUIDELINES **Board Policy 5511**

Students who violate the dress code will be referred to a building administrator. Students may be required to wear school issued clothing to complete the remainder of the school day. Attempts to secure appropriate clothing from home may be made. Violators of the dress code will be assigned detention and repeat violators may face more serious consequences.

Certain events or special dates may alter dress guidelines as identified by an administrator or designee.

In order to maintain the necessary educational environment, the following will not be permitted at Geneva Area City Schools during regular school hours.

- Shorts, split shorts, or skirts shorter than the fingertips when arms are extended at sides.
- Tank tops, muscle shirts, spaghetti straps, low cut tops, trousers that reveal the stomach or under garments, or shirts that reveal the shoulders or, chest, back, or under garments.
- Holes and tears in jeans, shorts, etc., must be below the fingertips when arms are extended at sides.
- Clothing bearing slogans, words, or symbols which relate to or display alcohol, tobacco, drugs, sex, profanity, racial undertones, violence or gang activity, or deemed inappropriate by administration.
- Students are not to wear bandanas, sagging pants or long wallet/key chains of any type. No spiked jewelry or chains. Example: dog collars.
- No sleepwear such as pajamas, robes, slippers, etc.
- No outerwear is to be worn in the building. (This includes windbreakers, jackets, coats, gloves, hats or hoods, etc.)
- Any other items that the administration deems inappropriate.

17. Public Display of Affection: Students are not to display forms of affection (kissing, excessive touching, etc.) on school grounds.

18. Academic Integrity/Falsification: Geneva Area City School District is committed to nurturing a learning environment based on the values of integrity, honesty, respect for the rights of others, and personal accountability. To prepare students for their roles in a society where dishonesty has severe consequences, the faculty of Geneva Area Schools embrace the attitude that academic misconduct, whether intentional or unintentional, will not be tolerated.

Board Policy 5500

USE OF ARTIFICIAL INTELLIGENCE TOOLS FOR SCHOOL WORK **Board Policy 7540.09**

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence ("AI") tools is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express

permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (See Policy 7540.09 - Artificial Intelligence "AI")

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

- A. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying unseen aspects, and suggesting other perspectives.
- B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.
- D. Writing assistance: AI tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).

When AI tools are used responsibly and effectively, they can help to supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools

regarding academic integrity. Such education shall reference this Board policy.

Students who violate this policy are subject to disciplinary consequences.

Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy will result in additional disciplinary consequences in accordance with the Student Code of Conduct.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made based on the appeals process documented in the student handbook.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Student Code of Conduct/Student Discipline Code shall be reviewed periodically.

Academic Dishonesty includes, but is not limited to:

Cheating: The use or attempted use of unauthorized materials, information, or study aids, including artificial intelligence; unauthorized copying or collaboration.

Plagiarism: The use of someone else's ideas or work without including appropriate acknowledgement of that work.

Falsification: Falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references. A student, while under the jurisdiction of the school, shall not issue or transfer any school-related document, forms, pass, absence excuse, early dismissal excuse, or altering or changing information recorded on the report card while having knowledge that any of the following conditions apply to said item:

- The item was obtained by giving false information or by failing to give correct information.
- The item contains false information.
- The item contains false authorization or signature.

Collusion: Facilitating/assisting another to commit an act of academic dishonesty, such as taking a test or doing an assignment for someone else; paying or bribing someone to acquire a test or assignment.

Academic Misconduct: The intentional violation of school policies, such as tampering with grades or taking part in obtaining or distributing any part of a test or any information about a test.

Consequences for Violation of Academic Integrity: Once the classroom teacher has determined that a student has violated the Academic Integrity Policy of Geneva Area City School District, the action(s) taken should correlate with the degree of seriousness of the misconduct and/or the disciplinary history of the student. **The office will be notified of any and all misconduct regarding Academic Integrity.**

- The teacher confers with the student and notifies the parent(s) or guardian(s).
- Loss of credit for the assignment. At the discretion of the teacher, a student may recover partial credit for an assignment by redoing the assignment within a time period established by the teacher.
- Disciplinary referral and conference with building administration.
- Notification of student's school counselor, coaches, and activity advisors.

Students who in violating the Academic Integrity Policy have also violated other rules in this handbook and/or are repeat offenders will face more serious consequences. These may include but are not limited to:

- Suspension
- Failure of the class for the academic quarter

19. Being in an Unauthorized Area: A student shall not be in any area that he/she is not duly assigned to or does not have a pass granting permission to be in the area. This includes, but is not limited to parking lots, hallways, classrooms, and restrooms. Once students arrive on school property, they must remain or follow the sign-out procedure.

20. Personal Communication Devices: The Board of Education is committed to providing educational environments that support students fully engaging with classmates, teachers, and instruction. Use of personal communication devices ("PCD") (this term shall also include an "electronic communication device" as referenced in R.C. 3313.753) shall be prohibited during the instructional day according to this policy and the Student Code of Conduct.

Personal communication devices ("PCDs") are electronic communication devices powered by batteries or electricity that are capable of receiving, transmitting, or receiving and transmitting communication between individuals or groups **that are not issued by the District** for the purpose of instruction. Examples of PCDs include computers, laptops, tablets, e-readers, cellular telephones, smartphones, gaming devices, smartwatches and other wearable technology, and other web-enabled devices used to communicate. R.C. 3313.753 Any personal electronic devices, seen or heard, are subject to confiscation. The use of cameras and/or any other electronic device must have prior approval from administration.

Nothing in this policy prohibits a student from using a PCD in accordance with the student's individualized education plan ("IEP") or Section 504 plan. The Board shall also permit a student to use a PCD to monitor or address a health concern if the Board receives a written statement from the student's physician requiring such use. Additionally, students may use school phones to contact parents/guardians during the school day depending upon the exigencies of the situation, the location of the students, and the location of the PCD during an active threat or emergency in accordance with the protocol outlined in the Board-adopted emergency management plan. Students are also prohibited from using a PCD except:

- A.** as authorized by a teacher or principal for purposes of student learning; or
- B.** during school-related events and functions (e.g., after-school activities, extra-curricular activities); or
- C.** while riding in school vehicles. However, distracting behavior that creates an unsafe environment, failure to follow instructions of a bus driver, or any other violation of the Student Code of Conduct related to PCD use shall not be tolerated and may result in the loss of use of the PCD while in a school vehicle as well as discipline when appropriate. Students are prohibited from using PCDs in a manner that infringes on a person's reasonable expectation of privacy. This includes using PCDs in locations and circumstances where a student may be changing clothes or in any stage of undress, such as gymnasiums, locker rooms, shower facilities, and restrooms/bathrooms, and swimming pools. The Superintendent and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Except as authorized by a teacher, administrator, IEP team, or Section 504 plan, students are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person during school hours on school property or during school-related events and functions. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent during the instructional day, where there is a reasonable expectation of privacy, or as outlined above, is considered an invasion of privacy and is not permitted.

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

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

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on school property, or at a school-sponsored activity.

When students are permitted to use a PCD for any of the reasons set forth above, students are

expected to use the approved device only as authorized. Otherwise, PCDs must be stored out of sight when directed by the administrator, teacher, bus driver, adult supervising an extracurricular or school event, or sponsor.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on school property, including school buildings, other facilities, and school vehicles. Possession of PCDs on Campus Students are permitted to possess a PCD on their person as long as they remain stored out of sight and are not used except when permitted by this policy or the emergency management plan.

Possession of a PCD by a student during the instructional day, and during school-related events and functions, is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

If the violation involves an illegal activity (e.g. child pornography, sexting), the school official will also refer the matter to law enforcement or child services. The PCD will be confiscated and may be turned over to law enforcement if a violation involves potentially illegal activity. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Board Policy 5771 - Search and Seizure.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building Principal or Superintendent. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Parents: If you must contact your son/daughter during the school day, please call the school office at 466-4831, ext. 2001 or 2002 for the Middle School; 466-4831, ext. 4001 or 4002 for the High School.

Violations of any Geneva Area City School Board policies, administrative guidelines or school rules involving a student's personally owned device may result in the following minimum disciplinary action. [Board Policy 5136](#)

CONSEQUENCES

1st Offense - Confiscation of device, to be returned after school and detention issued.

2nd Offense - Confiscation of device, 2 detentions and returned to a parent.

3rd Offense - Confiscation of device, administrative discretion.

This restriction also applies to when a student is on a pass to leave a class, during classroom presentations in other rooms, or when under the supervision of a teacher to whom the student is not normally assigned.

Devices must be off and away while in restrooms or locker rooms. Students are strictly prohibited from using their devices to record, transmit or post photos or videos of a person or persons on campus.

Any images or videos recorded at school are not permitted to be transmitted or posted at any time without the express permission of the Principal.

Students may not make phone calls on their personal cell phones during school hours, unless given permission by Administration.

Students needing to call someone should get permission to use the office phone. Each student is solely responsible for care and security of their own device. The device must be in the owner's possession or stored in secured and locked storage (such as your locker, vehicle, or gym locker). The school is not responsible for the security of the device in any manner.

Finally, the school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated any School Board policies, administrative guidelines, school rules or has engaged in other misconduct while using their personal device.

Depending on the severity of the infraction, ultimate discretion of discipline issued remains with the administration.

Administration reserves the right to deviate from the above consequences based on the severity of the infractions.

STUDENT PARKING/DRIVING

Driving to school is a privilege.

A student shall not operate his/her vehicle in a reckless manner. Some examples of recklessness, not intended to be exhaustive, include: speeding, peeling of tires, etc. Students shall not sit in cars at any time during the school day, students shall not operate their vehicles at any time during the school day without the permission of authorized personnel. Only students with an approved parking permit will be permitted to park their cars at school.

All parking permits must be visible from the front of the vehicle. To obtain a parking permit students need a current driver's license, proof of insurance, completed school registration form, and payment of \$10.00.

Students are only permitted to park in the back parking lot.

Note: Geneva High School is not responsible for damage or loss related to private vehicles.

School parking lots: It is the policy of the school to provide parking areas for students' motor vehicles. However, any student who chooses to utilize said parking area will be required to permit the interior of the vehicle they own, operate, or have control of to be inspected upon the request of the school administrator with reasonable suspicion.

Students who fail to comply with the school administrator's request will be subject to disciplinary measures.

Parking privileges may be removed under administrative discretion. Vehicles are subject to being towed at the owner's expense.

STUDENT DROP OFF AND PICK UP

If you are dropping off or picking up your child, please stay in the drop-off and pick-up lane. There will be a lane for drop-off **in the designated areas**.

To assist you in your planning, students will be permitted to enter the building at **7:00 A.M. at the high school and 7:05 A.M. at middle school**. Students being dropped off should exit the vehicle and enter the building through the main entrance and report to their designated grade level areas or the cafeteria. Students will not be permitted in any other area of the building prior to the first bell.

- Parents transporting students to GMS are to drop-off students at the cafeteria entrance.
- Parents, please stay in the drop-off and pick-up lane. Students are not to be dropped off before 7:05 AM. Students will be dismissed from school at 2:20 PM for pick-up.

Staff will be posted at various locations to assist with directions and the flow of traffic. There will also be signs indicating the drop-off and pick-up lines. Thank you in advance for your cooperation.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rule. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

Please refer to [Policy 5771-Search and Seizure](#) of the Geneva Area City Schools Bylaws & Policies.

FORMAL DISCIPLINE

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

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

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

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

EMERGENCY REMOVAL **Board Policy 5610.03**

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

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

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

INTERROGATION OF STUDENTS **Board Policy 5540**

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

A. Material cannot be displayed if it:

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

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

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

SECTION 7: BUS RULES & INSTRUCTIONS

GENEVA AREA CITY SCHOOLS BUS RULES & INSTRUCTIONS

Bus Pass: To ride a bus other than the one assigned students must have a written note from parents/guardians. **Notes must be turned into the main office before the start of the school day to receive a bus pass. Bus passes are only issued for situations where students are transported to two different residences due to parent custody or when a student needs to be supervised at a care giver's residence.**

The Bus Rules Geneva Area City Schools follow are written by the State of Ohio. Bus drivers have the option to list a few of the personal bus rules as well. Please go over each rule with your child.

General Bus Rules:

1. Please be out and ready 5 minutes before the scheduled arrival of your bus.
2. Students must be seated and remain seated in their assigned seats.
3. No eating or drinking on the bus.
4. No large objects, animals or glass of any kind.
5. No fighting, pushing, tripping, shoving or name-calling.
6. Students will not yell, spit or throw things out the windows.
7. Students are not permitted to put any body parts out of windows.
8. No destruction of school property.
9. Complete silence at all railroad crossings.
10. Your child will not be dropped off anywhere other than their own bus stop without a note from you. The child must take this note to the office and get a bus pass. This is done for their protection.

Bus Driver Rules:

1. When the inside lights are on, students must be quiet. Lights are turned on when students are too loud, if the radio is transmitting and at all railroad crossings.
2. No gum chewing.
3. If the student can't hold materials, objects, etc., in their lap, or put them in a book bag, please do not bring them.
4. When things get dropped, many times they are lost or broken.
5. Hand held games might be allowed at the discretion of the bus driver.
6. No balloons or anything that may obstruct the view of the driver or cause confusion are permitted.

Bus Discipline:

The following procedure will be taken:

1st offense -VERBAL WARNING from driver.

2nd offense - WRITTEN NOTICE – Bus driver will talk with the student and send home a conduct report to the parent. It is the student's responsibility to deliver notice to the parent.

3rd offense - WRITTEN NOTICE – Another warning delivered by the student to the parent from the driver.

4th offense - WRITTEN NOTICE OF LOSS OF BUS RIDING PRIVILEGES.

***At any step, the parent or driver may request a conference.**

Students are subject to immediate loss of bus riding privileges for the following violations

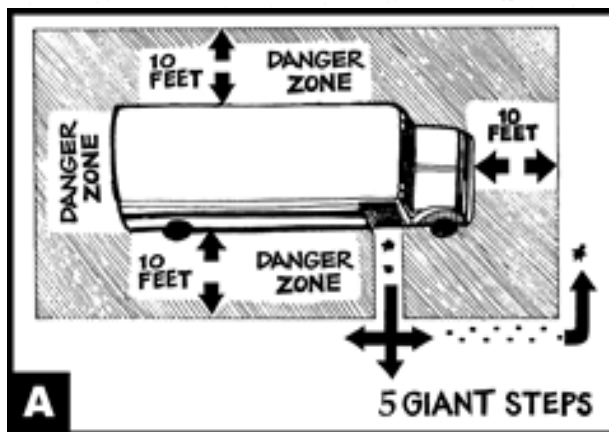
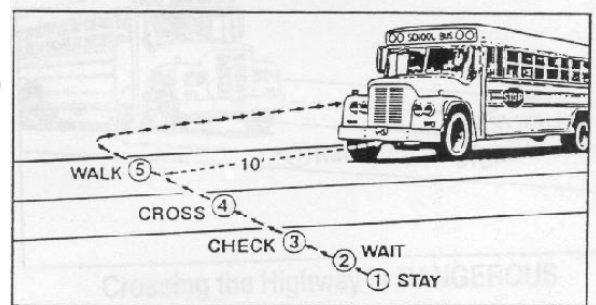
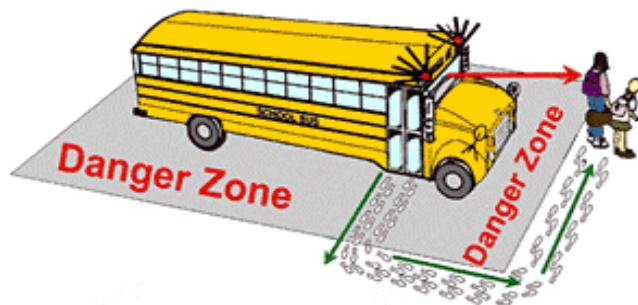
1. Fighting
2. Safety or welfare of the student or driver is threatened.
3. A student puts a fellow student(s) and/or driver in danger.
4. Blatant disrespect to the driver with profanity.

Crossing and Boarding Bus Instructions:

When crossing the road to board the school bus, please have your child follow the instructions below:

1. Wait for the bus in a safe place (designated by the driver) approximately **20 steps** from the roadway.
2. When you see the bus approaching with the amber lights flashing, **take 3 steps backwards.**
3. When the bus is stopped and the red lights are flashing, **look at the bus driver.** The driver will have their hand raised in the windshield. When traffic has stopped and it is safe to cross, the driver will drop their hand straight down. That is the signal for you to proceed across the road.
4. When you reach the roadway, **before you cross the road you are to stop and look in both directions on your own to make sure all traffic has stopped and it is safe to cross.**
5. Proceed straight across the road and board the bus. Go directly to your assigned seat and face the front with your seat on the seat, your back on the back of the seat and your feet on the floor.
6. When a driver blows the horn, it is a sign of danger. Be alert and follow the driver's instructions.
7. Students must go to the Driver's Designated Place of Safety (ORC 4511.75).

PARENTS: Please work with your child on how to safely board the bus. (See below)



For questions and concerns, please contact the Transportation Supervisor at the Geneva Area City Schools Bus Garage at 440-466-4831 ext. 1198.

SECTION 8: TECHNOLOGY

GENEVA AREA CITY SCHOOLS SOCIAL MEDIA RECOMMENDATIONS

Student username and passwords are not to be shared.

Social media has become ingrained in today's society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Internet forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking, and others have many benefits in our world; however, they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

The Geneva Area City School District recognizes and supports its students' rights to freedom of speech, expression, and association, including the use of social networks. The student represents his or her school and the Geneva Area City School District, and therefore, they are expected to portray themselves and their school in a positive manner at all times. Any online postings must be consistent with federal and state laws, as well as Geneva Area City School District rules and regulations (including those listed below).

Specifically prohibited behaviors include but are not limited to:

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions. Derogatory language regarding school personnel or other students. Comments designed to harass or bully students and/or school personnel. Nude, sexually oriented, or indecent photos, images or altered pictures. Also prohibited are all on-campus connections to off-campus violations of the policy.
- Use of school computers to view off-campus postings. Students accessing posts at school on their own devices. Distribution of hard copies of posts on school property. Reposting on campus of the content of the posts. Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunication devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in removal from school or activity and a recommendation for expulsion.
- Be careful with how much and what kind of identifying information you post on social networking sites. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Remember, once posted, the information becomes the property of the website.
- Be aware that potential current and future employers and college admissions offices often access information you place on online social networking sites. Realize that any information you post will provide an image of you to prospective employers and/or schools. The posting is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Be careful in responding to unsolicited emails asking for passwords or PIN numbers.

Reputable businesses do not ask for this information online.

- Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. Social networking sites are NOT a place where you can say and do whatever you want without repercussions.
- Remember that photos once put on the social network site's server become the property of the site. You may delete the photo from your profile, but it still stays in their server. Internet search engines like Google or Yahoo may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you. One of the biggest lessons social networking users can learn is that anything you post online enters the public record. All students should carefully consider their profiles and ask themselves how they would look to a future college admissions officer or potential employer.

COMPUTER TECHNOLOGY AND NETWORKS

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

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

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet.

Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school

hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 - Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

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

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

Cyberbullying includes, but is not limited to the following:

- 1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;

2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. Posting misleading or fake photographs of students or school staff members on web sites.

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

H. Students are expected to abide by the following generally accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network(including, but not limited to, public messages, private messages, and material posted on web pages).
 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students

- may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or Technology Department if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
 - K. Downloading of information onto the Board's hard drives is prohibited without prior approval from the Technology Department. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
 - L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
 - M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging), other than e-mail, without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
 - N. Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records. the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defects. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
 - P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
 - Q. Students may not establish or access web-based email accounts on commercial services through the Network (e.g. Gmail, Hotmail, Yahoo mail, etc.).

- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Technology Department. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction related purposes.
- T. Game playing is not permitted at any time.

CLOSING

If you have any questions regarding this booklet, please address them with the Principal or Assistant Principal. Let's have a wonderful school year.

Notes:



Geneva Middle School Bell Schedule 2026-2027

Doors open at 7:05 am

1st period	7:30 am - 8:25 am
2nd period	8:28 am - 9:16 am
3rd period	9:19 am - 10:07 am
4th period	10:10 am - 10:58 am
5A	11:01 am - 11:31 am
5B	11:34 am - 12:04 pm
5C	12:07 pm - 12:37 pm
6th period	12:40 pm - 1:28 pm
7th period	1:31 pm - 2:20 pm

This schedule applies to Monday, Tuesday, Thursday and Friday.

GENEVA MIDDLE SCHOOL

TBT Bell Schedule

Doors open at 7:05 am

1st Period:	7:45 AM – 8:31 AM
2nd Period:	8:34 AM – 9:20 AM
3rd Period:	9:23 AM – 10:09 AM
4th Period:	10:12 AM – 10:58 AM
5A:	11:01 AM – 11:31 AM
5B:	11:34 AM – 12:04 PM
5C:	12:07 PM – 12:37 PM
6th Period:	12:40 PM – 1:28 PM
7th Period:	1:31 PM – 2:20 PM

This schedule applies to Wednesdays only.

GENEVA MIDDLE SCHOOL

2 Hour Delay Bell Schedule

Doors open at 9:15 am

1st period	9:30 AM – 10:00 AM
2nd period	10:03 AM – 10:29 AM
3rd period	10:32 AM – 10:58 AM
5A	11:01 AM – 11:31 AM
5B	11:34 AM – 12:04 PM
5C	12:07 PM – 12:37 PM
4th period	12:40 PM – 01:10 PM
6th period	1:13 PM – 1:43 PM
7th period	1:46 PM – 2:20 PM

This schedule applies only to inclement weather and other such emergency situations as determined by the Superintendent. Such delays will be communicated from the Superintendent's office when necessary.

GENEVA HIGH SCHOOL BELL SCHEDULE

Entry Bell 7:15

Warning Bell 7:24

Period 1 7:25— 8:08

Period 2 8:12— 8:52

Period 3 8:56— 9:36

Period 4 9:40—10:20

Period 5 10:24—11:04

Period 6A 11:04—11:34

Period 6B 11:34—12:04

Period 6C 12:04—12:34

Period 7 12:38—1:18

Period 8 1:22—2:05

**GENEVA HIGH SCHOOL
2 HOUR DELAY
BELL SCHEDULE**

Entry Bell 9:15

Warning Bell 9:24

Period 1 9:25—9:50

Period 2 9:54—10:17

Period 3 10:21—10:44

Period 4 10:48—11:11

Period 6A 11:11—11:41

Period 6B 11:41—12:11

Period 6C 12:11—12:41

Period 5 12:45— 1:08

Period 7 1:12— 1:35

Period 8 1:39— 2:05

**Geneva High School
TBT Bell Schedule**

TBT 7:00-7:45

Entry Bell	7:15
Student HP	7:15-7:40
1st Period	7:47-8:24
2nd Period	8:27-9:04
3rd Period	9:07-9:44
4th Period	9:47-10:24
5th Period	10:27-11:04
6A	11:04-11:34
6B	11:34-12:04
6C	12:04-12:34
7th Period	12:38-1:18
8th Period	1:22-2:05

Geneva Area City School District 2026-2027 Calendar

Board Adopted – 3/18/26

1st Quarter

Aug. 20 Teacher Professional Day
Aug. 21 Professional Dev. (All Staff)
Aug. 24 Convocation Day (All Staff)
Aug. 25 Student's First Day
Aug. 27 Kindergarten Start Date
Sept. 7 Labor Day – No School
Sept. 8 Preschool Start Date
Oct. 9 NEOEA Day-No School
Oct. 23 End of 1st Nine Weeks

2nd Quarter

Nov. 5 P/T Conference K-5 (4:30-8:00)
Nov. 6 P/T Conference 6-12 (3:30-7:00)
Nov. 6 P/T Conferences AM/PM (No Students)
Nov. 25-27 Thanksgiving Break-No School
Nov. 30 Conference Comp. Day-No School
Dec. 21 - Jan. 1 Winter Break
Jan. 14 End of 2nd Nine Weeks
Jan. 15 In-service/Records Day-No School
Jan. 18 Martin L. King Day-No school

3rd Quarter

Jan. 19 Beginning of Second Semester
Feb. 11 P/T Conference K-5 (4:30-8:00)
Feb. 11 P/T Conference 6-12 (3:30-7:00)
Feb. 12 P/T Conferences AM/PM (No Students)
Feb. 15 Presidents Day-No School
Mar. 19 End of 3rd Nine Weeks

4th Quarter

Mar. 26- April 2 Spring Break – No School
May 7 Conference Comp. Day-No School
May 31 Memorial Day
TBA Graduation (2:00 @ SPIRE)
June 3 Last Student Day/End of 4th Qtr.
June 4 Records Day

1st Quarter = 42 – Days
1 – Convocation Day
1 – Professional Dev. Day
½ – AM Conf./ ½ PM Professional Dev. Day
2nd Quarter = 44 – Days
1 – P/T Conference Comp. Day
1 – In-service/Records Day
3rd Quarter = 42 – Days
½ – AM Conf./ ½ PM Professional Dev. Day
4th Quarter = 46 – Days
1 – P/T Conference Comp. Day
1 – Records Day

**Total Student Days - 174 + 2 P/T Comp. Days
+ 1 Teacher PD Day**

Total Teacher Days - 177 + 6 Work Days

February

M	T	W	Th	F
1	2	3	4	5
8	9	10	11▲	12★▲
15	16	17	18	19
22	23	24	25	26

March

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19●
22	23	24	25	26
29	30	31		

April

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June

M	T	W	Th	F
	1	2	3●	4★
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

■ = No School

▲ = Parent Conferences

★ = In-service/Records Day
No School for students

★ = Professional Dev. Day
No School for students

● = End of 9 Weeks Grade

■ = Teacher PD Day

August				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20■	21★
24★	25	26	27	28
31				

September				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23●
26	27	28	29	30

November				
M	T	W	Th	F
2	3	4	5▲	6★▲
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14●	15★
18	19	20	21	22
25	26	27	28	29