

Statement of Nondiscrimination

The Greene County Vocational School District has dedicated itself to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, color, national origin, sex, or disability and is in compliance with Title VI, Title IX and Section 504 regulations.

No student will be denied entry into a Greene County Career Center program because of inability to pay program fees. Economically disadvantaged students should consult with the Career Center Guidance Office to determine eligibility for assistance.

Code of Student Conduct

Student Discipline Code: Reference Section 3313.66 OHIO REVISED CODE

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all students of the District.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained by all students.

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that:

1. Allows teachers to communicate effectively with all students in the class;
2. Allows all students in the class the opportunity to learn;
3. Has consequences that are fair and developmentally appropriate;
4. Considers the student and the circumstances of the situation; and
5. Enforces the student Code of Conduct/Student Discipline Code accordingly.

Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" for violent, disruptive or inappropriate behavior by its students. In addition, the Board will not tolerate excessive truancy.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or off school property at school-related events is subject to student discipline. 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 District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

Students and parents will annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event (the Student Code of Conduct/Student Discipline Code). The information will include the types of conduct which are subject to suspension or expulsion from school and other forms of disciplinary action. The Board directs the administration, through its teaching staff, to carefully review with students the Student Code of Conduct/Student Discipline Code to make them aware of the Code itself and the fact that any violations of the Student Code of Conduct/Student Discipline Code are punishable. The review shall take place during the first week of school (or a new student's first week of attendance).

If a student violates this policy or the Student Code of Conduct/Student Discipline Code, school personnel, students or parents should report the student to the appropriate building administrator. Parents may contact the appropriate building administrator if they have information related to, knowledge of, or witness a violation of this policy or the Student Code of Conduct/Student Discipline Code. In order to reduce repeat offenses, a building administrator or designee may meet with a student returning from an out-of-school suspension in excess of five days to discuss, clarify and reiterate the District's expectations concerning the student's conduct/behavior.

The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code shall be reviewed periodically. The Student Code of Conduct/Student Discipline Code is made available to students and parents and is posted in a central location within each building.

Teachers are responsible for the maintenance of the educational process, the safety and well being of each student, and the school equipment and property under their jurisdiction. They may make reasonable rules, which serve a valid educational purpose. These written rules, when approved by the administration and provided to each student, become an addendum to the student conduct code for Greene County Vocational School District. However, it is recognized that administrators have the right to require that practices be modified when they are demonstrated to be ineffective, inappropriate, or abusive to students.

The administration has made every attempt to develop rules and regulations in the "Code of Student Conduct" which would address most of the situations occurring at school.

If a situation occurs which is not covered in the "Code of Student Conduct," it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety and welfare of students and staff.

Directory Information

Upon request, certain information designated as "Directory Information" may be released by GCCC to the members of the public. Items designated as "Directory Information" include: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; and awards received.

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

Parents and adult students may refuse to allow the District to disclose any or all of such "Directory Information" upon written notification to the District by September 15 of each school year.

Zero Tolerance

The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means is employed on behalf of those who would destroy or deny such an environment. Students are to assume responsibility for their conduct.

The development of minds and bodies requires discipline. Consequently, students are expected to discipline themselves to follow the rules and regulations necessary for the effective operation of the Greene County Career Center.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations. The Board has a "zero tolerance" for violent, disruptive, or inappropriate behavior by its students; i.e. the Board will not tolerate violent, disruptive or inappropriate behavior by its students on school property or at interscholastic competitions, extracurricular events, or any program or activity sponsored by the Board or in which the Board is a participant. The Board also has a "zero tolerance" for student misconduct, regardless of where it occurs, that is directed at a District official or employee or the property of a District official or employee. Such behavior is prohibited as set forth in the Student Code of Conduct. The Board also has a "zero tolerance" for excessive truancy, and truancy from school will result in disciplinary action as set forth in the Board's Student Attendance Regulation.

A student may be expelled for one (1) year if he/she engages in conduct that causes serious physical injury to persons or property, would be a criminal act if committed by an adult, and occurs on school property or at interscholastic competitions, extracurricular events, or any program or activity sponsored by the Board or in which the Board is a participant.

Search and Seizure

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that a student may be searched with reasonable suspicion and in reasonable manner.

This authorization to search shall apply to all situations in which the student is under the jurisdiction of the Board.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board permits the school administrators to conduct a routine inspection of all storage places.

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 rules.

The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Administrators are permitted to conduct a random search of any student's locker and its contents at any time.

Student computer/Internet network accounts are the property of the school. School administrators retain the right to search network accounts and contents at any time.

Administrators are authorized to arrange for a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or illegal or explosive devices. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Harassment

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonable interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin, age, disability, and/or any other characteristic.

The harassment of a student by a school employee, another student, or third party is strictly forbidden. Harassment by a student of a school employee or another student is strictly forbidden. Any student who is found to have harassed a school employee or another student will be subject to discipline in accordance with law and the Code of Conduct.

Anti Harassment

Any student who believes that he/she is the victim of verbal, non-verbal, or physical harassment or has observed such actions taken by another student, staff member, or other persons associated with the district, or by third parties, should promptly take the following steps:

Alleged Discrimination and Harassment Grievance Procedures

It is recommended that the grievant attempt to resolve the alleged discrimination or harassment complaint informally at the supervisor level within five (5) days of the date the incident occurred. The Supervisor will notify the TitleIX/504 Coordinator of any discrimination or harassment complaints. If the alleged discrimination/harassment complaint cannot be resolved informally by the Supervisor, the following procedure shall be followed:

Step 1

An alleged formal discrimination grievance/harassment complaint shall be made to administration within ten (10) working days of the date the incident occurred. A formal conference will be arranged to discuss the alleged discrimination/harassment and to determine reasonable solution. A copy of the discrimination/harassment complaint must be forwarded to the District Title IX/504 Coordinator.

Step 2

If the issue is not resolved at Step 1, the decision may be appealed to the Title IX or 504 Coordinator, within five (5) working days. A conference/investigation will be held with involved personnel in the alleged act of discrimination/harassment. (Both of these titles include Title VI.)

Title IX/504 Grievance Officer

Joyce Richards, Executive Director of Secondary Education
Greene County Career Center
2960 W. Enon Road, Xenia, Ohio 45385
(937) 372-6941 or 426-6636

Step 3

If the issue is not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

Step 4

If the alleged issue is not resolved at Step 3, it may be forwarded to the Office of Civil Rights, U.S. Department of Education, OCR, Bank One Center, 600 Superior Ave. East, Suite 750, Cleveland, Ohio 44114-2611.

Complaints may be handled through the District's procedure stated above or may be filed directly with the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Centre, Cleveland, Ohio 44104-2611 in lieu of the district procedure.

Sexual Harassment

General Statement

Sexual harassment is inappropriate, offensive and detrimental to the creation of a healthy educational and work environment. All students have a right to be educated in an environment free from sexual harassment. In addition, all persons coming in contact with the District have a right to experience an environment free from sexual harassment.

The Greene County Vocational School District Board of Education prohibits sexual harassment of or by any student or Board employee. This prohibition encompasses sexual harassment, which may occur between students, between a student and an employee, or between a student and a member of the public coming in contact with the District. This Policy applies to conduct during and relating to school and school-sponsored activities.

Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic development, status, or progress;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with or having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment for the individual; or
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, opportunities or activities available at or through the school.

Sexual harassment may occur between persons of the same sex or persons of the opposite sex.

Reporting Procedure

The Superintendent shall appoint a Sexual Harassment Grievance Officer who will have the responsibility and authority to investigate all sexual harassment complaints involving Board employees.

Administration has the responsibility and authority to investigate all alleged incidents of student-to-student sexual harassment. The Board encourages and expects any student or employee who feels that he/she has been subjected to sexual harassment to promptly report the incident. Employees should report incidents of sexual harassment to the Sexual Harassment Grievance Officer. Students should report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.

The Superintendent shall develop administrative guidelines for the reporting and investigation of sexual harassment complaints.

School administrators, teachers, and all other Board employees who witness and/or experience sexually harassing conduct are required to report such conduct to the Sexual Harassment Grievance Officer.

All complaints will remain confidential to the maximum extent permitted under law.

Nothing in this reporting procedure shall relieve any Board employee from the reporting obligations under R.C. 2151.421. Any report of sexual harassment of a student by a Board employee must be immediately reported as suspected child abuse.

Investigation

Unless withdrawn by the complainant, all complaints of sexual harassment will be immediately investigated and promptly resolved.

Upon receipt of an allegation of student-to-student sexual harassment, administration will initiate an investigation into the complaint. Upon receipt of an allegation of employee-to-student or student-to-member of the public sexual harassment, the Sexual Harassment Grievance Officer will initiate an investigation into the complaint.

Investigations of alleged incidents of sexual harassment shall be confidential and conducted in a manner that respects the privacy of all parties to the extent permitted by law and to the extent practical and appropriate under the circumstances.

If the investigation yields insufficient evidence to conclude sexual harassment has occurred, the matter will be recorded as unresolved and the parties will be so notified. A written record of the investigation will be maintained by the Board separate and apart from any student or personnel file.

Discipline

Any employee who permits or engages in sexual harassment of any student may be subject to disciplinary action up to and including termination/dismissal.

Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Any employee who receives a complaint of sexual harassment from a student and who does not promptly report the complaint to administration or Sexual Harassment Grievance Officer shall be disciplined appropriately.

The range of discipline for employees includes, but is not limited to: demanding an apology; counseling the parties involved; requiring attendance at appropriate seminars/workshops; issuing an oral or written reprimand; transfer or reassignment; suspension; and recommendation to the Board that the individual against whom the claim is made be discharged.

The range of discipline for student includes, but is not limited to: demanding an apology; issuing an oral or written warning; conducting a conference with the student's parent(s)/guardian(s); detention; in-school suspension; out-of-school suspension; and expulsion.

Rights of Individual Who Is the Subject of a Sexual Harassment Claim

An individual who is the subject of a sexual harassment complaint shall be offered the opportunity to be interviewed by the Sexual Harassment Grievance Officer and to present his/her position with regard to the complaint. The individual is entitled to be accompanied during his/her interview with the Sexual Harassment Grievance Officer by a representative of his/her choice. The individual may also submit his/her response to the complaint in writing.

Retaliation Prohibited

The Board prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student or employee who initiates the complaint nor will it affect the individual's academic standing or employment status, rights, or privileges.

The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing pursuant to this Policy, or because that individual exercised, enjoyed, aided, or encouraged any other individual in the exercise or enjoyment of any right granted or protected by this Policy.

Files and Record of Investigation

Sexual harassment complaints and investigation results shall not be made a part of a Board employee's personnel file or a student's academic record unless disciplinary action is taken against the individual.

Bullying and Other Forms of Aggressive Behavior

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or 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 and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, where students are under the school's control, or where an employee is engaged in school business.

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

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building Director, Superintendent, or other staff member. Complaints against the Director should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Student Hazing

Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage or engage in any hazing.

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

Lockers

Lockers are assigned to students for their convenience and use with the following understanding:

1. Student lockers are the property of the school.
2. Lockers are to remain clean at all times.
3. Lockers will be cleaned out and inspected by staff at the end of each quarter.
4. It is the student's responsibility to ensure his or her locker is locked when unattended.
5. School administrators retain the right to search lockers and their contents at any time.
6. Locker problems are to be reported by the student to the Supervision Secretary in Room 218.
7. Sharing lockers is prohibited.

Violation of the Law and Unacceptable Behavior

1. **Violations of the Law:** It is expected that Greene County Career Center students exhibit good citizenship practices and abide by the current statutes of the State of Ohio. Local law enforcement agencies may be called to assist investigations. Such assistance may include, but are not limited to, the use of canines or more discreet forms of investigation.
2. **Delinquent Bills, Fees, Fines:** Students are required to pay for outstanding school financial obligations. Parents will be notified of delinquencies and of obligation for payment. No records will be released until all obligations have been met.
3. **Gambling/Card Playing:** The school leadership discourages the playing of gambling or risk games by students. Since these are often the source of contentions and strife, the restraintment from their use at school is expected. Gambling material will be confiscated, and the student may be suspended pending a parent conference.

Student Drug Abuse

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

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

1. All dangerous controlled substances as so designated and prohibited by Ohio Statute;
2. All chemicals which release toxic vapors;
3. All alcoholic beverages;
4. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. Anabolic steroids;
6. Any substance that is a "look-alike" to any of the above.

The Board prohibits:

1. The use, possession, concealment, sale, purchase or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, and at any school-sponsored event, or
2. The solicitation, or facilitation or participation in the use, possession, concealment, sale, purchase, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, and at any school-sponsored event.

It further establishes a drug-free zone within 1,000 feet of any facility used by the District for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools.

Students who have the odor of alcohol/drugs on or about their person or clothes may be disciplined under this policy.

Consequences for Violation of Drug Abuse Policy

Once it has been determined there has been a violation of the drug abuse policy, the following procedures will be followed:

Procedures:

1. The student will be suspended for ten (10) days in compliance with due process procedures.
2. A recommendation will be made to the Superintendent that the student be expelled from school.
3. Charges will be filed with the Sheriff's Department against the student for possession and/or use of narcotics, alcohol, or illegal drugs.

School Intervention

The school's personnel believe that early intervention in the chemical dependency process means less destruction for the student who may be harmfully involved. It also may provide a greater likelihood of recovery. The following procedures have been developed to assist the school and families in the early detection and intervention of chemical dependency, and they will be taken into consideration during any appeal of suspension for violation of this policy or during the expulsion process:

Procedures:

1. Students cooperating during the investigation and who are willing to undergo a professional chemical dependency evaluation may be considered for a conditional waiver of expulsion. Students found to be chemically dependent may, at the discretion of the Superintendent, avoid expulsion from school by continuing and completing a recommended professional treatment program. Students who terminate such treatment before successful completion may be expelled from school.

NOTE: Parents choosing to have their student undergo an immediate drug test must understand that the results will only be considered as supportive data in cases of appeal. A drug test does not equate to a professional chemical dependency evaluation. Only a professional chemical dependency evaluation will be considered as conclusive proof of nonuse of drugs. This evaluation must be done immediately (within 24 hours) by a professional in the field of chemical dependency at a recognized agency, such as Greene Hall, 1141 N. Monroe Drive, Xenia. Testing and evaluation are at the expense of parent/guardian.

2. The contracted agency or office will notify the school supervisor within three (3) school days of the suspension that the client made contact and is willing to comply with the evaluation and treatment process.
3. If the student is not expelled, efforts will be made to assist the student in maintaining his/her education during treatment if primary treatment includes inpatient/outpatient hospitalization.
4. Students receiving two (2) days or more previous suspension during the school year may be denied the option of not being expelled on the first drug-related offense even if they do take steps to overcome their chemical dependence.

For a student who has NOT violated the Board of Education Policy but due to reliable information is reasonably suspected of possible chemical dependency, misuse/abuse or dysfunction, the following procedures will be followed:

1. The administration/counselor will ask the staff member(s) to complete a "Confidential Information" form and forward it to an intervention specialist.
2. The parent(s)/guardian(s) will be asked to complete a "chemical use family questionnaire" and submit this to the Intervention Specialist.
3. After receipt of the data from parents and with the data assembled from the school staff, the administration, the Intervention Specialist, and the selected staff will evaluate the possibility of chemical dependency misuse/abuse of chemicals.
4. A family/school conference will be held whereupon a decision will be made as to the plan of further evaluation and/or treatment that is acceptable to the school administration and within the capacity of the parent/student.
5. The student who is found to be in violation of the Board of Education policy dealing with drug abuse may not, at the discretion of the Superintendent, have the recourse to be excused from a future expulsion if the student, the parent/guardian(s) reject this intervention plan.

Dangerous Weapons

The Greene County Vocational School District 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 weapons. The Board will not tolerate the possession of weapons, including a concealed weapon in a school safety zone or other devices designed to inflict serious bodily harm by anyone while on Board property, at interscholastic competitions, at extracurricular events, at any other program or activity sponsored by the School District or in which the District is a participant, or while en route to or from school whether on a school bus, walking, or in a private vehicle.

The definition of a firearm shall include: (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device (as defined in 18 U.S.C.A. Section 1921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or device similar to any of the devices described above; (b) any type of weapon by whatever name known which will, or which may readily be converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter; and (c) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (a) or (b) and from which a destructive device may be readily assembled.

Students are prohibited from bringing a firearm, including a concealed weapon in a school safety zone or knife on school property, in a school vehicle or to any school-sponsored activity, including interscholastic competitions, extracurricular events, or any other program or activity in which the District is a participant. The Superintendent shall expel a student from school for a period of one (1) calendar year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Any student who possesses a firearm or knife, which was initially brought onto property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board by another person, may be expelled by the Superintendent, at his/her discretion. In addition, the Superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities if a dangerous weapon is found or is suspected to be in the possession of a Board employee, student, or a visitor.

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

The definition of a knife includes, but is not limited to, any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed for or can be used for cutting, slicing, piercing, or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box-cutters, ice picks, pocket knives, switchblades, and automatics.

The Board also prohibits students from knowingly bringing or possessing an object that is indistinguishable from a firearm in a school building or on any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board if the student indicates that s/he possesses the object or knowingly displays or brandishes the object and indicates that it is a firearm. This prohibition applies regardless of whether the object can be fired. "Object that is indistinguishable from a firearm" means an object made, constructed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

If a student is suspended, expelled, removed or permanently excluded from school for misconduct involving a weapon as defined herein, the Superintendent shall notify the Registrar of Motor Vehicles and the Greene County Juvenile Court within two (2) weeks after the discipline.

The prohibition of dangerous weapons shall also encompass look-alike items and actions such as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to: metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs, ice picks, night sticks, nunchaku (nun chuck), mace, electronically charged devices, brass knuckles, explosives (including firecrackers), chain belts, tear gas, ammonia, bow and arrow (regardless of condition or purpose), smoke bombs, 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. The Superintendent shall have final determination as to what constitutes a weapon.

Use of weapons, firearms, and ammunition provided by the designated training facility as part of the Ohio Peace Officers Training Academy curriculum for the Adult Education Criminal Justice Training Academy is specifically authorized under this policy ("Authorized Use). Authorized Use is limited to scheduled instructional periods held at the designated training facility under the supervision of a training coordinator or instructor. Authorized Use does not include horseplay or threats of physical violence made to another person.

This section does not apply to officers, agents, or employees of this or any other state or the United States, or to law enforcement officers, authorized to carry deadly weapons or dangerous ordnance and acting within the scope of their duties, to any security officer employed by a board of education during the time that the security officer is on duty pursuant to that contract of employment, or to any other person who has written authorization from the board of education or governing body of a school to convey deadly weapons, dangerous ordnance, or object indistinguishable from a firearm into a school safety zone or to possess a deadly weapon, dangerous ordnance or object indistinguishable from a firearm in a school safety zone and who conveys or possesses the deadly weapon, dangerous ordnance or object indistinguishable from a firearm in accordance with that authorization.

Greene County Vocational School District Bylaws & Policies

8310 - PUBLIC RECORDS

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43.

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

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

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

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

- A. an estimated number of business days necessary to satisfy the request
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- B. an estimated cost if copies are requested
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- C. any items within the request that may be exempt from disclosure
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The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

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

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

Those seeking public records will be charged only the actual cost of making copies.

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

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

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

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

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

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

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

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

R.C. 9.01, 102.03(B), 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26,
R.C. 3319.32, 3319.321
20 U.S.C. 1232g

Revised 5/00
Revised 6/20/01
Revised 8/24/05
Revised 9/20/07
Revised 12/17/08