



Green Elementary School
Student Handbook

2023-2024

Rachel Ramey, Principal

WELCOME TO GREEN ELEMENTARY SCHOOL!

4057 Gallia Pike
Franklin Furnace, OH 45629
740-354-9330
www.greenbobcats.com

Superintendent:	Jodi Armstrong
Principal:	Rachel Ramey
Counselor:	Jessica McIlhenny
Secretary:	Aroma Gifford

On behalf of our staff, I take great pride in welcoming you to our school.
This handbook is provided to answer commonly asked
questions of our parents and students.
Read it carefully and keep it as a reference.

We do not believe in unnecessary rules,
but there are certain rules and regulations that are necessary.
Not all the answers are here and if you have a question, please ask.

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.

ELEMENTARY BUILDING ORGANIZATION

The Green Elementary School consists of preschool through sixth grade.

In Kindergarten through sixth grade, student homerooms are selected on a heterogeneous basis so that students will have contact with a variety of students.

Students will be in homeroom for science, social studies, art, music, PE, technology, and library. Instruction is designed to meet the needs of each student, however all students are taught Ohio's New Learning Standards for their grade levels. This differentiated instruction is a key to our school's high performance scores over time.

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.

Frequently Asked Questions

Why do I need a note every time my child is absent?

Ohio law requires that we receive and file written notes for school absences. These notes are archived and retrievable for state audits. The auditor will choose a random student or school day and we must be able to provide written documentation that matches the absences.

Why can't I call in a dismissal change for my child?

Our school takes the safety of your child seriously. We will only accept changes that come on a written note from home in the morning or if you come to the school in person to make the change. Phone calls, emails, and faxes will not be accepted due to the increased possibility of deception.

Why does the school need up to date contact information?

In case of an emergency, the school may need to reach you quickly. Plus, many times important information is sent through phone calls.

Why do I need my child's last name on notes?

Always put your child's first and last name on notes at school. Most notes travel to the office where the information is logged and the note stamped. Depending on the note, it may also need to be seen by the nurse, PE teacher, cafeteria staff or other school personnel before being returned to the student.

Table of Contents

- Section 1 **School Calendar**
 1.1 School Calendar
 1.2 Latch Key Program
- Section 2 **Health**
 2.1 Accidents and Illness
 2.2 Medications
 2.3 Emergency Medical/ Information Forms
 2.4 Excuses for Staying in at recess
 2.5 Head Lice
 2.6 Health Guidelines and When to Return to School Information
- Section 3 **Behavioral Expectations and Related Policies**
 3.1 Assembly
 3.2 Discipline Procedures/ School Rules/ Intervention Plan
 3.3 Detention
 3.4 Bully, Hazing, Harassment and Intimidation
 3.5 Dangerous Weapons
 3.6 Electronic Devices (Cell Phones, E-Readers, MP3, etc.)
 3.7 Tobacco Use
 3.8 Drug Possession and Use
 3.9 Administrator’s Responsibilities
 3.10 Staff Responsibilities
 3.11 Dress Code and Appearance
 3.12 Citizenship
- Section 4 **Attendance Policies**
 4.1 Arrival and Dismissal
 4.2 Tardiness to School
 4.3 Attendance
 4.4 Excused/ Legitimate Absences/Tardiness
 4.5 Unexcused Absences
 4.6 Habitual Truancy: Legal Action
 4.7 Make-up work due to absences
 4.8 Vacation Policy

- 4.9 Missing Child Law
- 4.10 Requests for Make-up Work

Section 5

Arrival and Dismissal

- 5.1 Morning Drop Off Procedures
- 5.2 Child Pick Up Procedures
- 5.3 Changes in your child's dismissal procedure
- 5.4 Early Dismissal

Section 6

Bus Information

- 6.1 Bus Regulations
- 6.2 Bus Discipline
- 6.3 Bus Consequences

Section 7

Cafeteria

- 7.1 Cafeteria
- 7.2 Cafeteria Rules

Section 8

Other Information and Policies

- 8.1 Books
- 8.2 Conferences
- 8.3 Field Trips
- 8.4 Fire and Tornado Drills
- 8.5 Gifted Student Identification
- 8.6 Grading Scale
- 8.7 Grading Period
- 8.8 Lost and Found
- 8.9 Presidential Award
- 8.10 Promotion and Retention Policy
- 8.11 Safety Drills
- 8.12 Telephone Calls
- 8.13 Third Grade Reading Guarantee
- 8.14 School Holidays and Days not in session

2023-2024 Green Local Schools Calendar*

August 2023						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST	
7-12	Scioto County Fair (Informational purposes only)
16-17	CTC Classes Begin: 16th-Jrs. only...17th-Jrs. and Srs.
28	Staff Discretion Day; voluntary paid prep
29-31	Staff Onboarding Days; required

November 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER	
1	Staff Onboarding Day; required
4	Labor Day
5	1st Day for Grades PK-1
6	1st Day for Grades 2-4
7	1st Day for Grades 5-8
8	1st Day for Grades 9-12
11	All Students Report

OCTOBER	
27	Last Day of 1st Grading Period; Early Dismissal

February 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER	
21	Waiver Day & Parent/Teacher Conferences
22	Teacher Comp Day due to Conferences; No School
23-24	No School; Thanksgiving Break

DECEMBER	
21	Last day of 2nd Grading Period; Early Dismissal
22-31	No School; Christmas/Winter Break

May 2024						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY	
1-2	Continuation of Christmas/Winter Break
3	Classes Resume
15	No School; Martin Luther King, Jr. Day

FEBRUARY	
19	No School (President's Day)

MARCH	
15	Last Day of 3rd Grading Period; Early Dismissal
27	Waiver Day & Parent/Teacher Conferences
28	Teacher Comp Day due to Conferences; No School
29	No School; Easter/Spring Break

APRIL	
1	No School; Easter/Spring Break
2	Classes Resume

MAY	
16	CTC Completion Ceremony
17	Last Day of Classes for GHS Seniors
17	Last Day of Classes for the CTC
19	GHS Graduation
22	End of 4th Grading Period; Early Dismissal Last Day of Classes for Grades PK-11

Staff Work/Waiver Days --No School for Students
Combination of Waiver Days and Parent/Teacher Conferences
First Days of School or Classes Resume after a Break
No School for Students and Staff

End of Grading Period; Early Dismissal Planned Early Dismissal Time (all students): 1:30 PM Seniors' Last Day of Classes GHS Graduation; Time and Location TBD CTC Start Days, Completion Ceremony, and Last Day Note: Transportation will be provided for all CTC days in-session.

HOME OF THE BOBCATS

* Final Calendar-Revised July 2023

Section 2 Health

2.1 ACCIDENTS & ILLNESS

1. 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.

2. 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.

3. Immunization will follow recommended guidelines, both legal and as endorsed by the state and county health departments.

4. 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.

5. Students are required to be immunized

If your child has an accident or becomes ill at school, we will make him/her comfortable and contact you immediately. 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.

IMMUNIZATION SUMMARY FOR SCHOOL ATTENDANCE

Department
of Health

Ohio Immunization Summary for School Attendance

VACCINES	FALL 2023 Immunizations for School Attendance
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	K-12 Four or more doses of DTaP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required.* Grade 7-12 One dose of Tdap vaccine must be administered on or after the tenth birthday. **
POLIO	K-12 Three or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday, regardless of the number of previous doses.***
MMR Measles, Mumps, Rubella	K-12 Two doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
HEP B Hepatitis B	K-12 Three 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 eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
VARICELLA (Chickenpox)	K-12 Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
MCV4 Meningococcal	Grade 7 One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the tenth birthday. Grade 12 Two doses of MCV4. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required. ****

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger* or the *Catch-up immunization schedule for persons aged four months-18 years who start late or who are more than one month behind*, as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. Schedules are available for print or download through www.cdc.gov/vaccines/schedules/index.html.
- Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate. If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- 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](#) on required vaccines for child care and school. These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions or concerns.**

* Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.

** Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Children age seven years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age seven to nine years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.

*** The final polio dose in the IPV series must be administered at age four years or older with at least six months between the final and previous dose. Only trivalent OPV (TOPV) counts toward the U.S. vaccination requirements. Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should not be counted. If any combination of IPV and OPV was received, four doses of either vaccine are required.

**** Recommended MCV4 minimum interval of at least eight weeks between the first and second doses. If the first dose of MCV4 was administered on or after the sixteenth birthday, a second dose is not required. If a pupil is in twelfth grade and is 15-years-old or younger, only one dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.

Last updated 12/15/2022.

2.2 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 school nurse will defer to the student's permission form. The nurse will send a follow-up note home with the student that same day indicating the non-prescription medication administered. This information will include the date, time and dosage along with a description of the student's symptoms.

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).

2.3 EMERGENCY MEDICAL/INFORMATION FORMS

1. In case of serious injury at school or during a school sponsored activity, an emergency medical form must be on file in the nurse's office and also in the principal's office.
2. These forms are available electronically on our new "Final Forms" program. They must be completed and signed by a parent or legal guardian.
3. Any student who does not have an emergency medical form on file is not permitted to participate in any activity away from school property.

2.4 EXCUSES FOR STAYING IN AT RECESS OR NOONTIME

1. Students who, due to medical reasons or illness, need to remain indoors for an extended period of time must bring a note from the parent or physician stating the reason for the request. Failure to provide a note will result in the student following the regular schedule.
2. Students who are ill are best cared for at home. Please do not send medication to reduce temperatures or administer to the child and send them to school.

2.5 Head Lice

Students will be checked for head lice by the school health nurse or by other school personnel as the need is indicated during the school year. When students are found to have had lice or nits (egg cases) present in their hair-more than 3, parents will immediately be called to pick up the infested students. Infested students must be properly treated before these students can be readmitted to class. Students' hair will be rechecked upon their return to school to ensure that they are free from lice and nits before they are readmitted to classes. Children are expected to return to school with clear heads within two calendar days. Days after that will be counted as unexcused absences.

2.6 Health Guidelines and When to Return to School Information

It is sometimes difficult to decide when and how long to keep a child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring other illnesses while their resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations.

Fever: If a child's temperature is 100 degrees or greater, he/she should remain home until the child has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

Vomiting and Diarrhea: Stomach ache, cramping, nausea, vomiting, and/or diarrhea, possible fever, headache and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day. Antibiotics ordered for an infection are to be taken

until all medication is gone. Only when these directions are followed is a germ completely eliminated from the body.

Head Lice: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shaft, close to the scalp. Nits are much easier to see and detect than lice are. They are small white specks, which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a lice shampoo, and all nits have been removed.

Impetigo: Blister-like lesions, which later develop into crusted puss-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and the sores are no longer draining.

Pinkeye: Redness and swelling of membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes have stopped.

Section 3

Behavior Expectations and Related Policies

3.1 ASSEMBLY

At assembly time you are to walk to the auditorium. Do not run. Take an assigned seat if possible and get quiet. The appearance of the speaker is the signal for immediate silence. You should be courteous to all speakers, be considerate of those around you, applaud only at the proper times, and do not make any derogatory remarks or noises. After the assembly you are to follow the directions that will be given and return to your classroom quietly.

3.2 DISCIPLINE PROCEDURES/SCHOOL RULES/INTERVENTION PLAN

All the Green Elementary, Preschool through 6th grade Staff has the goal of establishing an atmosphere throughout the school in which students will feel safe, secure and happy and, in addition, have a maximum opportunity to learn. We are here to read, learn and communicate in a positive manner. In an effort to accomplish this goal, we have developed a Discipline Policy. The policy specifies rules that cover the behaviors we expect from our students. We are confident that the Preschool-6th grade PBIS Policy will teach our students to be responsible for their actions and make this school year a positive and motivating experience.



Green Elementary PBIS Matrix



Location	Be RESPONSIBLE	Be RESPECTFUL	Be READY to Learn	Be RESILIENT
Cafeteria	<ul style="list-style-type: none"> ★ Clean your area ★ Stay in your assigned seat 	<ul style="list-style-type: none"> ★ Use good manners ★ Respond to the quiet sign ★ Use inside voice ★ Talk to the person beside you 	<ul style="list-style-type: none"> ★ Get in line ★ Keep hands to yourself ★ Use time wisely ★ Get utensils and sit down 	<ul style="list-style-type: none"> ★ Practice Self-control ★ Resist Peer Pressure ★ Avoid Conflicts ★ Be Patient & use manners ★ Be a leader
Restroom	<ul style="list-style-type: none"> ★ Flush toilet ★ Throw away trash ★ Wash hands ★ Throw paper towels in trash can 	<ul style="list-style-type: none"> ★ Wait your turn ★ Voices off ★ Respect privacy of others 	<ul style="list-style-type: none"> ★ Use the restroom and return to class in a timely manner 	<ul style="list-style-type: none"> ★ Practice Self-Control ★ Resist Peer Pressure ★ Avoid Conflicts ★ Be Patient & use manners ★ Be a leader
Hallway	<ul style="list-style-type: none"> ★ Go to destination and back ★ Keep to the Right of the hallway ★ Walking feet ★ Hands to self 	<ul style="list-style-type: none"> ★ Walk ★ Voices off ★ Enter/leave classrooms quietly 	<ul style="list-style-type: none"> ★ Face forward ★ Hands to self ★ Walking feet ★ Carry materials appropriately 	<ul style="list-style-type: none"> ★ Practice Self-Control ★ Resist Peer Pressure ★ Avoid Conflicts ★ Be Patient & use manners ★ Be a leader
Playground	<ul style="list-style-type: none"> ★ Line up ★ Immediately report problems to an adult ★ Hands to self 	<ul style="list-style-type: none"> ★ Everyone can play ★ Use kind words and actions ★ Follow rules 	<ul style="list-style-type: none"> ★ Line up when whistle blows ★ Hands to self 	<ul style="list-style-type: none"> ★ Practice Self-Control ★ Resist Peer Pressure ★ Avoid Conflicts ★ Be Patient & use manners ★ Be a leader
Classroom	<ul style="list-style-type: none"> ★ Try your best ★ Complete Work ★ Participate ★ Follow Directions 	<ul style="list-style-type: none"> ★ Be kind ★ Talk with permission ★ Keep area clean ★ Listen and follow directions ★ Respect others opinions 	<ul style="list-style-type: none"> ★ In your seat ★ Be on task 	<ul style="list-style-type: none"> ★ Practice Self-Control ★ Resist Peer Pressure ★ Avoid Conflicts ★ Be a Problem Solver ★ Learn from mistakes ★ Challenge yourself to grow and learn ★ Be Patient & use manners ★ Be a leader
Bus	<ul style="list-style-type: none"> ★ Stay in assigned seat ★ Hands to yourself 	<ul style="list-style-type: none"> ★ Use inside Voices 	<ul style="list-style-type: none"> ★ Hands to yourself ★ Take all belongings with you 	<ul style="list-style-type: none"> ★ Practice Self-Control ★ Resist Peer Pressure ★ Avoid Conflicts ★ Leave issues behind and have a fresh start each day

School rules apply during the regular school day, at extracurricular activities, going to and from school in buses, and at any event where the school is represented regardless of the 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 such as the following:

SUSPENSION

1. The superintendent or building principal may suspend a student from school for a period of up to but not more than ten (10) days. **When a student is suspended from school, he/she is not allowed on school property during the suspension.**
2. The pupil must receive a written notice of the intention to suspend and the reasons for the suspension. The notice must include the reasons for the suspension, the right to appeal and be represented in the appeal, and to request a hearing be held in executive session.
3. The pupil must have an opportunity to appear at an informal hearing to challenge the reasons for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately.
4. If the administrator determines as a result of the hearing that the pupil should be suspended, then within 24 hours the parent, guardian, or custodial parent of the student and the Treasurer of the Board of Education must be notified in writing.

EXPULSION

1. The superintendent may expel a student for more than ten (10) days duration.
2. The pupil and the parent or guardian must receive a written notice of the intention to expel. The notice is to state the time and place to appear which must not be less than three (3) days or later than five (5) days after the notice is given. The superintendent may grant an extension of time but he must notify all parties of the new time and place.
3. If the superintendent determines as a result of the hearing that the pupil should be expelled, then within 24 hours the parent, guardian, or custodial parent of the student and the Treasurer of the Board of Education must be notified in writing.

The notice must include the reasons for the expulsion, the right to appeal to the Board of Education or its designee, the right to be represented at the appeal, and the right to request a hearing be held in executive session.

Our Discipline Policy consists of the following forms of disciplinary action: closed lunch, after-school detention, Saturday School, out-of-school suspension, and expulsion.

The principal has the right at any time to refer a student for expulsion. A violation of any rule may result in disciplinary action including suspension, expulsion, or emergency removal.

CLASSROOM RULES

1. Treat classmates and school employees as you want to be treated.
2. Be in your assigned place.
3. Have permission before touching anyone's equipment or materials.
4. Keep your hands, feet, and objects off other people.
5. Follow directions.

PLAYGROUND RULES

1. Students are not permitted to throw objects while at school (rocks, sticks, etc).
2. Students are to avoid games and activities that endanger themselves and others.
3. Littering is prohibited.
4. Students are to be restrained from catching, petting, or teasing stray animals.
5. Students are not permitted to climb on the fence around the playground.
6. Rules that appropriately apply.

GENERAL INTERVENTION PLAN:

Step 1 – Warning

Step 2 – Suspension of student privileges and possible suspension from certain activities or a writing assignment

Step 3 – Parent note sent home to be signed and returned

Step 4 – Student is referred to the office for disciplinary action. Parents will be notified. Parents may be asked to come to school and pick up their child at the time of incident.

A major violation will result in the administration waiving certain steps and calling the parent at home or work to come after their child resulting in immediate suspension from school. Additional behavior steps may apply according to the age and/or developmental level of the student.

Any questions concerning student behavior/discipline may also be addressed through the student code of conduct issued with this handbook.

3.3 DETENTION (AFTER SCHOOL, Closed Lunch) / SATURDAY SCHOOL

After School Detention will be held on Wednesday of each week for one (1) hour beginning at 2:40p.m - 3:40 pm. If your child is assigned detention, it is the parent's responsibility to pick up that child at 4:00 pm at the elementary school. If you cannot pick up your child or do not want him/her to stay for the assigned 4:00p.m detention, a one (1) day out-of-school suspension will result. Failure to pick up your child promptly at p.m. will result in the assignment of an additional detention. After school detention will be assigned after repeated offenses or a major violation. Parents will be given advance notice in writing of the assigned detention.

Closed Lunch may be used as a disciplinary measure for minor infractions. Students can be assigned 1-5 closed lunches. When five closed lunches have been assigned, a student will be given a one day out-of-school suspension. Closed Lunch will be supervised by a certified staff member. Students will not be assigned detention for failure to do homework.

Saturday School will be held 8:30 – 12:00 alternating Saturdays in the High School. Saturday School will be supervised by a certified staff member.

3.4 BULLYING, HAZING, HARASSMENT AND INTIMIDATION

Bullying, hazing, harassment, and/or intimidating behavior by any student or school personnel in the District are strictly prohibited. Such conduct may result in disciplinary action, including suspension and/or expulsion from school. Bullying, hazing, harassment, and/or intimidation can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to intentional written, verbal, graphic, electronic, or physical acts that are severe, persistent, cause harm, personal fear, and/or damage to personal property. Such behaviors are prohibited on or immediately adjacent to school grounds; at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation, or at any official school bus stop.

Reports can be made verbally or in writing to a teacher, counselor, or administrator. Reports can be anonymous, but anonymity may limit the scope of the investigation.

Students making false accusations may be subject to disciplinary action.

3.5 DANGEROUS WEAPONS /PROHIBITED ITEMS ON SCHOOL PROPERTY

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. This includes “look alike” items. 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 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.

The principal or faculty may prohibit any belongings which serve as an educational distraction or may be dangerous to students’ well-being.

3.6 ELECTRONIC DEVICES (CELL PHONES, E-READERS, MP3 PLAYERS, ETC.)

Electronic device usage, including the use of cellphones and personal computers, is NOT permitted for use at any time during the school day. If you are caught using your cellular device or personal computing device during the school day, or if it is seen during the school day, it will be confiscated and will not be returned to the student until the end of the *following* day. Parents/ guardians may pick-up the phone in the office on the day it is confiscated. Cellular devices and personal computing devices may be used after the school day (after 2:40p) if students need to contact a parent or family member due to coordination of after school activities.

Students are responsible for the care and security of their electronic devices. The school will not be held accountable for lost, stolen, or damaged items. In short, if students are deemed responsible enough to own an electronic device, they are responsible enough to take care of it. Any device used for after school day purposes must be turned off and stowed away in the student's backpack or storage compartment.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and will be reported to law enforcement and/or appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

3.7 TOBACCO

The use of tobacco is prohibited at school. The first offense is Saturday School. Any additional instance will result in suspension.

3.8 Drug Possession or Use

A student shall not possess or use drug related paraphernalia; nor (with the exception of possession and use of drugs prescribed for the student) shall a student possess, use, manufacture or be under any degree of influence whatsoever of any drugs, narcotics, marijuana, hallucinogens, stimulants, depressants or other controlled substance or counterfeit substance, “designer drugs” or controlled substance analogue intended for human use MCL 333.7201 – MCL. 333.7231.

3.9 Administrator’s Responsibilities

- Identify the problem and bring the student to the office.
- Inform the student of what is suspected.
- If possible, take possession of any alcohol/tobacco and personal property, e.g. book bag, purse, etc.
- If an alcohol/drug/tobacco product is found or usage has been witnessed, call the local police (nonemergency).
- Do not leave the student(s)/property unattended until assistance arrives.
- Notify the parent/guardian.

3.10 Staff’s Responsibilities

Notify the Administrator-in-Charge of any knowledge/information regarding:

- Alcohol consumption
- Alcohol possession
- Drug possession/use
- Tobacco Possession/possession
- Identify the student(s)
- If possible, take possession of any alcohol/tobacco and personal property, e.g. book bag, purse, etc
- Do not leave the student(s)/property unattended until assistance arrives

3.11 DRESS CODE AND APPEARANCE

The principal has the authority to determine what is appropriate attire and also has the authority to use judgment to act upon each individual infraction. Clothing must not be immodest, distracting, or revealing in any way. It is the responsibility of the students to take pride in their personal appearance. Personal hygiene is of the utmost importance. Hair should always be neat and clean.

CLOTHING (Dress Code)

Permissible to Wear

1. Flip flops can be worn but are not recommended
2. Clothing should hit mid-thigh
3. Clothing should cover the mid-section
4. Hats may be worn on designated days approved by the Principal
5. Costumes may be worn on Halloween and other appropriate occasions approved by the Principal.

Not Permissible to Wear

1. Clothing that exposes bare midriff or cleavage, including mesh or see-through
2. All clothing with alcohol, cigarette, or drug related imprints or a vulgar, obscene, and offensive slogans are unacceptable.
3. Hoods on sweatshirts and jackets shall not be worn indoors

It shall be the responsibility of the teachers and administration to assist in promoting these guidelines and to make decisions when necessary. The principal may have to make decisions regarding any item of clothing or fashion which is distracting to the learning climate. If infractions occur, parents will be called and asked to bring appropriate clothing or take the student home to change. Students sent home for a change of clothing will have to make up work during the time they are gone.

3.12 CITIZENSHIP

All of our students are expected to show respect for the country, family, school personnel, fellow students, and school property. Dishonesty, cheating, theft, fighting, the use of profane language, littering, defacing or damaging school property will not be tolerated.

Section 4 Attendance Policies

By law, the school must receive and file a written note for each student's absence.

4.1 ARRIVAL/DISMISSAL

ARRIVAL

Student arrival is 8:00 a.m. **Please be advised that there is no supervision available for students who arrive at school prior to this time.** Upon arrival students are to remain on school property in the designated area.

4.2 TARDINESS TO SCHOOL

LATE ARRIVALS (TARDIES)

1. A student who arrives by 8:15 am may go directly to class.
2. Please be advised that breakfast is served from 8:00 am until 8:20 am.
3. If a later arrival (after 8:15 a.m.) has become necessary, the student is to first report to the office before going to class. 1 Tardy will be charged for late arrivals. Parent/Guardian must sign in the student when tardy explaining the reason for his/her late arrival. Each nine weeks grading period a student will be given 3 “free” tardies. On the 4th Tardy- after school detention will be issued for the student and a meeting will be set up with the Principal to discuss concerns and a plan for going forward.
4. **Tardy minutes and/or hours are tracked and reported in accordance with state and local policy.**
5. A student is counted as tardy if they/them arrive at school late, but before 10:00 a.m. A student arriving after 10:00 a.m. will be considered absent for a half-day. If a student leaves school before 2:30 p.m., they/them will be considered absent for a half-day. If a student leaves after 2:30, but before dismissal, the absence will be considered an unexcused, early dismissal.

DISMISSAL DURING SCHOOL HOURS

1. Students who are sent home due to illness are generally sent at the request of the school nurse. The parent, guardian, or authorized person removing the student from school must sign the student out in the office.
2. If a student is to be released early for a doctor or dental appointment, the parent should call the office or send a written request by the student.
3. Students will not be permitted to be released from the school with someone other than the parent or guardian unless there is a signed parental note sent in with the student on the day of dismissal.

Each nine weeks grading period a student will be given 2 “free” early dismissals. After School detention will be issued for the 3rd and 4th early dismissals but will not be recorded into the student behavior file. A meeting will be held with the Principal to discuss concerns and plans going forward.

DISMISSAL

1. Students are dismissed as follows:
Preschool- K-6 –2:45pm
2. Bus students are to board buses promptly and remain on the school bus.
3. Students who walk home must have a note on file from the parent granting permission.
4. Loitering in the building or on the playground is prohibited.
There is no supervision available for students after 2:50 p.m.

4.3 ATTENDANCE

The Green Local School District complies with the following state and 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 a school. Due to such conditions, he or she is instructed at home by a qualified teacher (as directed by a physician) (R.C. 3321.04) The importance of consistent and punctual class and school attendance is imperative. There is a direct and positive correlation between school attendance and student achievement. In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. House Bill 410 changes the truancy definition to be based on instructional hours, rather than days of instruction.

Every effort of a positive nature will be employed to cause students to want to attend school regularly. Time on task is extremely important. It is difficult for a student to learn if he/she is not present for instruction. Due to the importance of class attendance, **ALL TIME FOR TARDINESS and EARLY DISMISSALS WILL BE ACCOUNTED FOR (EXAMPLES: illness, medical appointments, court appearances, and absence for test make-up purposes. However, the instructional time cannot be made up and must be accounted for.)** This policy applies to all students in grades K-12.

PERFECT ATTENDANCE CRITERIA

To receive perfect attendance recognition during a quarter and/or for the entire year, a student must have zero days of tardiness, zero early dismissals and zero absences for any reason for the given time period.

4.4 EXCUSED/LEGITIMATE ABSENCES AND TARDINESS

The reasons listed below constitute an excused/legitimate absence:

- illness in the immediate family with dr. excuse
- death of a relative in immediate family
- attending funeral of relative or friend -
- legal business (appearance in court, if brings proof from court)
- medical appointment, if student brings Dr. excuse

4.5 UNEXCUSED ABSENCES

An unexcused absence covers anything not mentioned under excused/legitimate absences. The validity of questionable excuses will be determined by the principal.

4.6 HABITUAL TRUANCY: 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

1. Absent 38 or more hours in a school month with or without an excused/legitimate excuse.
2. 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 the Attendance Officer.
- b. The attendance officer will notify the student's 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 absence intervention 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 354-9330 by 8:30 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 three (3) days after being absent to bring in a written excuse. After three (3) days, the absence is marked unexcused.

ABSENCE DUE TO INJURY OR ILLNESS

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 home 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. **When students need to be off for an extended period of time (5 days or more) due to injury or illness, parents must meet with the guidance counselor to arrange for home instruction.**

The Green Local School District complies with the following county attendance regulation:

1. Students who have head lice will only be allowed two (**2**) days of excused absence. If a student is sent home on Friday, he/she must return on Monday.

FAILURE DUE TO ABSENCE

A student may be retained due to excessive absences and significant loss of classroom instruction.

APPEAL PROCESS

Students have the right to appeal loss of credit due to attendance to the AIT. 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.

4.7 MAKE-UP WORK DUE TO ABSENCE

All assignments and class work missed due to absence must be completed within **two days** after returning to school. It is the student's responsibility, or in the case of primary children, the parent's responsibility to contact the teacher for make-up work. A student will not receive credit for a subject unless all required work is completed. All requests for homework must be called in before 10 a.m.

4.8 VACATION POLICY: FAMILY VACATIONS

Parents must inform the principal's office when the 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. Students should not be excused from school for non emergency trips out of the District. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such an absence resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. Students are responsible for collecting their own makeup assignments, which will be a partial amount. Anticipated absence days count as part of the 10 allowed parental notes. Additional makeup work will be assigned when the student returns.

4.9 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.

4.10 REQUESTS FOR MAKE UP WORK

If a student is absent for two or more days, parents should notify the office before 10:00 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.

Section 5 Arrival and Dismissal

5.1 Morning Drop Off Procedure

Preschool- Kindergarten – 6th grade students brought to school by their parents are to be dropped off at the side of the school. Parents will enter Braunlin Road and travel to the gate closest to the playground. They will enter and continue to drive through the back of the building and drop off their student at the awning. To speed up the drop off process, please pull as far forward to the awning on the playground side as possible and then unload the first time that you stop. Unloading several cars at once is more efficient than each car pulling up to the door to drop off one by one. Children may not go to classrooms until 8:00 a.m. Only children exiting the buses will be permitted to come through the doors before 8:00am. Once the students are unloaded parents will proceed to exit the school grounds continuing to travel around the back of the school in front of the football stadium and out the high school exit gate. If a student needs to be escorted to the building, the parent/guardian should park in the designated parking lot and walk to the front door.

5.2 Child Pick Up Procedure

- 1.If parents are picking up their children during school, they should ring the bell by the front entrance. If the adult who is picking up a child is unknown to the staff, that person must show a picture ID. After the parent has signed the child out, the child will be called to the office. Students will be dismissed only to the parent or another adult listed on the Emergency Medical Form.

- 2.Parents may not go to the child's room.

3. If the child happens to be on the playground, the staff member supervising the playground will release the child to the office to complete the sign-out procedure.

- 4.If a student is leaving early or being picked up by someone other than the custodial parent, the student must present a note at the office in the morning, or the parent must bring a note to school for the change. For the safety of our students, no dismissal changes will be taken by phone, email, or fax.

5. If you request, your child/children may be placed on our restriction list. A court document is required to do so. This restriction will be on file in the guidance office and will be brought to the attention of the nurse, principal's office and the child's homeroom teacher. Any restrictions will remain in effect until you contact the guidance office to make changes.

6. In the event that a child is ill and will be leaving with the nurse's permission, the parent/guardian should report directly to the nurse's office to pick up the child. The nurse's entrance is the entrance just beyond the elementary entrance.

5.3 CHANGES IN YOUR CHILD'S DISMISSAL PROCEDURE:

Each day, your child will be sent home as directed by you at the beginning of the year. Any changes whether temporary or permanent, must be made with a written note given to the office. If a student is leaving early or being picked up by someone other than the custodial parent, the student must present a note at the office in the morning, or the parent must bring a note to school for the change.

**For the safety of our students, no dismissal changes
will be taken by phone, email, or fax.**

5.4 EARLY DISMISSAL

Students that plan to leave school early must report to the principal's office before homeroom 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. (Early dismissal minutes and/or hours are tracked and reported in accordance with state and local policy) If a student is picked up before 2:15p parents may enter the front of the building to do so. Once dismissal of school has started, parents who are here to pick up students that are not in the pick up line must wait till procedures are completed to get their student. This is the safest way your student can be dismissed during this hectic time of the day.

Section 6 Bus Information

6.1 BUS REGULATIONS

The bus is an extension of the school/classroom. Appropriate behavior is expected.

1. Be seated on the bus before it moves and remain seated while it is in motion.
2. Keep the aisles clear of books, lunch boxes, etc.
3. Check before leaving the bus to see if you have all your belongings.
4. Never touch the emergency door unless instructed to do so by the driver.
5. Be on time. Missing the bus from your own carelessness is not grounds for excused tardiness or absence from school.
6. Do not put legs or hands out the bus window.
7. Do not bring pets to the bus loading point.
8. Refrain from littering the bus with paper or other debris.
9. Ride your regularly assigned bus. **Any change must be approved by the office.**
10. Obey and cooperate with the bus driver. Uncooperative pupils may be refused the privilege of riding the school bus.
11. If you must ride a bus other than your regular bus, you must have a note signed by your parents. Bring the note to the principal's office to be approved.
12. The driver may assign seats.

To The Parent:

1. If your child is not to ride the bus home, but is to be picked up at school, then a note must be sent to the teacher. (If all the school has is the child's word, the child will be put on the school bus.)
2. Parents who choose for their children to walk to and from school should look at the walking area. Your guidelines should be determined by safety factors. Permitting your child to walk outside these areas increases risk to the child. A note must be on file granting your child/children permission to walk. Note: Any disciplinary problems resulting from student failure to observe these rules will be referred to the proper school authorities.

6.2 BUS DISCIPLINE

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for behavioral referral to the building principal and disciplinary action. This may include suspension of transportation of services.

6.3 BUS CONSEQUENCES

Steps for enforcement of the above regulations are as follows, but not limited to:

1. Students will receive a warning.

2. Students will receive detention.
3. Students will be suspended from riding the bus.

Section 7 Cafeteria

7.1 CAFETERIA CHARGES

Students will enter an identification number for cafeteria purchases. There are a variety of ways to pay daily or in advance. They include:

1. Cash: Students in K-2 should have their money in an envelope labeled with his/her name and the amount enclosed.
2. Check: Make checks payable to “Green Local Schools Cafeteria.” Please put your child’s name on the memo section of the check.
3. Online: Go to www.greenbobcats.org “Download & Links” Food Service and enter the appropriate information. A \$2.00 service charge will apply to each online transaction. You will need your child’s school identification number to access his/her account.

Any money remaining at the end of the year will “roll over” to next year. A refund will only be issued if the student withdraws.

School Lunch Price List (K-12):

Primary/Elementary lunches	\$3.00
Junior High/High School lunches	\$3.00
Reduced price lunch	\$0.40
Breakfast	\$1.00
Reduced price breakfast	\$0.30
Breakfast/Lunch for those who qualify	Free

REGULAR LUNCH CHARGES

Students will be limited to two regular lunch charges (\$6.00) before receiving an alternative lunch (all students will be fed). Families are responsible for the timely payment of lunch charges.

A LA CARTE CHARGES

Students are not permitted to charge a la carte items; they must pay at the point of sale or indicate that money on the account can be used for such items.

7.2 CAFETERIA RULES

Student behavior in the cafeteria should reflect the same quality of behavior that is expected in the classroom and possible penalties for misconduct in the lunchroom will follow the same general disciplinary procedures for classroom misconduct. A student's seating assignment is at the discretion of lunchroom duty staff and school administration and can be changed at any time in order to preserve peace and order in the cafeteria. Steps will be taken to enforce the cafeteria rules.

1. Do not remove food from the dining area.
2. Each student must clear his/her own eating area.
3. Practice good table manners at all times.
4. Avoid shouting, pushing, or crowding.
5. Should food be dropped on the floor or milk spilled immediately notify someone in charge.
6. Purposefully littering in the eating area or intentionally causing messes will not be tolerated.
7. Children who fail to practice good manners or otherwise become a nuisance to those around them will first be removed from the seating area and required to eat lunch apart from the others.

If your child or children are eating cafeteria lunches, please encourage them to eat the lunch they are served. Too often students throw away food before even tasting what has been served. Parents sometimes report their child has returned home hungry. The usual reasons for this are that they do not like what has been served, they want to hurry outside to play, or they visit too long with their friends instead of eating. We try to encourage children to eat their lunch first and talk with friends on the playground after. We would appreciate your help in this area.

Section 8 Other Information and Policies

8.1 BOOKS (TEXTBOOKS, WORKBOOKS, LIBRARY)

Children who are issued textbooks, workbooks and/or library books are responsible for the care and possession of these materials. The student is expected to pay for lost or damaged textbooks and library books. If settlement is not made with the office by the end of the semester, grade reports may be withheld. Payment for lost or damaged books will be determined according to the age of the book, amount of damage, and value of the book. If the book is new or must be reordered, the current full school price will be charged. In the event a lost book is found after the lost fee has been paid, the money will be reimbursed according to the condition of the book upon its return.

8.2 CONFERENCES (PARENT/TEACHER)

1. Anyone wishing to discuss their child's behavior or academic progress should contact the school at 740-354-9330 so an appointment can be arranged with the respective teacher.
2. Appointments to discuss your concerns should be set up first with the teacher and then with the principal if disagreements emerge that cannot be resolved.
3. As a matter of facilitating problem-solving, do not "corner" or "surprise" a teacher. This is unjust to you as a parent, the teacher, and the student.

8.3 FIELD TRIPS

1. A permission slip is available on "Final Forms" for the parent to sign giving the school permission to take students off school premises during the course of the school year.
2. When children are going on a field trip or will be taken off school property for a particular activity, the teacher will send home a note indicating the date, time, and activity. In some cases, the teachers will have students write their own note to parents as an instructional activity.
3. If a parent who has signed a note for all year chooses not to have his/her child participate in a specific activity, the parent simply notifies the school office or the child's teacher. Students are responsible for bringing the notices home to parents. If a parent chooses not to sign the initial permission slip at the beginning of the year for field trips, a permission slip will need to be sent prior to each trip. We have found this to be quite awkward since parents often forget, cannot be reached, or must be inconvenienced with a trip to the school.

NOTE: Students are not permitted to go on field trips without signed permission. Students who exhibit irresponsible behavior may be denied participation in activities from school premises.

8.4 FIRE AND TORNADO DRILLS

In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. There will be an evacuation plan posted in each room and monthly fire drills will be administered so each child is familiar with proper procedure.

The school will sound an alarm different from the fire siren to acknowledge a tornado drill. The students will be taken to the designated area in the school building by the teachers.

8.5 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.
	InView
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)

If you have any questions, please call the School Counselor (740) 354-9330.

8.6 GRADING SCALE

HONOR ROLL

A = 3.750-4.0 B = 3.0-3.749

In order to be on the Honor Roll, students may not have a D, F, or I (Incomplete).

NINE WEEKS GRADING SCALE

A = 90-100% B=80-89% C=70-79% D=60-69% F=50-59%

8.7 GRADING PERIOD/INTERIM REPORTS/GRADE REPORTS

During the nine weeks grading period, interim reports will be sent home for students the teachers feel are failing in their academic achievements. Any questions or concerns you may have when receiving an interim report should be handled by immediately making arrangements for a conference with your child's teacher. When students receive a computerized grade report, it should be checked for correct address, teacher comments, and special notices from the school.

8.8 LOST & FOUND

All lost and found articles will be periodically. Please have students check the lost and found box when they lose personal items.

8.9 PRESIDENTIAL AWARD

The purpose of the President's Award for Educational Excellence is to recognize academic success in the classroom. To be eligible, a sixth grade student must meet the following requirements:

1. Final "A" average in all subjects grades 4-6
2. Recommendation from a teacher plus one other staff member based on academic and/or creative excellence in the classroom.

8.10 PROMOTION/RETENTION/PLACEMENT OF STUDENTS

The promotion/retention of each student in the Green School District will be determined individually. The decision to promote a student or retain a student in a grade will be made on the basis of the following factors which a committee of grade level teachers, guidance counselor, and principal will take into consideration in forming their opinion: subject grades, mental ability, age, social and physical maturity, and attendance.

8.11 SAFETY DRILL/SHELTER IN PLACE

In case of an intruder, or other similar threat to student safety, a “lockdown” will be announced over the loudspeaker. Students, faculty and staff will practice lockdown or “**Safety Drills.**” Procedures will be posted in each room and are available at parent request. In the event of an actual lockdown, please listen to local radio stations for procedural information. School phones will be prioritized for emergency management communication.

In case of a chemical spill, or other environmental threat, a “**Shelter in Place**” will be announced. All windows, HVAC units, outside/inside doors will be closed to minimize outside air from entering the buildings. District personnel will follow the directions of local authorities/emergency management personnel regarding school procedures/student dismissal.

8.12 TELEPHONE CALLS

Students: Students may use the office telephone with permission **ONLY** and only in cases of emergency.

Teachers: Calls to classroom teachers 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.

8.13 THIRD GRADE READING GUARANTEE

Ohio's Third Grade Reading Guarantee is a program to identify students from Kindergarten through Grade 3 who are behind in reading. This is determined by evaluating all K-3 students on an ODE approved reading assessment. If a student's data indicates he/she is behind in reading, the school will create a reading improvement plan. Except for those with special circumstances, students must meet a minimum score on the state reading test to move on to the fourth grade.

8.14 SCHOOL HOLIDAYS AND DAYS NOT IN SESSION

Refer to school calendar or visit Green Local School Website www.greenbobcats.com

Acceptable Use and Internet Safety Policy For the Computer Network/Online Services Of the Green Local School District

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 online 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 online 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.

File: EDE

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online 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/online 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]

[Re-adoption date: August 14, 2014]

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

2 of 2

File: EDE-R
COMPUTER/ONLINE SERVICES
(Acceptable Use and Internet Safety)

The District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the District and the Data Acquisition Site that provides Internet access to the District. Upon reviewing, signing and returning this policy as the students have been directed, each student is given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he/she must have his/her parents or guardians read and sign the policy. The District cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Technology Coordinator. If any user violates this policy, the student's access will be denied or withdrawn, if already provided, and he/she may be subject to additional disciplinary action.

1. Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the teacher, principal or Technology Coordinator. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

2. Term of the Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which he/she has agreed has computer network and Internet access during the course of the school year only. Students is asked to sign a new policy each year during which they are students in the District before they are given an access account.

3. Acceptable Uses

Educational Purposes Only. The District is providing access to its computer and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the classroom teacher, principal or Technology Coordinator to help you decide if a use is appropriate.

4. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- A. Uses that violate the law or encourage others to violate the law.
 - 1) transmitting offensive or harassing messages;
 - 2) offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy;
 - 3) viewing, transmitting or downloading pornographic materials that encourage others to violate the law or
 - 4) intruding into the networks or computers of others and downloading or transmitting confidential, trade secret information or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- B. Uses that cause harm to others or damage to their property.
 - 1) engaging in defamation (harming another's reputation by lies);
 - 2) employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet;
 - 3) uploading a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism or
 - 4) participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - 1) disclosing or sharing your password with others as you are responsible for all transactions involving your account. If you share your account and password you will forfeit all rights and your account will be deleted and
 - 2) impersonating another user.
- D. Uses that are commercial transactions.
 - 1) selling or buying anything over the Internet and/or
 - 2) not give others private information about yourself or others, including credit card numbers and Social Security numbers.
- E. Vandalism results in cancellation of all privileges. Vandalism is defined as the attempt to modify, harm or destroy data by any means (including deliberately spreading viruses) of another user, network software, or the equipment (hardware) of the network or local workstation.

- F. Installation of software onto the network or onto individual workstations by students is prohibited (this includes wallpaper, icons and screen savers).
- 1) Downloading software from the network or individual workstations is prohibited.
 - 2) Do not use personal disks from home or take school disks to home as this increases the threat of viruses (if file needs to be saved use your personal network directory).
 - 3) Interactive game playing is not permitted.
- G. Internet access is prohibited when a substitute teacher is in charge.
- H. E-mail **with the exception of District Domain issued Google mail account** (but including web mail, Hotmail, Yahoo mail, etc.) chat rooms (including message boards, Yahoo Instant Messenger, etc) may not be used by students unless permitted for extenuating circumstances.
- I. Students are not permitted to subscribe to listservs.
- J. Netiquette All users must abide by rules of network etiquette.
- 1) Be polite, use appropriate language.
 - a) No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
 - b) Avoid language and uses which may be offensive to other users. Do not use access to make, distribute or redistribute jokes, stories or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

5. Internet Safety

A. General Warning: Individual Responsibility of Parents and Users.

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the teacher. Any student who accidentally accesses inappropriate material must immediately log out of the site and report the source of the questionable material to the instructor who reports it to the Technology Coordinator.

B. Personal Safety. Be Safe.

In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. “Hacking” and Other Illegal Activities.

It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates State or Federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance is strictly prohibited.

D. Confidentiality of Student Information.

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by State law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures.

The District, either by itself or in combination with the Data Acquisition Site providing Internet access, utilizes filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District also monitors the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teaching or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7] as meaning 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, excretion;
- 2) depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- 3) taken as whole, lacks serious literary, artistic, political or scientific value as to minors.

6. Privacy

Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files are and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

7. Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy has, at a minimum, his/her access to the computer network and Internet terminated, which the District may refuse to

reinstate for the remainder of the student's enrollment in the District. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The District may also take other disciplinary action in such circumstances.

8. Warranties/Indemnification

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this policy. It is not responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the District, the Data Acquisition Site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fee or charges incurred through purchases of goods or services by the user.

The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the District and hold all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the District's network.

9. Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

10. Personal Computers

No personal computers of any type are permitted at school. This includes laptops, PDAs, desktop computers, tablet PCs, notebook PCs, etc.