

GREEN HIGH SCHOOL



Student Handbook 2020-2021

The mission of Green Local Schools is to ensure the highest quality education by helping each and every student to realize his or her fullest potential and become a productive and responsible citizen through innovative and diversified academic programs, which will be provided in a caring environment conducive to learning and in concert with our community.

Handbook/Acceptable Use and Internet Safety Policy

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Table of Contents

| | |
|--|----|
| Welcome | 2 |
| Philosophy, Mission Statement, Alma Mater, School Song | 2 |
| Bell Schedules | 3 |
| Health | 3 |
| Immunization Updates | 3 |
| Attendance | 6 |
| Excused Absences/Tardiness | 6 |
| Absence Procedures/Regulations | 7 |
| Make-up Work | 8 |
| General Information (a-z) | 8 |
| Driving | 9 |
| Meals | 10 |
| Personal Appearance | 11 |
| Discipline | 12 |
| After-School Detention | 13 |
| Major School Rules | 16 |
| Academics | 20 |
| Grading Scales | 22 |
| Graduation Requirements | 23 |
| College Credit Plus | 24 |
| School Calendar | 27 |
| Google Chromebook Student Agreement | 28 |
| Sign-Off Sheet | 29 |
| Acceptable Use & Online Agreement | 30 |
| Sign-Off Sheet | 35 |
| Student Handbook Parent/Student Sign-Off Sheet | 4 |

Welcome to Green High School

The faculty of Green High School welcomes each of you to our school. This handbook has been developed to assist you in learning about available options, rules and procedures. These rules and procedures apply to all students regardless of age. There are many opportunities available to students who desire to challenge themselves academically, athletically and through our many activities. We welcome our junior high students and look forward to preparing them for their high school career and encourage them to participate in variety. It is the faculty's desire that each student has a positive and memorable experience at Green High School. So please take your time and read this handbook thoroughly it is your first step to a successful career.

Green High School Philosophy

American schools are social institutions, organized for the purpose of preparing youth to assume responsibility that comes with being a member of our society. The school is, therefore, based on the beliefs and concepts that all people, regardless of race, creed or color, have the right to acquire as much knowledge as they might physically accomplish. In our changing world, a good education is becoming increasingly important. The right to learn manifests the concept that a free education is vital to all people. This includes every individual regardless of whether or not they have limiting handicaps. With the benefits of all the citizens in mind, cooperative community planning should be used whenever possible as a means of organizing the educational criteria:

In pursuit of our educational goals, we shall constantly strive to achieve the following criteria:

- A. To develop the individual student mentally, morally, physically and socially
- B. To motivate the student to participate in the improvements of society
- C. To teach the student how to adjust to changing conditions
- D. To endow the student with a deep respect for authority, laws, and order of a civilized society

Green High School Mission

Our School will ensure the highest quality education by helping each and every student to realize his or her fullest potential and become a productive and responsible citizen through innovative and diversified academic programs, which will be provided in a caring environment conducive to learning and in concert with our community.

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| <p><u>Alma Mater</u></p> <p>Our strong band can ne'er be broken. Form'd in old Green High, Far surpassing wealth unspoken, Seal'd by friendship's tie.</p> <p>Mem'rys leaflets close shall twine Around our heats for' aye, And waft us back o'er life's broad track To pleasures long gone by.</p> <p>High school life at best is passing, Gliding swiftly by; Then let us pledge in word and deed, Our love for old Green High.</p> <p><i>Chorus:</i> Alma Mater, Alma Mater Deep graven on each heart, Shall be found unwav'ring true, When we from life shall part.</p> | <p><u>Fight Song</u></p> <p>Here's to the Bobcats Of Green Township High We will win the victory for the Green and White tonight</p> <p>RAH! RAH! RAH!</p> <p>We'll take the score high Right up to the sky So, come on and win this game Boys/Girls and Bring glory to Green Township High!</p> |
|--|--|

Bell Schedules

| Period | Regular Schedule | 2 Hour Early Dismissal | 2 Hour Delay |
|----------------|-------------------------|-------------------------------|---------------------|
| 1 | 7:22-8:09 | 7:22-7:52 | 9:22-9:54 |
| 2 | 8:12-8:57 | 7:54-8:24 | 9:57-10:27 |
| 3 | 9:00-9:45 | 8:26-8:56 | 10:30-11:33 |
| 4 | 9:48-10:34 | 8:58-9:28 | 11:36-12:06 |
| Lunch 1 | 10:34-11:04 | 10:34-11:04 | 10:30-11:00 |
| Lunch 2 | 11:21-11:51 | 11:08-11:38 | 11:03-11:33 |
| 5 | 10:37-11:51 | 9:30-10:00 | 12:09-12:39 |
| 6 | 11:54-12:37 | 10:02-10:32 | 12:42-1:12 |
| 7 | 12:40-1:26 | 10:34-11:38 | 1:15-1:45 |
| 8 | 1:29-2:15 | 11:43-12:15 | 1:48-2:15 |

Health

Accidents and Illness

- ✿ The mental and physical health of the students is basic to the success of educational programs provided for them. Recognizing this, the Green Schools will, insofar as possible, provide for an environment conducive to the mental and physical well-being of its students.
- ✿ The school will provide for minor first-aid and emergency procedures in more serious situations. A school nurse shall disseminate information to other personnel concerning techniques and procedures.
- ✿ Immunization will follow recommended guidelines, both legal and as endorsed by the state and county health departments.
- ✿ A student shall not request a school employee to give medicine, as employees are forbidden to do this, including aspirin. If a student must take medication, authorization, in writing, must be provided by the doctor or parent/guardian.
- ✿ Students are required to be immunized

If your child has an accident or becomes ill at school, the office will make him/her comfortable and contact you immediately. (Please, ask your students to come to the office and do not expect them to contact you on their own from somewhere in the building) If you cannot be reached, we will attempt to contact the emergency number you provided. It is extremely important that you fill out the emergency medical form we provide and return it to school. We are fortunate to have the services of a school nurse five days a week.

Immunizations

Any school age child living in the Green Local School District is eligible for admittance. There is a registration form to be completed by the parents of each child entering school for the first time. The present law states that a child must be six years of age on or before September 30 to enter school; five years of age to enter kindergarten. The age requirements must be verified by presentation of the original birth certificate (one from the Bureau of Vital Statistics). The State also requires the following immunizations: 5 DTaP, 4 Polio, 2 MMR, 3 Hepatitis B, and 2 Varicella (Chickenpox). A parent has 14 days to present written evidence that their child has the necessary immunizations.

We maintain that children are different and must be accepted as individuals. Each child has a special need at a certain point in his/her education program and it is our responsibility to identify and teach toward the accomplishment of the child's needs.

IMMUNIZATION SUMMARY FOR SCHOOL ATTENDANCE

| | <i>FALL 2020</i> |
|--|--|
| | IMMUNIZATIONS |
| VACCINES | FOR SCHOOL ATTENDANCE |
| DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis | <p><u>K</u> Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required.*</p> <p><u>1-12</u> Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p><u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry.**</p> |
| POLIO | <p><u>K-9</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.***</p> <p><u>Grades 9-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p> |
| MMR Measles, Mumps, Rubella | <p><u>K-12</u> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</p> |
| HEP B Hepatitis B | <p><u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p> |
| Varicella (Chickenpox) | <p><u>K-9</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.</p> <p><u>Grades 10-12</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.</p> |
| MCV4 Meningococcal | <p><u>Grade 7-10</u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry</p> <p><u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry****</p> |
| NOTES: | |

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at www.odh.ohio.gov, **Immunization: Required Vaccines for Childcare and School**).

Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

Medication

The requirements for administering at school are as follows:

Prescription:

A written and signed physician's request form identifying the student, the medication, dosage, or procedure required; the times required; possible reactions which should be reported to the physician; special instructions including storage and sterile requirements; date of request form; physician's name, address, and phone number. (Forms may be obtained from the school nurse.) A section on the form is to be completed and signed by the student's parent or guardian authorizing school personnel to administer the medication or procedure as instructed by the physician and **agreeing to deliver the medication to school in a pharmacy container, to notify the school if the medication, the dosage, or the procedure is changed or eliminated.**

Non-Prescription:

The school nurse will send a permission form home with the child at the beginning of the year. The parent/guardian will complete the form indicating which non-prescription medications are permissible. The school nurse will attempt to contact the parent/guardian before administering; however, in the event the parent/guardian cannot be reached, the nurse will send a follow-up note home with the student that same day indicating non-prescription medication was administered. The date, time and dosage, as well as a description of the student's symptoms, will be included.

The school district's role in the administering of this policy is one of cooperation between home and school. No medication will be administered without a signed physician's request (prescription) or a signed permission form (non-prescription).

Attendance Policy

The Green Local School District complies with the following county attendance regulations. A child of compulsory school age must attend a school that conforms to the minimum standards prescribed by the State Board of Education unless his or her body or mental condition does not permit his attendance at such school. Due to such condition, he or she is instructed at home by a qualified teacher (as directed by a physician) (R.C. 3321.04)

Every effort of a positive nature will be employed to cause students to want to attend school regularly.

Instruction Time Requirement: To receive credit for a full (1) credit class, students must not miss more than twenty-four (24) periods of classroom instruction; to receive credit for a one-half (1/2) or a one-fourth (1/4) credit class, students must not miss more than twelve (12) periods of classroom instruction. Students must also successfully complete all required assignments to receive any credit. Loss of instruction is the important issue in failing to receive credit. Class assignments and test scores may reflect a passing grade, but the student may still fail to receive credit for the class because of lost instruction time. **Students will not be permitted to just make-up hours in order to obtain a credit.** A student will not be permitted to abuse the attendance policy and still receive class credits. All students are expected to be present all day every day (See Unexcused Absence and Attendance Policy—18 Year-Old Student). If it becomes medically necessary for a student to miss more school than this, he/she should consider home instruction as a possibility.

Excused Absences and Tardiness:

The reasons listed below constitute an excused absence.

- ✿ illness in immediate family with dr. excuse
- ✿ death of relative in immediate family
- ✿ attending funeral of a relative or friend
- ✿ medical appointment, if student brings a Dr. excuse
- ✿ legal business (example: appearance in court, if student brings proof from court)
- ✿ driving permit/license
- ✿ Three (3) College Visits with prior approval

Unexcused Absences

An unexcused absence covers anything not mentioned under excused absences. The validity of questionable excuses will be determined by the principal. (Please see attendance referencing Instruction Time as well as Legal Action)

Legal Action

Definitions of Habitual Truancy and Excessive Absences

Habitual Truant

- a. Absent 30 or more consecutive hours without an excused/legitimate excuse.
- b. Absent 42 or more hours in one school month without an excused/legitimate excuse.
- c. Absent 72 or more hours in one school year without an excused/legitimate excuse.

District Actions for Habitual Truancy

- a. Notify Attendance Officer
- b. Assign the student to an Absence Intervention Team (AIT) within 10 days.
- c. Develop an Absence Intervention Plan within 14 days after being assigned to the AIT.

Excessive Absences

- a. Absent 38 or more hours in a school month with or without an excused/legitimate excuse.
- b. Absent 65 or more hours in one school year with or without an excused/legitimate excuse

Actions for Excessive Absence

- a. The district will notify Attendance Officer.
- b. The attendance officer will notify the parents in writing within 7 days of triggering actions.
- c. The student will follow the district's plan for absence intervention; and
- d. If the AIT plan is unsuccessful, charges may be filed with the juvenile court system.

ABSENCE PROCEDURES

In an effort to comply with The Missing Children's Act (effective April 9, 1985) when it is necessary a student be absent, the student's parent is requested to notify the principal's office by 8:30 a.m. Help us protect your children!

1. The parent is to notify the school at 740-354-9150 by 8:15 a.m. on the day of absence.
2. If a call is not received, the school will attempt to reach the student's residence by the automated phone system in order to confirm the student's whereabouts.
3. If Parent/guardian notification is not received, the absence will remain unexcused.

Students have two (2) days after being absent to bring in a written excuse. After two (2) days, the absence is marked unexcused.

ABSENCES

Any excuses submitted after the first day back to school may or may not be accepted. All students are required to make up work after being absent and will receive credit for that work. The student is responsible for contacting the teacher for make-up work.

Appeal Process

Students have the right to appeal loss of credit due to attendance to the attendance committee. The attendance committee will include the principal, guidance counselor and the student's advisor. At this time documentation should be presented such as additional medical records or court papers other than those already on file. Parents/Guardians may attend the appeal hearing.

Family Vacations

Parents must inform principal's office when student will be out of school for family vacation. It is the responsibility of the student to get any work missed. Five (5) days max pre-approved per school year. (Please see: Habitual and Excessive Absence Regulations)

After-School Instruction (formerly Home-Instruction)

A residential student of school age could possibly qualify for after-school instruction should a physical handicap preclude classroom attendance. A student, if provided with after-school instruction, is required to return to regular attendance as soon as possible, with permission of a doctor. The regular teacher, other than the one providing services, has the authority to test the student over the materials covered to ascertain the degree of progress made by the student while at home.

Tardiness to Class

Students who are tardy for class or homeroom may be admitted to class by the classroom teacher with a tardy slip. The teacher will determine the cause for tardiness and if the reason is not valid some type of punishment will be issued by the classroom teacher. Cases of repeated tardiness will be referred to the principal.

Tardiness to School

Students who arrive late for school (after 7:22am) in the morning must report to the principal's office. Students whose names appear on the absence list are not permitted to enter class unless they have an admission slip. Students must bring a written excuse when tardy and present it to the office personnel. The only acceptable reasons for tardiness are listed under excused absences. Upon the 4th unexcused tardy per nine weeks a student will be assigned an after school detention.

Early Dismissal

Students that plan to leave school early must report to the principal's office before exiting to obtain an early dismissal pass. Students must have a note from a parent with their telephone number on it. Upon the 4th unexcused early dismissal per nine weeks a student may receive a discipline referral.

Leaving School/School Building

When a student enters the building, he/she is under the jurisdiction of the school until the end of the school day. Do not leave the building without permission. A telephone excuse will not be accepted for a student who leaves the building without permission. No student will be dismissed from school due to illness unless a parent or guardian can be reached. If no contact can be made, the student will remain in the clinic. No student is allowed to enter the building until after 7:10 A.M. Students arriving to school prior to 7:10 am must remain in the front lobby until students are released from the school buses.

Missing Child Law (Why the school calls home every time a child is absent)

The principal or designee is required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. If the parents of the absent child have not contacted the school, then the parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

Request for Make-Up Work

If a student is absent for two or more days, parents should notify the office before 9:30 am that they will be picking up the student's work. His/her missed assignments may be picked up in the office after 2:00 pm.

Arrival to School

No student is allowed to enter the building until after 7:10 A.M. Students arriving to school prior to 7:10 am must remain in the front lobby until students are released from the school buses.

General Information (A-Z)

Announcements

The public address system is used to communicate to the entire high school student body. Most announcements will be made at the beginning and end of the school day. Students are responsible for being quiet and respectful while listening to the announcements.

Backpacks/Dufflebags

Backpacks and duffle bags are not permitted in the cafeteria or in the classrooms. Backpacks upon arrival should be stored in the lockers or in the athletic locker-rooms

Classes

- ✿ Students attend all classes unless excused by the general office or by the teacher in charge of the class. If a student needs to see the principal, nurse, guidance counselor etc. he/she must **FIRST** go to class and then request permission to leave from the teacher.
- ✿ All students are expected to be in class on time. Tardiness to class will be dealt with in an appropriate manner.
- ✿ The cutting of classes is forbidden. Any student who is missing from classes without permission will be subject to disciplinary action.
- ✿ If a student becomes ill during any class, he/she should request the permission of the classroom teacher to go to the school nurse. If the nurse is not in the office, (the nurse's office is open between 8:15 and 2:15) report directly to the general office. The restrooms are not to be used as recovery centers. Students must sign in at the nurse's office.
- ✿ All students must become quiet at the ringing of the tardy bell for each class.

COPY MACHINE

Students must obtain permission from the school secretary to use the copy machine and have a **written pass** from a teacher.

DANCES AND PROM

No one 20 years of age or older will be allowed to attend a dance or prom at Green High School with a Green High School student. (Students older, but still attending and enrolled in a Ohio school will be eligible)

Driving

Students who drive to school, must park in the lot west of the building, not behind the school building. Upon arrival, students are not permitted to remain in or around automobiles but should go directly to the building. The automobile shall not be moved during the school day. **Students are not to be in cars during school hours.** No one is to drive faster than 10 mph on school property. Parking privileges can be revoked as a result of any violation of school rules. Vehicles must be registered in the office and a \$1.00 fee be paid for a parking tag. Parking tags must be displayed while vehicles are on school property.

Electronic Devices

Student owned radios, CD players or other electronic devices are not to be brought to school unless necessary and approved in advance.

Field Trips

In order to attend a field trip, students will need to meet the following requirements: have a permission slip signed and turned in, have a current emergency medical form on file in the office and be in good standing with attendance/missing work.

Fire Drills, Safety and Tornado Drills

The school will conduct several building evacuation drills during the year. At the beginning of each school year, students will be shown and told the location of the nearest exit for fire drills and the proper station for the tornado drill in each classroom. Directions for each drill are posted in every classroom. Students are asked to remain silent during these drills and to remain in orderly lines while evacuation is in progress. Evacuation drills will be signaled by starting the fire alarm or tornado alarm system in the building.

Hallways

Students should be in the halls only between classes. Students will obey the rules of common courtesy by moving quickly and quietly. Running in the halls is not permitted at any time. **The wearing of ear buds in the hallways is not permitted. Boys and girls do not hold hands or walk with arms around each other, show personal displays of affection in the school building or on the school grounds.** If unusual circumstances require a student to travel in the halls during class or study period, he/she should obtain a pass slip from the teacher in charge. Students travel directly to their destination and return. Please be considerate and help the custodian keep the hallways clean.

Homecoming

Qualifications for Candidacy

1. Candidates must be enrolled for at least two complete grading periods prior
2. Candidates must have no serious or repeated discipline problems
3. Candidate may not have previously been an attendant for the season in which they are running with the exception of the senior year, when the candidate may run for any of the positions during one of the two homecomings.

Library Use

- 🐾 All students in the school are entitled to use the library and to borrow books and materials.
- 🐾 Reference books, such as encyclopedias and dictionaries, are to be used in library only.
- 🐾 All books may be retained for three weeks and may be renewed once for the same period.
- 🐾 Injury to books beyond reasonable wear and all losses shall be paid for.
- 🐾 If a book is not returned by the due date, the student will receive two warnings. Upon the third warning, a letter will be sent home requesting payment for the book.
- 🐾 **Library materials will not be issued to any student who owes for a lost book.**
- 🐾 A student may borrow two books at a time.
- 🐾 No books may be taken from the library without being checked.
- 🐾 Current issues and back issues of magazines, newspaper, etc. may be used in the library.
- 🐾 A student must enlist the help of a student librarian to secure a back issue of a magazine.
- 🐾 **A student will not receive a report card (or information on report card) until any overdue books are returned.**

Lockers

All lockers are the property of the school. Therefore, school administrators have the right to search student lockers if deemed necessary. A locker will be assigned to every student. Students are expected to keep their lockers clean and in order at all times. Blocking latches on locker doors will not be permitted. Students found violating this rule will be disciplined. Students who wish to lock their locker will need to purchase their own lock.

Meals

Breakfast is \$1.00 (reduced breakfast price is .30) and lunch is \$3.10 (reduced lunch price is .40). Students in grades 7-12 will be permitted to charge up to two lunches; any student accounts over \$6.20 will not be permitted to charge and will be given an alternative lunch. There will be no a la carte charges permitted.

Miss Green/River Days Candidate

Candidate Eligibility

- 🐾 Must be a junior at G.H.S.
- 🐾 Must have received passing grades in at least 3 full credit courses in the first semester of the junior year.
- 🐾 Must be free of pending school disciplinary actions and financial obligations to the school.
- 🐾 Must have been enrolled at G.H.S. a minimum of 30 school days prior to sign-up date.
- 🐾 Must return Candidate Resume/ Permission Form and sign up in the main office.

Recommended Qualities

- 🐾 Responsible
- 🐾 Works well with others
- 🐾 Good Attendance
- 🐾 Punctual
- 🐾 Good example
- 🐾 Willing to devote a lot of summer time
- 🐾 Able to handle stress
- 🐾 Able to handle money obligations

Parent Conferences

Parents can request conferences with teachers should their child be experiencing difficulty with the subject matter. We ask that parents request the conference at least 24 hours in advance. This will avoid any conflict with other commitments and also allow the teacher time to gather data and papers that may contribute to the conference.

Personal Appearance

Students should not wear clothing or hair styles that can be hazardous to them or others in their school activities such as lab work, physical education and art. Grooming and dress which prevents the student from doing his work because of blocked vision or restricted movements should be discouraged as should be dress styles that create or are more likely to create, a disruption of classroom order.

Articles of clothing that may cause maintenance problems are unacceptable, as are those immodest or in “poor taste.” A general consideration might be, “Does this appearance in any way disrupt the educational process? Is the student neat and clean? Students are not to wear:

1. No spaghetti strap tops
2. **Any** clothing that exposes bare midriff
3. No articles of clothing may be ripped, torn, or have holes above the fingertips
4. Shorts, skirts and other similar apparel **MUST** be fingertip length, when arms are placed by side. Shorts may not be: spandex shorts
5. No headwear (hats, bandannas, etc...)
6. No mesh or see through clothing
7. No halters
8. No logos/print across clothing on students’ bottoms
9. No clothing with alcohol, tobacco or drug-related imprints, vulgar, obscene and offensive slogans
10. Sleeveless shirts are acceptable as long the straps are 3” or wider.

The consequences for dress code violations may include removal from school, After School Detention, Day Long Detention, Saturday School, or Suspension.

Release of Information

Under federal law we are requested to release information (such as name, address, grade-level and phone number) to military recruiters unless the student or parent gives us prior written consent to withhold that information. If you do not want your junior or senior information released to the recruiters, please submit to us in writing by October 15 and give us permission to remove your child’s name and address from the testing.

Restrooms

Students are requested to visit restrooms before first period and during class change. Restrooms are not to be used for meeting purposes or loafing purposes.

Telephone

- 🌿 Office telephones are to be used by students with permission only.
- 🌿 Parents needing to get messages to their child are encouraged to contact the office.

Calls to classroom teachers during the school day will not interrupt classroom instruction. Those calls will be transferred directly to voicemail. The teacher will return your call during his or her planning time.

Textbooks

Textbooks are furnished by the Board of Education. They are not the property of the students. Students are liable for any damage done to textbooks. Any student who loses or damages books will be held responsible for them and must pay for any book that is lost or damaged in the treasurer's office. Special care should be taken not to drop books or to cause other students to drop them since this is one of the chief causes of damaged books.

Title IX

Nondiscrimination on the basis of sex in the educational and activity programs: No student, employee or other person acting in the name and on behalf of the Green Local School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subject to discrimination under any and all educational or activity programs conducted by this school district.

Transportation

The state provides school buses for the transportation of students. Proper conduct and procedures are governed by state regulations. The bus driver is responsible for the safety and welfare of the students who ride the bus. Stern disciplinary action will be taken with students who jeopardize this responsibility. The school has authority through state regulations to refuse the transportation of any student who fails to cooperate. Bus drivers and/or school administrators have the authority to assign permanent seating to any student misbehaving on the school bus.

Discipline

Green High School must provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners or lack of consideration. Rules and regulations are instituted and enforced with this thought in mind.

A student who continually disrupts the learning of other students is far more egregious than a student who disrupts the learning only for him or herself.

School rules apply during the regular school day, at extra-curricular activities, going to and from school in buses and at any event where Green High School is represented, regardless of location. Violation of any of the following rules during the period of time when a student is under the authority of the school or after school may result in disciplinary action

Code of Conduct

Just as the National, State, and Local governments are charged with the responsibility of adopting rules and regulations for all people to follow; the Board of Education is required by law to adopt rules and regulations for students to follow. The rules contained within the Student Conduct Code have been adopted by the Board of Education to ensure the orderly process of providing equal educational opportunities for all students enrolled in the school district.

Willful violation of these rules and regulations by any student may result in suspension or other forms of discipline. These rules and regulations shall apply to all curricular and extracurricular activities. They shall also apply for students' misconduct on the way to school from home and from the school back to the home.

In order to comply with the provisions of Amended Substitute House Bill Number 421 and the Ohio Revised Code statutes 3313.66 and 3313.661, suspension and expulsion from the Green Local Schools shall be used as a means of discipline for serious offenses against the welfare of administrative policies of the individual school. The administrators and the Board of Education regard suspension or expulsion of a student from one of its schools to be a very serious disciplinary measure, and it will be utilized only when the administrators have determined that other disciplinary measures are not sufficiently effective.

RIGHTS: Students attending Green Local Schools shall enjoy the rights and freedoms that are guaranteed them under the Constitution of the United States of America and the State of Ohio. Specifically, this shall include the due process of law (the right to a hearing) involving all disciplinary action taken against a student. All students shall enjoy the right to reasonable treatment from the school and its employees.

NOTE: This Student Conduct code was approved by the Green Local Board of Education at its regularly scheduled monthly meeting on May 21, 1990, and is now OFFICIAL Board Policy.

RESPONSIBILITIES: The Board of Education, administrators, teachers and employees (including janitors, cooks, secretaries, teacher aides, etc.) have the right to expect reasonable behavior from all students. Freedom is a precious commodity, and it carries with it the heavy responsibility of accountability of the individual for all of his or her actions.

Administrative Procedures Involving Student Misconduct

CRIMINAL ACTS: Students involved in criminal acts are subject to prosecution whether these acts occur in the community, at school, or school functions. Appropriate action, may be taken by school authorities if the incident is school-related, regardless of whether or not criminal charges result.

Students may be subject to suspension for a maximum of ten (10) school days, and in some cases, the Superintendent of Schools may expel a student for a period of time, not to exceed 80 days.

Major and Minor Violations

Students who violate the major or minor rules and regulations of the Student Conduct Code could be subject to the following disciplinary procedures:

- Conference
- After school detention
- Saturday School
- Day Long Detention
- Out-of-school suspension
- Out-of-school suspension with recommendation for expulsion
- Expulsion

The degree of violation will determine the rendering of punishment, for example, first time for tardiness and first time for fighting will be dealt with differently.

Afterschool Detention

A student may be detained after school by the principal, assistant principal, or a faculty member for rule violations. Students will be kept until 3:15 p.m. for after-school detention. Any student serving detention will be supervised. The parent or guardian will be notified in writing or by phone if a student is assigned detention and the student will be responsible for his/her own transportation home. Detention will be served at the end of the next school day following the issuing of the detention regardless of extra-curricular activities. Doctor appointments are the only acceptable reason for a change of the detention date. If the assigned detention is not served the student may be assigned Saturday School.

The students assigned to the After-School Detention Center are required to do homework or an alternate assignment given to them during this time.

After-School Detention will be held on Monday through Friday from 2:15 – 3:15 P.M.

Saturday School

Students may be assigned Saturday School as a form of discipline. Each session will be four hours long beginning at 8:00 a.m. and ending at 12:00 noon. The students will be supervised and assignments will be given. Students will be responsible for their own transportation to and from Saturday School. The student will be given a Saturday School form which he/she and the principal or assistant principal will sign. It will be the responsibility of the student to take the form home for a parent or guardian to review and sign. The student will bring the form to Saturday School and give to the supervising teacher. Failure to serve an assigned Saturday School may result in the student being suspended from school.

Extended Afterschool Detention

Students may be assigned Extended Afterschool Detention as a form of discipline. Each session will be 2 ½ hours long beginning at 2:15 p.m. and ending at 5:00 pm. The students will be supervised and assignments will be given. Students will be responsible for their own transportation from Extended Afterschool Detention. The student will be given an Extended Afterschool Detention form which he/she and the principal or assistant principal will sign. The parent or guardian will be notified in writing or by phone if a student is assigned an Extended Afterschool Detention. The detention will be served at the end of the school week unless noted and will always be at least a day following the issuing of the detention regardless of extra-curricular activities. Failure to serve an assigned Extended Afterschool Detention may result in the student being suspended from school.

Suspensions (Out of School)

The student is removed from the school for a certain number of days. During this period, the student is prohibited from attending or participating in all school activities.

The principal or superintendent may cause the suspension of a student from school for offenses which are detrimental to the discipline and operations of the school or which acts of misbehavior are potentially hazardous to the well-being of the school, the student body, and the school personnel, are grossly improper under the circumstances, or in violation of the student conduct code. No suspensions are to exceed ten (10) school days. Such suspension shall occur only after a student has been notified of the incident. A suspension notice will be sent home to the parent or guardian specifying reasons for suspension. If parents request a hearing, a time will be established.

If the decision has been made to suspend the student, the parents or guardian and the Clerk of the Board of Education must be notified in writing forty-eight (48) hours after the decision. This notification must include specific charges made against the student and an explanation of their right to request a formal hearing with the superintendent to appeal the principal's decision.

If a formal appeal hearing on a student suspension is requested, the local superintendent's office should be contacted to set up a time and place for this hearing. This hearing should be conducted in an impartial manner. Students may be represented at the appeal hearing. (It should be noted that the suspension hearing is NOT an adversary hearing and the student has no right to legal counsel at the administrative level.

Students who are suspended, or expelled, or removed from class, will not be allowed to participate in curricular or extra-curricular activities.

If the principal's decision is reversed by the superintendent, or in expulsion cases, by the Board of Education, the student's records shall be cleared (expunged) of the offense. The student shall be allowed to make up all work missed, and have all days of absence, during this suspension, erased from his record. Copies of all correspondence pertaining to the in-school or out-of-school suspension of students from school should be forwarded promptly to the superintendent and the clerk-treasurer of the Board of Education. Further, a copy of such correspondence shall be placed in the student's permanent record.

Emergency Removal from a Class or Activity

There are times when it is necessary to remove a student from curricular activities because his presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process or atmosphere of the school. In these situations, a student does not have to be given an immediate hearing before being removed. Removal may later lead to suspension or expulsion. The conditions under which a student may be removed are as follows:

Who may remove a student:

- a. The superintendent or principal, or their designated representative, may remove a student from the premises, curricular or extra-curricular activity, without advance notice.
- b. A teacher may remove a student from curricular or extra-curricular activity under his supervision. (advance notice is not required). During the regular school hours, the student who has been removed must report to the principal's office and remain there until the matter has been properly resolved. If a teacher makes an emergency removal, his reasons must be submitted to the principal in writing as soon after the removal as practicable.
- c. Any school personnel may order a student to leave the school premises after school hours when a student is not involved in a regularly scheduled activity and is loitering in a school building or on school grounds. This is not considered to be a formal removal from a curricular or extra-curricular activity and does not require a notice or hearing.

A due process hearing must be held within 72 hours after removal is ordered.

- a. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given the student as soon as practicable prior to the hearing. The student must have the opportunity to appear in an informal hearing before the principal. The superintendent or his designee has the right to challenge the reasons for the intended suspension or otherwise explain his actions.
- b. The person who ordered or requested the removal must be present at the hearing.
- c. If a formal suspension or expulsion is ordered in a removal case, all of the rules that are applicable to a suspension must be used (i.e., 48-hour notice of suspension to the parents or guardian, right to appeal, etc.)

If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may request reasons for the reinstatement. The teacher cannot refuse to reinstate even though reasons are given.

In all cases of normal disciplinary procedures where pupil is removed from a curricular or extra-curricular activity for less than twenty-four (24) hours and is not subject to further suspensions or expulsion, the due process (right to a hearing, etc.) does not apply.

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

Expulsion

- Only the superintendent may expel a student from school and only for the same reasons outlined in the Student Conduct Code for suspension and expulsion.
- The superintendent may expel a student from school and only for the same reasons
 - a. The notice is to include reasons for the intended expulsion.
 - b. The pupil and parent or representative has an opportunity to appear on request before the superintendent or his designee to challenge his actions. The administrator cannot compel such a hearing in the event the pupil and parent choose not to have a hearing.

- c. The notice will state the time and place to appear, which must not be less than three (3) days nor more than five (5) days after the notice is given.
 - d. The superintendent may grant an extension of time. If an extension of time is granted he must notify all parties of the new time and place.
- Within twenty-four (24) hours of the expulsion, the superintendent must notify the parent, guardian, or custodian of the pupil and the Clerk-Treasurer of the Board of Education or its designee. The notice must include the reasons for the expulsion and the right to be represented at the appeal and to request that the hearing be held in executive session, but must act upon the expulsion only at a public meeting. The Board of Education may, by a majority vote of its full membership reinstate the student.

List of Major Rules Regarding Student Conduct

RULE 1: Disruption of or interference with curricular or extra-curricular activities.

A student shall not display any actions that could disrupt the classroom atmosphere. A student shall not by use of violence, force, coercion, threats, demonstration, false alarm, vulgar language, obscene gestures, printed material, ignition of firecrackers, ignition of smoke bombs, ignition of fires, distribution of inflammatory printed material matter or in any other manner cause material disruption or interference with curricular or extra-curricular activities.

RULE 2: Damage or Stealing of School Property

A student shall not damage, attempt to damage, steal, or attempt to steal any school property. This includes, but is not limited to, buildings, buses, supplies and equipment.

RULE 3: Damage to Private Property

A student shall not damage, attempt to damage, steal, or attempt to steal private property on school or transportation vehicles during a school activity, function or event on or off school grounds.

RULE 4: Fighting—Intentional Physical Contact (physical and/or menacing)

A student shall not cause physical injury or act or behave in such a way as could cause physical injury to another student, teacher, visitor or other employee of the school district. No student shall knowingly cause another student, teacher, school employee or visitor to believe that he/she (the offender) will cause serious physical harm to him or her.

RULE 5: Dangerous Weapons and Instruments

Students shall not have a gun or knife in their possession on school property. A student shall not possess, handle, transmit or conceal any object that is designed for the purpose of inflicting bodily harm to others on school premises or while attending school events away from the school grounds. A student shall not handle in a dangerous way any object capable of inflicting pain or bodily harm to others. *Note the following Board policy 4:12 – G*

Dangerous Weapons in the School

The Board 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 definition of a firearm shall include 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 firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to any of the devices described above.

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 shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school

year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

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.

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 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 shall expel the student from school, subject to the same conditions stated above.

Adoption Date: September 12, 1995

Legal Refs: *ORC 3313.66, 3313.661*
 20 USC 2701 et. Seq. – Title IX 9001-9005
 18 USC 921
 20 USC 8922

Cross Refs. *Permanent Exclusion*
 Student Conduct
 Student Suspension
 Emergency Removal of a Student
 Student Expulsion
 Student Code of Conduct

Rule 6: Narcotics, Drugs, Alcoholic Beverages, Anabolic Steroids, and Medicines

A student shall not possess, use, transfer, conceal, or be under the influence of narcotics, drugs, alcohol, anabolic steroids, or medicines, while on school grounds or attending any school-related functions. Prescription medicine or medicine in any form must be turned into the Health Nurse or the principal’s office immediately upon arrival to school.

Rule 7: Forgery

A student shall not forge his/her parent's signature for any reason. A student shall not falsify information either written or verbal.

Rule 8: Conduct toward School Personnel

A student shall not verbally abuse or threaten teachers, student teachers, substitute teachers, teachers’ aides, administration officials, bus drivers, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

Rule 9: Insubordination

A student shall not fail to comply with reasonable directions of teachers, student teachers, substitute teachers, teachers’ aides, administration officials, bus drivers, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

Rule 10: Throwing Objects

A student shall not throw any type of object at or on another person.

Rule 11: Truancy, Skipping

A student shall not, once present at school, be inexcusably absent from any class or classes, or leave school without receiving proper authorization. Nor shall a student be absent from school without parent/guardian awareness and approval on the day of the absence.

Rule 12: Sexual Harassment

Green High School has a zero tolerance with respect to sexual harassment in its school and educational community. Sexual harassment is improper, immoral, and illegal and will not be tolerated. This policy is implemented to inform both students and school personnel as to what sexual harassment is and proper procedures for dealing with this type of harassment.

DEFINITION OF SEXUAL HARRASSMENT

Ohio and Federal laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. Unwanted sexual advances, including proposition, repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Making or threatening reprisals after a negative response to sexual advances.
3. Non-verbal conduct: Leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
4. Verbal conduct; making or using derogatory comments, slurs or jokes, making sexually based remarks about another person's or one's own body.
5. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
6. Physical conduct; touching, assault, impeding or blocking movement.

Penalties

Students who feel they are being sexually harassed should report the incident(s) to a guidance counselor, or the principal. Students who engage in such sexual harassment may receive penalties ranging from detentions, to suspensions, to expulsion.

Rule 13: School Records

No student shall remove or alter any school records belonging to the school or to school employees. Nor shall a student possess, transmit, or conceal without authorization, any school records belonging to the school or to school employees.

Rule 14: Harassment, Bullying, Intimidation

Harassment, intimidation or bullying behavior by any student/school personnel in the Green Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e. internet, cell phone, personal digital assistant (PDA) or wireless hand-held device either overt or covert, by a student or group of students toward other student/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. The results of which occur on or immediately adjacent to school grounds, at any school sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of: Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear or physical harm and/or damaging of student's/personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive, educational environment for the other student/school personnel.

Reports of harassment, bullying and intimidation can be made to teacher, counselor and administration. Those reporting can remain anonymous. Students making false claims may be disciplined.

Rule 15: Aiding and Abetting in the Commission of a Violation

A student shall not aid or abet another student in the commission of a violation of any school rule or regulation.

Rule 16: Repeated Violation of Minor Misconduct Rules

A student shall not repeatedly violate the minor misconduct rules contained in the Student Conduct Code.

Rule 17: Tobacco

A student shall not possess, use, transfer or conceal tobacco products, e-cigarettes and/or vapors in any manner on school grounds or attending any school function.

Rule 18: Gambling

A student shall not engage in any form of gambling or game of chance while under the jurisdiction of the school except fund raising raffles for school activities.

Rule 19: Unacceptable Social Behavior

A student shall not engage in any type of conduct not specifically set forth above which is harmful to the person or property of school personnel or other students of which conduct is not in compliance with socially accepted standards of behavior.

Rule 20: Profanity

A student shall not use profane language.

Rule 21: Pornography

A student shall not possess any form of pornography.

Rule 22: Throwing Food

A student shall not throw food or silverware or otherwise misbehave in the cafeteria.

Rule 23: Lying

A student shall not lie to an administrator, teacher or any other staff member.

Rule 24: Ignitable Materials

A student shall not possess firecrackers, smoke bombs, matches, lighters or any type of fireworks.

Rule 25: Materials not to be brought to school

A student shall not possess items such as toy guns, water pistols or similar devices. Students shall not possess playing cards.

Rule 26: Academic Dishonesty

Cheating, plagiarizing and academic dishonesty in any form, including inappropriate use or misuse of the school's computer network will not be tolerated in the school environment. These actions are reflective of academic dishonesty and are subject to disciplinary action by the schools and/or district.

Rule 27: Driving Recklessly

A student shall not drive recklessly on the school grounds.

Rule 28: Out of assigned area

Students are not permitted to be out of the classroom without a pass.

Rule 29: Cellular devices/Personal Laptops/Chromebooks/Tablets

Cellular devices are permitted on school premises and can be used before 1st bell during lunch and after the last bell of the day. However, they are not permitted for use at any other time during the school day unless teacher permission has been obtained. If you are caught using your cellular device or if it is seen during restricted times it will be confiscated and will not be returned to the student until the end of day. Any student refusing to hand over their phone may be punished for insubordination. Repeated Violations will result in the cellular device being held until the parent or guardian can pick the device up.

No Cellular Apple/IOS/Android Watches are to be worn in the classrooms

Personal Laptops, Chromebooks & Tablets are not permitted on school premises during school hours. If you are caught possessing any of the aforementioned items, they will be confiscated until the end of the day.

List of Major Rules Regarding Student Conduct

- Rule 1: A student shall not be extremely or repeatedly rude.
- Rule 2: A student shall avoid improper displays of affection with other students.
- Rule 3: A student shall not be constantly and inexcusably tardy to class.
- Rule 4: A student shall only use his or her assigned locker.
- Rule 5: A student shall not park his or her car in any unauthorized area.
- Rule 6: No student shall sit in his or her car during the day.
- Rule 7: A student shall not loiter in the halls, restrooms, or unsupervised areas of school buildings or property during regular classroom hours.
- Rule 8: A student shall refrain from running in the halls.
- Rule 9: A student shall wait his or her turn in the lunch line.
- Rule 10: A student shall not litter.
- Rule 11: A student shall not talk in class without permission from the teacher and must not display any actions that would disrupt the education process.
- Rule 12: A student shall be properly dressed. If in the opinion of the principal, or his designee, a student is improperly dressed, that student shall be removed from the classroom area until the student is properly dressed.
- Rule 13: A student shall not be in any unauthorized OFF LIMITS area without official permission.
- Rule 14: Students are not permitted to have any type of glass bottles on school property.
- Rule 15: Students shall not remain in the school building after 2:20 unless they are on teacher-assigned business
- Rule 16: A student shall not carry a back pack to and from classes during the school day.

Academics

Program of Study

The curriculum of study at Green High School is designed to provide either a sound background for future work in college or practical knowledge that can be utilized immediately upon graduation. The parent and the student, with the aid of the guidance department, should select the courses which they feel will be most advantageous to their child.

Registration for the following year is held each spring, and at that time a complete curriculum guide is given each student to assist him and his parents in selection of courses for the next year.

Student Procedures to Follow When Requesting Educational Options/Flexibility Credit

1. The student shall review all rules and regulations, as well as the application with the guidance counselor.
2. The student should discuss these rules and regulations with their parents.
3. If the student wishes to proceed, they should complete the appropriate application and/or instructional plan if required. If only the test out option is selected the student should submit the application to the Guidance Counselor and Principal for approval.
4. The student should submit their application to the review committee (principal, guidance counselor, and 2 teachers) for their approval or alteration of their proposal if an instructional plan must be developed. This meeting should include all parties involved with the educational option/credit flexibility plan, as well as parents.
5. All documents must be pre-approved and signed before initiation of the test out option or instructional plan.

Dropping Class Procedure

Students will have the option to drop a class for 7 school days after the first day of school. Students will complete a Drop Class form in the high school office and submit to the school counselor.

Returning from SCCTC

Students attending the Scioto County Career Technical Center will have the option to return to Green High School during the first 10 days of school or to sign up for a program at SCCTC. If you return after the 10-day grace period, you will be enrolled in CAT Academy.

Withdrawal from School

If a student plans to withdraw from school, he/she must notify the guidance counselor who will give him/her a note to present to each teacher. Upon withdrawal, all Board of Education books must be returned to the teacher who distributed them. In return for the books, the student will receive a textbook receipt that he/she will present to the guidance counselor before he/she leaves the school. A statement from the librarian, lab teacher showing that the student is not indebted to them should also be presented to the guidance counselor. When these things have been taken care of, a student can be withdrawn officially.

Transferring to another School

Students must go through a checkout procedure that can be initiated in the guidance office. All books must be turned in, and any fees or fines must be paid or transcripts will not be sent to the new school. The transcript is the official legal document that indicates credits earned in any school and is the tool used to transfer such credit. A transcript is also used to prove that a student was in attendance in a certain school.

Honor Roll

The honor roll is compiled at the end of each grading period. In order for a student to qualify for the honor roll, he/she must meet the following standards:

“A” Honor Roll—3.75 or higher

“B” Honor Roll—3.0 (up to 3.74)

*Students with a “D” or “F” are eliminated from Honor Roll consideration.

Honor Roll/Perfect Attendance Achievement Cards

What is an Achievement Card? An Achievement Card is an award to students (in grades 7-12) who have earned either the “A” or “B” Honor Roll or who have had perfect attendance in a nine-weeks. This card gives free entry to the student whose name is on the card to any sporting event or activity sponsored by the Green Local School District. The Achievement Card must be shown up on entrance to an event.

Achievement Cards will be given to students at the beginning of the nine-weeks for the previous nine-weeks grading period. For example; if a student has perfect attendance the 1st nine-weeks, then they will receive the card at the beginning of the 2nd nine-weeks. These are for student use only and are non-transferrable to another student.

These cards are considered to have a monetary value and should be kept in a secure place until needed. However, they cannot be exchanged for cash, food, etc. If a student loses or misplaced their card, they will not receive another and will be responsible to pay the admission fee to all events and activities.

Obtaining Physical Education Requirement (Non-Traditional)

Green High School students can fulfill the State of Ohio Department of Education physical education requirement by completing two full seasons of participation during high school in board-approved interscholastic athletics and/or marching band, including flag corps, and/or cheerleading. Please contact the guidance office to complete the proper paperwork.

Green Junior High and High School Grading Scale (Not Including CCP or College Course Work)

90-100 A Excellent
60-69 D Fair

80-89 B Very Good
50-59 Failure

70-79 C Average
I= Incomplete

Grade Card Incompletes must be completed in 15 school days after the last day of the nine weeks. Incompletes not made up by then will be turned into an F, unless medical documentation can be provided to the office.

Nine Weeks Grades and Grade Averages

The nine-weeks grade is an average of all grades (earned during that nine weeks) based on percentages; e.g. $87+54+93+70=304$; 304 divided by $4=76=C$.

Course Grade Averaging

The exam grade has equal value in determining the student's final grade in a full year course. The exam is half the value of one nine-week grade in determining the student's final grade in a semester course.

EXAMPLE 1 - FULL YEAR COURSE: Grade Period 1 2 3 4 Exam Grades A B B C B C = 6 Grade Points $4 + 3 + 3 + 2 + 3 + 2 = 17$ $17 / 6 = 2.83 = B = \text{Final Course Grade}$

EXAMPLE 2 - SEMESTER COURSE: Grade Period 1 2 Exam Grade D B C = 2.5 Grade Points $1 + 3 + 1 = 5$ points $5 \div 2.5 = 2 = C = \text{Final Course Grade}$

YEAR END GRADE SCALE

3.50 - 4.00 = A – Excellent
.60 - 1.49 = D – Fair

2.50 - 3.49 = B - Very Good
.00 - .59 = F – Failure

1.50 - 2.49 = C – Average
I – Incomplete

Senior Early Dismissal/Late Start Guidelines

Seniors in good academic standard and on pace to graduate may be eligible to begin their day during second period or leave before the end of the day as long as long as the meet the requirements listed below.

- Students must take 6 classes
- Have No chronic tardy issues. (no more than 2 per 9 weeks)
- Have No Truancy issues (Habitual/Excessive Absences)
- Maintain at least a 2.5 Grade Point Average (yearly)
- Have a signed and completed School Hours Work Application approved and on file with the HS Principal or Have a signed and completed Senior Release form approved and on file with the HS Principal.
- No Suspensions or Chronic Discipline incidents

Graduation Requirements

- 4 units of English
- 4 units of Math (must include 1 unit of Algebra II or the equivalent of Algebra II)
- 3 units of Science (must include 1 unit of Physical Science, 1 unit of Life Science, 1 advanced study in 1 or more of the following sciences: Chemistry, Physics or other Physical Science, advanced Biology or life science)
- 3 units of Social Studies (The classes of 2018, 2019 & 2020 must include ½ unit of American History and ½ unit of American Government.) (The Class of 2021 will also need ½ credit of World History.)
- ½ unit of Physical Education
- ½ unit of Health
- Instruction in financial literacy and economics
- 1 unit of fine arts
- **9 Elective Courses (beginning with the Class of 2020)**, must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology or English language arts, mathematics, science or social studies courses not otherwise required.

State Assessments

In addition to course credits, students will earn points toward graduation on seven end-of-course exams. The courses in which students take an end-of-course exam will be: English I and II, algebra I, geometry, biology, American history and American government

Students can earn from 1-5 points for each exam, based on their performance.

5 – Advanced
4 – Accelerated

3 – Proficient
2 – Basic

1 -- Limited

Graduation Points

With few exceptions, students must accumulate a minimum of 18 points from scores on their end-of-course exams to become eligible for a diploma.

Since The Green High School Class of 2018 we have replaced Valedictorian and Salutatorian with the following special recognition:

Summa Cum Laude

1. Grade Point Average-3.8-4.0 and ACT score of 24+
2. 2 College Credit Plus Courses
3. 4 units of English
4. 4 units of Math (including ALG I, Geometry, and ALG II)
5. 4 units of Science (including 2 upper level sciences)
6. 3 units of same foreign language
7. 4 units of Social Studies
8. 1 credit fine arts
9. ½ physical education and ½ health
10. Instruction in financial literacy and economics
11. 2 additional credits from Math, Science, foreign language, business technology or the fine arts
12. Service hours 150

Magna Cum Laude

1. Grade point average:3.5-3.79 and ACT of 22+
2. 1 College Credit Plus Course
3. 4 units of English
4. 4 units of Math (including ALG I, Geometry, and ALG II)
5. 4 units of Science (including 2 upper level sciences)
6. 3 units of same foreign language
7. 4 units of Social Studies
8. 1 credit fine arts
9. ½ physical education and ½ health
10. Instruction in financial literacy and economics
11. 2 additional credits from Math, Science, foreign language, business technology or the fine arts
12. Service hours 100

Cum Laude

1. Grade point average: 3.2-3.49 and ACT of 20+
2. 4 units of English
3. 4 units of Math (including ALG I, Geometry, and ALG II)
4. 4 units of Science (including 2 upper level sciences)
5. 3 units of same foreign language
6. 4 units of Social Studies
7. 1 credit fine arts
8. ½ physical education and ½ health
9. Instruction in financial literacy and economics
10. 2 additional credits from Math, Science, foreign language, business technology or the fine arts
11. Service hours 50

In addition, must pass New State Assessments

BETA Club

1. A student must maintain a grade point average of 3.5 on a 4.0 scale.
2. All students who are eligible will receive a student activity sheet and written explanation of selection criteria
3. A faculty council appointed by the BETA Club advisor shall meet and receive copies of the student activity sheets.
4. Members shall score each student with an individual worksheet to be used only as a guideline for reference.
5. Students shall be considered for selection equally on the basis of service, leadership, character and scholarship.
6. Faculty council shall meet for discussion of candidates.
7. Selection of candidates will be made by a secret vote of the faculty council members. A majority vote is required for selection.

College Credit Plus Program

Students who are interested in the College Credit Plus program must notify and undergo counseling with parents by March 30 to attend CCP for the following fall. For more information, contact the school counselor.

Service Hours

Green High School encourages student involvement in activities which benefit the community. Examples of acceptable service hours can include, but are not limited to:

- Volunteer at hospital/nursing home, etc. (unpaid)
- Tutoring (unpaid)
- Office aide (cannot receive a credit)
- Mow grass for neighbor, elderly, etc. (unpaid)
- Babysit for neighbor, family, etc. (unpaid)
- Assistance to the elderly (unpaid)
- Mission trips
- Any charitable work
- Running for a cause 5K, walk-a-thon, etc.

Examples of unacceptable service hours can include, but are not limited to:

- Any paid work
- Any class that a credit is received (with the exception of the service learning class as it is a co-curricular class)
- Housesitting

Approval Process for Service Hours

All service hours are to be submitted to and approved by the Service Committee. Hours can be submitted through the Service Hour form, which is available upon request or through the school's website. Also acceptable is a written letter from the supervisor of the activity explaining the service, amount of hours, and contact information.

Appeal Process for Declined Service Hours

Students have the right to appeal rejection of service hours to the Service Committee. The Service Committee will include the principal, senior advisor and service learning teacher(s). At this time documentation should be presented such as additional information other than those already on file. Parents/Guardians may attend the appeal hearing.

Interscholastic Extracurricular Eligibility

Interscholastic extra-curricular activities are defined as those school sponsored student activities which involve more than one school or school district, which are not included as a portion of any of the school districts graded course of study.

As a condition for participation in any interscholastic student activity program in Green high School, grades seven through twelve, a student shall maintain a minimum grade point average of 1.0 on a 4.0 scale for the immediately preceding grading period. Said grade point average shall be computed in the manner outlined by the Green High School policies and procedures for calculation of student grade point average. A student enrolling in the seventh grade for the first time is eligible for the first grading period regardless of previous academic achievement.

In addition to the above referenced criteria, the student must also meet all the Ohio High School Athletic Association (OHSAA) requirements for interscholastic athletics and local adopted rules and regulations for extra-curricular activities.

Ohio High School Athletic Association

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Therefore, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the preceding grading period and received passing grades during that grading period. An incomplete, for purposes of eligibility are viewed the same as “F’s” by the Ohio Athletic Association.

Gifted Student Identification

The Green Local School District accepts referrals, screens and identifies, or screens and reassesses students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creative thinking ability, and/or visual and/or performing arts. The district follows policy and procedures established in Ohio Administrative Code 3301-51-15.

The District ensures equal access to screening and further assessment of all district children, including culturally, or linguistically diverse children, children from low socio-economic backgrounds, children with disabilities and children for whom English is a second language.

The District ensures there are ample and appropriate scheduling procedures for assessments and reassessments. The District provides whole-grade screenings and accepts referrals in writing on an ongoing basis. The District accepts scores, completed within the preceding 24 months on assessment instruments approved for use by the Ohio Department of Education, provided by other schools and/or trained personnel outside the school district. The District ensures that any child transferring into the District will be assessed within 90 days of the transfer at the request of the parent.

An appeal by the parent is the reconsideration of the result of any part of the identification process. Parents should submit a letter to the superintendent or designee outlining the nature of the concern. The superintendent or designee will convene a meeting with the parent/guardian, which may include other school personnel. The superintendent or designee will issue a written final decision within 30 days of the appeal. This written notice should include the reason for the decision(s).

The Green Local School District uses the following assessment instruments for screening and identification. The screening criteria are involved. Parents will be notified within 30 days of the District’s receipt of a student’s result on any screening/identification procedure or assessment instrument.

| ABILITY | TYPE OF TEST |
|---------------------------|---|
| Superior Cognitive | Wechsler Intelligence Scale 5 th Ed. In View |
| Specific Academic | Terra Nova 3 rd Ed. Complete Batter Terra Nova 3 rd Ed. Multiple Assessments Wechsler Individual achievement Test 3 rd Ed. |
| Creative Thinking | InView Wechsler Intelligence Scale 5 th Ed. Gifted Rating Scales Gifted and Talented Evaluation Scales 2 (Gates 2) |
| Visual or Performing Arts | Ohio Department of Education Rubric Gifted and Talented Evaluation Scales 2 (Gates 2) |

School Calendar Page

Green Local Schools

4070 Gallia Pike
Franklin Furnace, Ohio 485629

Google Chromebook Student Agreement

The Green Local School District is pleased to be able to offer our students access to a Google Chromebook to advance their education. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. Students, you are responsible for the general care of the Chromebook that was issued to you by the Green Local School District.

1. Saving documents on Google Docs

Students will be logging into our GLSD Google Apps for Education domain and saving documents to greenbobcats.org. With each individual's Chrome login, the student can access his or her schoolwork from any computer that has Internet access. The Green Local School District makes no guarantee that their Internet will be up and running 100% of the time. In the rare case that the Internet is down, the District will not be responsible for lost or missing data.

2. Software on Chromebooks

All software and apps on the Chromebooks will be installed and managed wirelessly by the District. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed, wirelessly, as they are recommended and approved by teachers and site administrators.

3. Chromebooks must be brought to school each day in a fully charged condition.

Students need to charge their Chromebooks each evening. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their computers to a power outlet in class.

4. Non-Functioning Chromebooks

Chromebooks that are broken, or fail to work properly, must be taken **immediately** to the Technology Coordinator. If deemed necessary, a replacement will be issued through the High School Library. After the second break the third device will result in a disciplinary action by the building principal and the principal will provide a plan for the students to use the device at the school with improved responsibility by the student.

5. Protect the Chromebook by following these rules:

The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.

- Close the Chromebook screen before moving it, unless directed to do so by a teacher.
- Do not remove the students.ccsd.us domain from the Chromebook.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not remove the Chillicothe Schools plastic cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Green Local Schools.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Students are responsible for charging their Chromebook battery before the start of each school day.
- Students may be selected at random, by teachers or administrators, to provide their Chromebook for inspection for damages or misuse.

6. Chromebook Check-In

Chromebooks will be returned to High School Library during the last two weeks of school. If a student transfers out of GLSD during the school year, the Chromebook must be returned at the time of withdrawal. If a student's Chromebook and/or AC power adaptor have been damaged or defaced, the student will be billed, either for the repair

or replacement of the Chromebook, the adaptor, or both during the year-end check out, or when the student withdraws from the GLSD.

If a student Chromebook is not returned during year-end check-in or upon transferring out of district, the site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's Chromebook, the student will be billed for the replacement of the Chromebook, the adaptor, or both by adding the cost of the equipment to the student's school fees. Failure to pay fees in a timely manner will have consequences that could result in the student's inability to participate in graduation ceremonies and graduate.

7. Chromebook Costs

Students are responsible for all physical damage done to their Chromebook. The cost below includes both parts and labor that will be billed to the student.

| | | | | | | | |
|-------|---------------------|--|------|---------------------|--|-------|-------------------|
| \$285 | Total Replacement | | \$25 | Bobcat Case (Green) | | \$15 | Charging Port |
| \$125 | Motherboard | | \$75 | LED Panel | | \$100 | Full Top Assembly |
| \$75 | Keyboard | | \$75 | Glass Panel | | \$45 | Battery |
| \$35 | Bobcat Case (Black) | | \$25 | Charger | | | |

Consequences for Violations:

Violations of these Acceptable Use Policy rules may result in disciplinary action. Consequences may include, but not be limited to, the loss of a user's privileges to use the school's information technology resources. Further disciplinary actions may be imposed in accordance with the Code of Conduct up to and including suspension, or expulsion, depending on the degree and severity of the violation. See student discipline ladder for likely discipline that will be handed out for violations of the Acceptable Use Policy.

Supervision and Monitoring

The use of District owned information technology resources is not private. School and administrators, and their authorized employees, monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators and teachers reserve the right to examine devices (personal or school owned) in order to further the health, safety, discipline, or security of any student. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss, incurred by a user, or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

Student Disclaimer

With the increased access to informational technology and the privilege that comes with technology, is greater student responsibility to appropriately use the technology and monitor their own behavioral and acceptable use of this resource.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student Name (printed)

Student Signature

Date

Parent Signature

COMPUTER/ON-LINE SERVICES (Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal law dealing with students' and employees' rights to privacy;
2. Using profanity, obscenity or other language which may be offensive to another user or intended to harass or bully other users;
3. Reposting (forwarding) personal communication without the author's prior consent;
4. Copying commercial software and/or other material in violation of copyright law;
5. Using the network for financial gain, for commercial activity or for any illegal activity;
6. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
7. Accessing and/or viewing inappropriate material and
8. Downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short-and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line services use. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of genitals or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

[Adoption date: April 24, 2006]

File: EDE

LEGAL REFS.: U.S. Const. Art. I, Section 8
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Children's Internet Protection Act; (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)
ORC 1329.54 through 1329.67
3313.20
3319.321

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACAA, Sexual Harassment
IB, Academic Freedom
IIA, Instructional Materials
JFC, Student Conduct (Zero Tolerance)
Staff Handbooks
Student Handbooks

No account will be issued if not completely filled out

STUDENT’S AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District’s computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student Name (PLEASE PRINT)

Student Signature Date

Student ID _____ Grade Level _____ Homeroom Teacher _____

School Year _____

User (place and “X” in the correct blank): I am 18 or older _____ I am under 18 _____

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and effect and agree to abide by this Policy.

PARENT’S OR GUARDIAN’S AGREEMENT

To be read and signed by parents or guardians of students who are 18:

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District’s Acceptable Use and Internet Safety Policy for the student’s access to the School District’s computer network and/or Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial material and understand my child’s or ward’s responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child’s or ward’s use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child’s or ward’s use of his or her access account if/and when such access is not in the School setting.

I hereby give permission to issue my child or ward a building-approved account to access the School District’s computer:

Parent or Guardian (PLEASE PRINT) Home Phone

Parent or Guardian Signature Date

STUDENT HANDBOOK SIGN-OFF SHEET

Dear Parent:

PLEASE SIGN AND RETURN THIS SHEET TO YOUR CHILD’S TEACHER OR DIRECTLY TO THE OFFICE.

There is information in this handbook that addresses the parental responsibilities, the student’s responsibilities, and the school’s responsibility for student supervision, and a timeline for parental response. **It is necessary that you read this handbook and discuss its contents with your child/children.**

The handbook can be found under Documents » Quick Links » District Forms, Handbooks & Policy Downloads on the Green Local School District’s website, www.greenbobcats.org.

If there are any questions about the contents of this handbook, please contact the office at (740) 354-9150.

Sincerely,

Matthew McCorkle
High School Principal

I certify that I have read the 2020-21 parent/student handbook and have discussed its contents with my child/children.

Student’s Name _____

Parent/Guardian Signature _____

Date Signed _____

