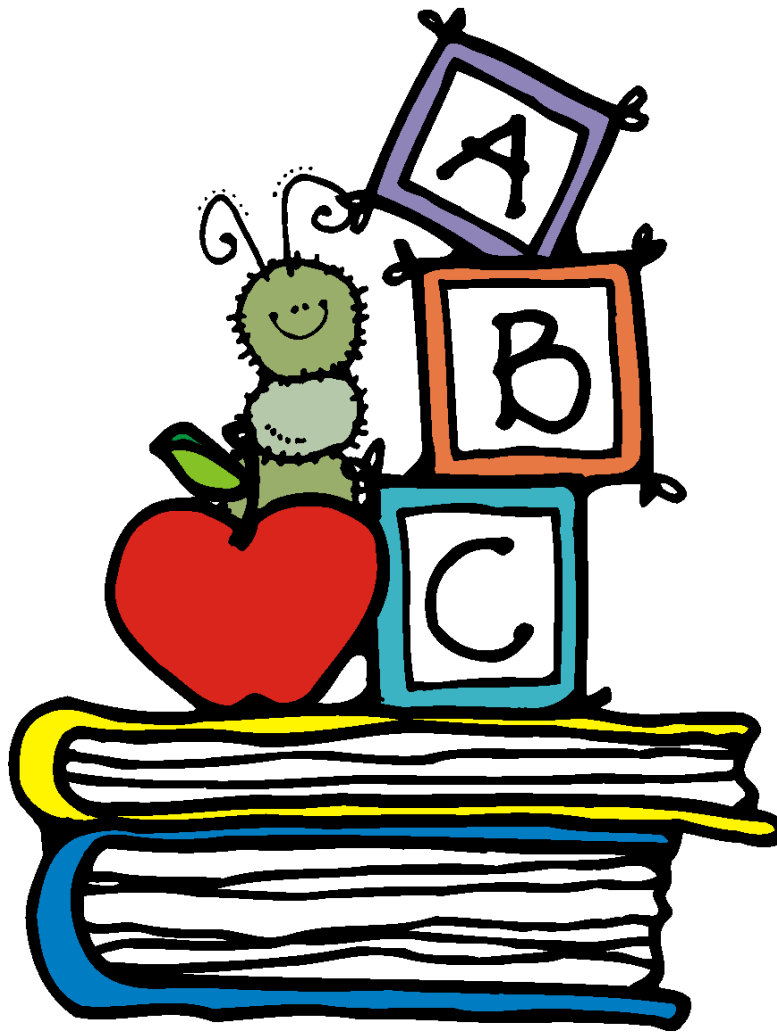


Student/Parent Handbook  
Developmental Early Childhood Program  
2023-2024



Green Local  
Greenwood  
Learning

School District  
Early  
Center

2250 Graybill Road  
P.O. Box 218  
Green, OH 44232

School Phone: 330-896-7474  
School Fax: 330-896-7554

Scott Shank  
Principal



# Dear Parents...

Welcome to the very first school experience for your child! On behalf of the entire staff of Greenwood Early Learning Center, I want you to know how excited we are to get to know you and your family. We are so fortunate to have a wonderful staff that gives amazingly of themselves to make Greenwood Early Learning Center a great educational setting and a warm inviting place.

We believe that communication between home and school is crucial in building the kind of relationships that bring success for your child. One of the communication tools used to help keep parents up to date on pertinent information is through posts made on "Facebook". To join, "Like" us on "Facebook". To better serve you, each teacher has email and voicemail so that you may leave messages during the instructional day. Please allow up to 48 hours for a response. Questions, concerns and comments should always begin with the classroom teacher.

To access email: [http://www.greenlocalschools.org/greenwoodearlylearningcenter\\_home.aspx](http://www.greenlocalschools.org/greenwoodearlylearningcenter_home.aspx)  
(Click on Staff Members)

To access voice mail: Call 330-896-7474 and enter extension

My hope is that as you read through these pages you will discuss with your child those items that are appropriate. You will notice that policies, procedures and responsibilities have been included for your review. Further district policies and procedures can be found in more detail at [www.neola.com/greenlocal-oh](http://www.neola.com/greenlocal-oh). My main concern is to ensure that your child has a safe, secure learning environment where he/she can thrive as a student!

I also want to invite you to become an *active* participant in your child's education. You may want to volunteer to help in your child's classroom as requested by the teacher (depending how this year allows) and/or become involved in the PTA. Children do better when they know their parents are part of their team.

It's going to be a great year!

Scott Shank  
Principal ~ Greenwood Early Learning Center

Dear Parents,

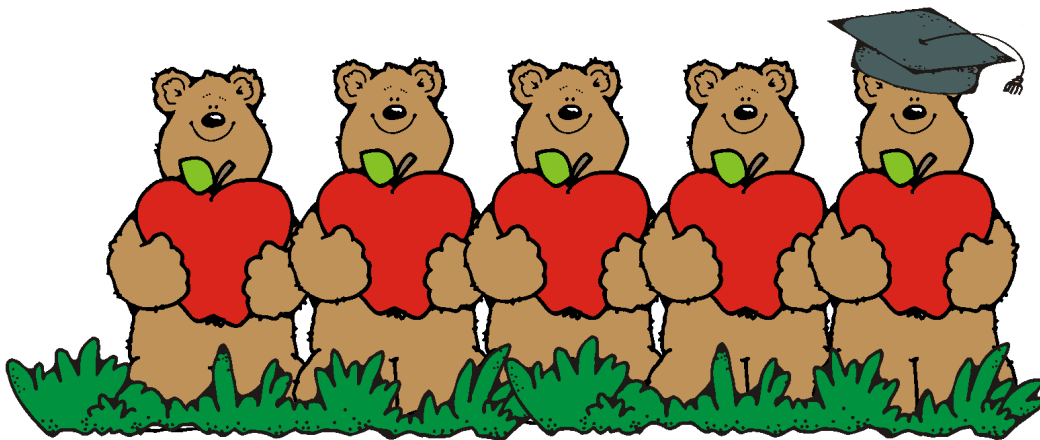
Thank you for sharing your young child with us. We look forward to our partnership with you in guiding his/her growth.

Our young children are the vision and hope of tomorrow. They are energetic, enthusiastic and curious. Each will learn as we carefully nurture them with concern and sensitivity, giving them the time they need in an accepting environment.

Entering preschool is a big step for your child. To make this step an enjoyable one, we urge you to read carefully the information contained in this handbook. Our classrooms and school office are always open to you if you have questions or need to express a concern. We sincerely hope that this developmental early childhood program will benefit your child's education in the years ahead.

Sincerely,

The Developmental Early Childhood Program Team



## Important School Websites

The following websites provide up-to-date and important information to keep you informed:

Green Local Schools and Greenwood Early Learning Center:

[www.greenlocalschools.org/greenwoodearlylearningcenter\\_home.aspx](http://www.greenlocalschools.org/greenwoodearlylearningcenter_home.aspx)

Board of Education Policies/Forms/Procedures:

[www.neola.com/greenlocal-oh](http://www.neola.com/greenlocal-oh)

Ohio Department of Education -Early Learning Content Standard Website :

<http://education.ohio.gov/topics/early-learning/early-learning-content-standards>

## **Equal Education Opportunity (Policy 2260; 2260.1)/Complaints**

The Green Local School District provides an equal opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin has the right to file a complaint. Complaints and/or questions should be directed to the School District's Compliance Officers.

Contact: Mrs. Alana Niemiec, Assistant Superintendent  
Mrs. Joya Mitchell, Director of Student Services  
Phone 330-896-7500

All written Compliance Reports from the Ohio Department of Education are available in the school office and the most recent written compliance report is posted along with Program License in the school's Main Office. Complaints will be investigated and a response provided to the person filing the complaint in a timely manner. The Compliance officer can provide additional information concerning equal access to educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

In addition, if for any reason you are unhappy with the services your special needs student is receiving you may also contact the teacher or principal and discuss these issues. If you feel there is a violation that needs other attention you may file a written complaint at the following address. Complaint forms are available through the school office or on-line at [www.ode.state.oh.us](http://www.ode.state.oh.us) then search for: Office of Exceptional Children Complaint Form.

The Ohio Department of Education  
Office for Exceptional Children  
Attn: Assistant Director Procedural Safeguards  
25 South Front Street, 2<sup>nd</sup> Floor, MS 202  
Columbus, OH 43215

Toll free phone: 1-877-644-6338  
Local number: (614) 466-2650

## Individuals With Disabilities

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

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent/guardian should contact Mrs. Joya Mitchell at 330-896-7500.

## SCHOOL PHONE NUMBERS

<b>School Telephone</b>	<b>330-896-7474</b>		
Mrs. Alana Niemiec, Assistant Superintendent	330-896-7500	Transportation Dept.	330-896-7510
Mrs. Joya Mitchell, Director of Special Education	330-896-7500	Board of Education	330-896-7500

## School Day Arrival and Dismissal Procedures (Policy 8210)

8:20 AM	Building open to students for morning and full-day programs
8:30 AM	School starting time and tardy bell for morning and full-day programs
11:00 AM	Student dismissal for morning program
12:30 PM	Building open to students for afternoon program
12:35 PM	School starting time and tardy bell for afternoon program
3:05 PM	Student dismissal for afternoon and full-day programs
3:05 PM	Parent pick-up for Students

(8/1/23)

Students are not permitted on school grounds before 8:20 AM. **The school is not responsible for, and will not supervise any students arriving before 8:20 AM.**

If a student is brought to school late or picked up early, parents are asked to sign the student in (late) or sign them out (picked up early). Remember that late arrivals do count off toward perfect attendance (this includes doctor appointments). "Perfect attendance" means the student is present 100% of the school time.

## Student Attendance and Absence Call-Off Procedures (Policy 5200)

(Compulsory School Attendance - Ohio Revised Code 3321.04 330-899-8700)

The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Attendance is clearly the responsibility of the parents, and is probably the most critical factor which determines educational success. The Compulsory School Attendance Law (ORC 3321) requires students to be in school, and in all classes assigned to them, each day school is in session.

If a student is absent from school, parents must call the attendance office at 330-896-7583 (before 9:00 am for morning and full-day classes or 1:00 pm for afternoon classes each day the child will not be in attendance). The school voice mail is available 24 hours a day. In addition, students may be reported off of school through our on-line access at [www.greenlocalschools.org/greenwoodearlylearningcenter\\_home.aspx](http://www.greenlocalschools.org/greenwoodearlylearningcenter_home.aspx) under Quick Links/On-line Student Call Off.

PLEASE REPORT THE FOLLOWING INFORMATION:

- Student's Full Name
- Person reporting the absence
- Homeroom Number or Teacher Name
- Reason for Absence

If no call is received, the school is obligated to phone the student's home or parent's work to confirm the absence.

State law accepts the following reasons for absences and the Board of Education reserves the right to verify such statements and to investigate the cause of each single absence.

- Personal illness
- Death of a relative
- Observation of a religious holiday
- Students not participating in classroom parties due to religious reasons may be excused for the party time only.
- **Critical** illness in the family
- Quarantine in the home
- Any other reason which the principal may deem justifiable

Students with a health condition that causes repeated absences are to provide the school office with an explanation of the condition from a registered physician. If there is a pattern of frequent absences for "illness," the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent absences and the treatment that is being provided to rectify the condition.

### Tardiness

- ◆ Students arriving at school after 8:30 am or 12:35 pm (for afternoon programs) must be signed-in at the office to receive an "admittance slip" to class.
- ◆ Students are marked "tardy" if they arrive after 8:30 am or 12:35 pm (for the afternoon program).

### Parent/Guardian Out of Town

If the parent/guardian anticipates being out of town, the school office should be notified. A name and telephone number of an emergency contact person should be given.

### Vacations

The school district feels strongly that family vacations should be arranged (if at all possible) around the school calendar. If you find it necessary to take your family on vacation during the school year, please request and complete a school vacation form prior to leaving. Forms must be on file since vacations are not acceptable reasons for absences according to the law.

This also informs the teacher and principal of your plans and permits teachers to arrange work as necessary.

### "Take Your Child to Work"

Greenwood Early Learning Center does not participate in taking children to work day. If you feel that this is a vital part of your child's educational experience, please make these arrangements during the summer months.

### Late Arrival and Early Release

**Late arrivals and early releases are not expected unless in emergency situations.** All students are expected to be in class, ready to begin the day, by 8:30 am (tardy bell) for morning and by 12:35 pm (tardy bell) for afternoon preschool. Please note that tardiness does influence perfect attendance records.

## **STUDENT SAFETY AND EMERGENCIES (Policy 3213, 4213)**

**SAFER SCHOOLS OHIO TIPLINE**

**1-844-723-3764**

Our staff is prepared to take prudent action should any emergency arise during the school day. Fire, tornado, safety and bus evacuation drills are conducted periodically to give students an opportunity to practice procedures. Never is a student to leave the school premises without permission.

### Communication

Keeping you informed is a top priority in Green Local Schools. The Remind App and Instant Connect Notification Service allows us to send a telephone, email or text message to you providing important information about school events or emergencies. Remind and Instant Connect uses the phone numbers and email address you provided during the registration process. We anticipate using Instant Connect to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more.

In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone. The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone number. If this information changes during the year, please contact the school immediately.

### Drills

The signal to evacuate the building or proceed to a "safety station" will be the sounding of the alarms. Fire and tornado evacuation plans are posted in every area of the building. Students are expected to respond immediately by moving silently and in an orderly fashion to the designated area as directed by building staff and principal.

### Safe Schools Information

The school participates in routine "Safe Schools" or "lockdown" procedures. In the event of a school-wide evacuation, parents will be notified via Instant Connect where they should pick up their child. The Director of Communications and Community Relations will serve as the district's media spokesperson.



The Superintendent of Schools will serve as media spokesperson. Parents are asked to listen to radio and television broadcasts to know where to pick up students.

## **School Closing and Delays (Policy 8210)**

The announcement of school closing may be heard on the following broadcasts:

Instant Connect Notification Service	
WHBC 94.1	WNIR 100.1 FM
WHOF 101.7 PM	WKDD 98.1 FM
WAKR 1590 AM	Local Television Channels

## **Program Overview**

The Developmental Early Childhood Program serves children ages 3, 4, and 5 who have been evaluated and diagnosed with a developmental disability. This program also serves children ages 4 and 5 who are considered to be typically developing.

## **Program Philosophy**

The philosophy of the Developmental Early Childhood Program in Green is to provide learning opportunities through quiet and active play, for children to grow through a variety of experiences. It is our belief that every child can learn and that early childhood experiences should be positive, enjoyable and rewarding for children and their families. Provided in our setting is a balance of multicultural, play based, child initiated and adult facilitated activities. As the nurturing occurs in the early childhood environment, the child develops communication skills and learns to interact with others in the world around them.

## **Program Goals**

Our Developmental Early Childhood Program is designed with the following goals:

1. To involve the families of children in our program
2. To plan curricular activities based on assessed needs of each child
3. To provide developmentally appropriate activities
4. To encourage each child to learn through a variety of instructional approaches
5. To provide an environment that encourages exploration
6. To encourage development of a positive self-image
7. To engage children in active rather than passive learning
8. To help children respect and appreciate individual differences
9. To help children develop their physical, social emotional and intellectual potentials
10. To review children's progress in the program & report to parents at mid-year & year end.

## **"Gee, all those kids seem to do is play!"**

Yes, children in our early learning program do play a lot... 50 to 90 minutes per session. During this time much is happening:

- Meeting friends
- Interacting with friends
- Exploring how things work
- Looking at books
- Listening to music
- Sharing
- Pouring/measuring in the sand and water
- Having different experiences in a mostly child group situation vs. a mostly adult situation
- Developing and expanding their language abilities
- Having creative art experiences
- Having cooperative play experiences
- Learning to share adults' attention
- Learning social skills needed to play games and make friends
- Building with materials that might not be available at home
- Using "messy" art materials in a space provided for experimentation
- Trying on different personalities with different clothing
- Becoming independent
- Comparing and contrasting different experiences
- Learning from other children about appropriate behavior and their mistakes.

## **Our Schedule**

It is our goal to enable your child to have a positive learning experience this year in preschool. We will provide and facilitate enriching activities while promoting independence and a sense of community respect. A variety of curricular explorations are planned for this year. Oh, the places we'll go! Be prepared to actively participate in your child's learning experiences through home activities, class photo albums and books, as well as asking your child to explain various projects he/she brings home. As you can see from the outline below, our day is filled with many learning opportunities! These opportunities are designed to be diverse, individualized, and developmentally appropriate for each child. We are going to have a great school year!

**Arrival:** The children will greet their teachers and friends, while establishing responsibility and independence by hanging up their coats and backpacks, turning in notes from home, moving their name from home to school, and doing activities in their individual work bins.

**Group Time:** The children will learn to greet each other and have opportunities to share within our group discussions. Other group activities include helpers, calendar, weather, movement games, music exploration, stories, language activities, and writing activities.

**Learning Centers:** The children will choose learning activities available at centers throughout the classroom. Our learning centers may include table toys, library center, writing center, block center, pretend play, sensory table, science and math games, art activities, and easels. A visual timer is used to help students gauge length of time spent at various centers and when it's time to clean up.

**Clean-up Time:** To conclude centers, a transitional song is played to signal clean up. The children are responsible for putting away all toys and materials in the classroom, cooperating as a group.

**Snack:** The children will engage in conversation, be encouraged to maintain table manners, and exhibit independence in performing eating tasks. The school cafeteria provides a variety of snacks. Students are also responsible for cleaning up their snack area.

**Closing Group:** The group will review the day's activities, participate in music and movement activities, and discuss expectations for the following day. Stories may be read and language activities may be explored.

**Dismissal:** The children will be responsible to check their mailboxes, transfer mail to their backpacks, and complete self-help skills when appropriate (coat on, zippers, buttons, etc.). Staff will escort students to their designated bus/pick up area and wait with them until they get on the bus.

## Parent Involvement

- Field Trips - All field trips for preschool will be curriculum related. Parents are sometimes welcome to accompany their child on these special occasions. It shall be the policy of Green Board of Education to use regular or special purpose school vehicles for transportation on all field and other district sponsored trips (policy #8640).
- Parent Volunteers - Parents are encouraged to volunteer at the school with holiday and seasonal celebrations and/or field trips. Other school volunteer opportunities are available through Green Primary PTA.
- Seasonal Programs - Seasonal programs are held several times a year for example, fall picnic, harvest party, family brunch, December family night, friendship party, and graduation.
- Open Door Policy - Parent visits are welcome during school hours. If you have any questions about the program, the school, or the services & care we provide please contact us. If you need to contact your child at school, please enter through the school office so we may help you without disrupting the learning process going on in our classrooms.

## Parent/Teacher Conference Information

There will be at least two opportunities to schedule a conference with your child's teacher throughout the school year. This will allow parents and teachers to share information about the child's strengths, needs, progress, and behavior. It is imperative that teachers and parents communicate candidly and constructively about student performance and academic progress. Conferences are scheduled for parents of **every student in the Fall**, and requested on an **as-needed basis in the Spring**.

Information will be sent home with students approximately two weeks prior to conference days giving parents the chance to request a specific appointment date/time.

Parents and teachers are encouraged to conduct conferences as needed, and especially anytime a concern or specific problem arises. Regular communication between home and school (teachers-students-parents) is highly encouraged throughout the entire year!

## Birthdays

Birthdays will be announced daily on GWD Morning Announcements. Individual party invitations will only be distributed if the entire classroom is invited to a party. The school office is not able to disclose student addresses for party invitations. Please no edible birthday treats for students due to allergies.

## Fundraising

The purpose of school fundraising is to provide the additional dollars necessary for the many programs, enrichment opportunities, and events sponsored and made available for students. Just a few examples include: school-wide incentives, assemblies, recognitions, certificates, etc. Greenwood students, staff, and families can assist in this endeavor, and we greatly appreciate your participation and support!

If preferred, families are welcome to make a straight financial contribution to the school, and designate how you'd like to see it used (examples: student activities, drama, school beautification, community outreach, etc.). If you would prefer to make a donation at any time, please make checks payable to: Greenwood Early Learning Center (Memo: Donation).

## Dress Code

All students are expected to be well-groomed and dressed appropriately each day. The following criteria may be helpful in determining the standard of appropriateness:

- ◆ Clothing should be neat and clean, and not constitute a health or safety hazard.
- ◆ Common courtesy dictates that hats and sunglasses not be worn inside the building.
- ◆ Shorts are permitted and should be approximately knee length. Cut-off shorts are not permitted.
- ◆ Shirts and tops must be waist length; midribs are not permitted. Tank-tops are acceptable only if worn with another shirt.
- ◆ **Socks must be worn at all times for cleanliness.**
- ◆ Shoes must have a back strap - **CROCS MUST HAVE BACK STRAP/NO FLIP FLOPS.**
- ◆ Clothing must not contain vulgarity of any kind, nor inappropriate gestures, illustrations, or sayings that advertise the use of tobacco, alcohol, etc.
- ◆ Grooming and dress must not be so unusual or bizarre as to constitute a distraction or to interfere with the educational opportunity of the other students.
- ◆ No colored hair except on special incentive days for special events.

## Lost and Found

The lost and found area is located near the cafeteria. Unclaimed items will be given to a charity at the close of the school year.

## Medication and Health Services

(ORC 3313.67 - 3313.671)

Health is high on the list of priorities for most people. We would like to call your attention to some do's and don'ts that we believe will help your child be a happier and healthier person at school.

### DO send your child to school with:

- a. a smile on his/her face
- b. a hug from you
- c. appropriate clothing for the weather and any forecast changes
- d. enough sleep so that he/she is eager to get up and get the day started

### DO NOT send your child to school with:

- a. Diarrhea (two or more times in the same day)
- b. Conjunctivitis (pink eye)
- c. Vomiting
- d. Evidence of scabies, lice, or other parasitic infection
- e. Unusual spots or rashes
- f. Sore throat or difficulty swallowing
- g. Severe coughing and/or runny nose
- h. Difficult or rapid breathing
- i. Temperature above 100.0 degrees
- j. Stiff neck
- k. Yellowish skin or eyes
- l. Unusually dark urine and/or gray or white stool

The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall notify the parent or guardian of the child's condition immediately when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be isolated immediately and discharged to his parent or guardian:

(a) Diarrhea (more than one abnormally loose stool within a 24-hour period);

(b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

(c) Difficult or rapid breathing;

(d) Yellowish skin or eyes;

(e) Conjunctivitis;

(f) Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;

(g) Untreated infected skin patch(es);

(h) Unusually dark urine and/or gray or white stool;

(i) Stiff neck; or

(j) Evidence of lice, scabies or other parasitic infestation.

(3) A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be watched carefully for symptoms listed in paragraph (B)(2) of this rule as well as the following:

- (a) Unusual spots or rashes;
  - (b) Sore throat or difficulty in swallowing;
  - (c) Elevated temperature; or
  - (d) Vomiting.
- (4) Programs shall follow the Ohio Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected illnesses.

Classroom families that are impacted with a communicable disease outbreak, will receive a letter from the district clinic staff notifying you of the specific illness within the classroom.

### Emergency During the School Day

In cases in which a parent/guardian of a child who is seriously ill or injured as to constitute an emergency cannot be located in time, an ambulance will be called for transportation to the hospital. The handling of emergency cases or illness is greatly facilitated by keeping on file a record of parents or other persons who may be contacted when such emergencies arise. Always keep the office notified when your phone numbers change so that we may keep your child's Emergency Medical Information Card up-to-date. A preschool staff member and nurse assistant are available at all times during the school day and are trained in first aid, communicable disease, and child abuse.

### Illness During the School Day

Students should only be sent to the Clinic when a teacher determines that a true medical condition exists. Medical referral forms are completed each time a student is sent to the Clinic, and the form is sent home to inform parents of any medical attention that was administered.

Parents are contacted and children are sent home if there is a temperature of 100.0 or higher, if a child is contagious, or if the office/nursing staff believe it's the right thing to do.

### First Aid

The school attempts to provide an environment in which your child will be safe from accidents. If an accident does occur, first aid will be administered. First aid implies an ice pack, simple bandage or washing of cuts with soap and water. Regulations prevent any further treatment. The parent/guardian will be notified if additional treatment is deemed necessary.

### Immunization

In accordance with the Ohio Revised Code, Sections 3313.671 and 3701.13, all school districts must be provided with complete immunization information for each child upon entrance into the school district. Immunizations must be kept up-to-date according to your family physician or health clinic instructions. Upon entrance to preschool, a medical form signed by your family physician or health clinic will document immunization requirements. Children without evidence of proper immunization will be excluded from school after 14 days.

### Physical Examinations

All students enrolled in the Developmental Early Childhood Program must have a current physical exam on record for the entire school year. The physical expires one year from the date of the last physical. There is no grace period allowed. For example, if the child's last

physical was 10/22/22, which means it expires on 10/22/23. The child must have an updated physical on file in the school office by no later than 10/23/23.

### Emergency Medical Information

As required by the state legislature, an emergency medical authorization card needs to be completed and returned to the school immediately after school opens. The card will be kept on file in the office and the teacher will keep a copy in the classroom.

**Always notify the school of any changes so that this information is kept current.**

### Medication (Prescription and Non-Prescription) at School (ORC 3313.713):

Some children are able to attend school regularly because of the effective use of medication in the treatment of chronic disabilities or illnesses. The Board of Education strongly recommends that medication be administered in the home. Doctors should arrange the time medication is given to avoid school hours if possible. Any student who is required by a physician's order to take medication during the regular school day must comply with the school regulations listed below:

1. All prescription and non-prescription medication to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, the name of the drug, dosage, and the time interval medication is to be given. Additionally, a student medication form must be on file with the office for ALL medications.
2. Medication must be brought to school by the parent/guardian in a container appropriately labeled by the pharmacy or physician. Children are not permitted to carry medication to and from school. It is the responsibility of the parent to transport medication and refill orders so that proper dosages are not interrupted.
3. Student medication forms must be on file in the school office and must be completed by the parent. In addition, a physician must sign the medication form for prescribed medications. A new release form must be completed yearly.
4. Prescription medication to be taken at school will be stored out of view in an enclosure in the school clinic.
5. Students are not allowed to carry medication (prescribed or non-prescribed) with them or in their belongings at any time.
6. Students are not allowed to self-medicate. All medication taken at school must be dispensed by a school staff member.
7. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when it is no longer being administered or at the end of the year.

Cough drops and Tylenol products are considered medications and are NOT permitted to be brought to school by the students.

### Bee Stings and Other Allergies

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

All other allergies or health concerns should be noted on the back of the student's emergency medical information card and should be made known to the child's teacher by sending a note directly to the child's teacher at the start of school.

## **Code of Conduct, Discipline, and Student Responsibility Grades Preschool through Kindergarten**

The primary purpose of our school is to ensure that all students develop to their fullest potential academically--as well as socially, physically, and emotionally. Our school does its best to create the kind of learning environment and conditions which make this kind of success possible.

The following are expectations for all staff, students, and guests. [Here is a link to our Positive Behavior Interventions and Supports \(PBIS\) handbook.](#)

### **Bulldog Strong Behavior**

- 1. Be Safe**
- 2. Be Kind**
- 3. Be Responsible**

Effective discipline is an approach to changing behavior through planning, teaching and evaluation. A good discipline plan provides appropriate, logical consequences for behavior and results in long-term, positive changes. True discipline does not focus on isolated behaviors; it is a learning process that provides the student with a variety of skills for becoming an effective learner. Good discipline requires commitment, planning and ongoing problem solving.

Discipline can be thought of as a two-pronged approach to stopping unsafe or unacceptable behavior immediately as well as producing long-term behavioral change. Effective discipline addresses the cause of the behavior. Discipline must be firm, fair and appropriate for the offense.

### Discipline Guides

Our goal is to help the child learn to live with himself and others. To achieve this, we encourage each child to develop self-control (to be responsible for his own actions). There are many ways that we help young children recognize alternatives and consequences which affect them and others. Some of the ways we guide children to more appropriate behavior follow:

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- (2) No discipline shall be delegated to any other child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.



- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame or frighten a child.
- (8) Discipline shall not include withholding food, rest or toilet use.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

### Rules for Early Childhood Classroom

1. We use walking feet. Feet stay on the floor.
2. We use inside voices. We use nice words.
3. We keep our hands to ourselves or we use nice touches.
4. We use listening ears.

### Consequences for Misbehavior

- 1<sup>st</sup> time - Verbal warning. Reminder of rule.
- 2<sup>nd</sup> time - Thinking Chair (time out) away from the other children. Firm chat and reminder of the rule(s). Being firm means using an emphatic voice, looking directly at the student, and sitting/kneeling in front of him/her. At NO time is a physical punishment method used. We will be consistent in the application of classroom rules with each child.

### Rewards in the Early Childhood Classroom

- Verbal praise
- Individual reward
- Class-wide reward

**\*\* Remember, we want to emphasize positive behavior. "Catch them being good!" We will draw attention to the children's appropriate words and actions on a daily basis.**

### **All students are expected to adhere to the following EXPECTATIONS:**

#### Building Expectations:

1. Students should arrive at school on-time and prepared to participate in the educational program.
2. Students should always walk in the hallways quietly.
3. Speak in a respectful manner: swearing, vulgar language, obscene gestures, etc. are not tolerated.
4. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
5. Keep chewing gum at home; gum is permissible when distributed by the teacher for special occasions in the classroom.
6. Food is to be eaten in the cafeteria, unless special activities require students to eat in classrooms as deemed appropriate by the teacher or principal. Students are to leave tables and the surrounding area clean in classrooms and the cafeteria.
7. Visiting other classrooms is permitted only with permission from a teacher or the office.
8. Areas off limits to students are the boiler room, kitchen, teachers' work rooms, supply rooms, technical rooms, and private offices.

9. Represent yourself, your family, and your school well; fighting, belligerence, tripping, hitting, are not tolerated.

## Items Not Permitted in School (ORC 3313.66)

The following is a list of items not permitted in or on school property or the classroom setting, including school buses (Note: Bus drivers may permit players/headsets/handheld games, but then these items must stay in book-bags):

- Weapons of any kind (real or toy), including pocket knives, guns, fireworks, etc.
- Alcohol
- Tobacco
- Drugs
- Radios, headsets, MP3 players, cellular phones, etc.
- Electronic or battery-operated games, etc.

If a student is found to possess any of these objects, the item(s) will be confiscated. Materials may be returned to parents, or in legal cases, turned over to juvenile authorities. Possession of any kind of weapon (real or toy), alcohol, or drugs will result in immediate suspension and possible recommendation to the Superintendent of Schools for expulsion.

### Transportation Expectations

The school provides bus transportation for all students. For the purposes of explanation, students are considered to be on "school grounds/property" for entire duration of riding in any transportation vehicle supported by the Board of Education. The bus schedule and route is available by contacting the Transportation Office at 330-896-7510 or via the web at [www.greenlocalschools.org](http://www.greenlocalschools.org).

The Board of Education has authorized the installation of video cameras on school buses for the purpose of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Students will ride only assigned buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses. Requests for students to ride a different bus to a friend's house or otherwise will not be permitted.

Students who are riding to and from school via transportation provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain safety. The following behaviors are expected of all students:

- Consider riding a school bus a privilege that may be revoked at any time when the privilege is abused.
- Stay off the road at all times while walking to and waiting for the bus.
- Remain seated while the bus is in motion.

- Behavior at school bus stops must not threaten life, limb or property of any individual.
- Students must observe bus conduct and obey the driver promptly and fully.
- Students should speak to their friend or neighbor in a quiet tone of voice.
- Students must not use profane language.
- Students must not eat or drink on the bus.
- Students must keep all body parts inside the bus.
- Students must not pass or throw objects inside or outside of the bus.
- Respect bus property, not tampering with any bus equipment.
- Parents of students who have special medical issues which may require driver attention must notify the Director of Transportation.
- Students should stay clear of all strangers, never talk to strangers, never go near a car, or accept gifts from anyone.
- Students should NEVER get in the car with anyone unless they have permission from their parent/guardian.
- Line up a single file off the roadway to enter the bus.
- Wait until the bus is completely stopped before moving forward to enter the bus.
- Refrain from crossing a roadway until the bus driver signals it is safe, go immediately to a seat and be seated.
- If your child does not arrive home on the bus in a reasonable time, please call the Transportation Office 330-896-7510 at once.

Students who choose not to adhere to these guidelines will receive a warning, referral to the principal, or perhaps an immediate consequence. Consequences may include conferences, assigned seats, detentions, or denial of transportation services. If transportation is denied, it is the responsibility of the child and parent to arrange transportation to and from school. Bus Behavior Reports need to be signed and returned to the principal.

If bus transportation is denied, it is the responsibility of the parent to arrange transportation to and from school for the student. Any suspension from the bus automatically denies any outside activity that requires bus transportation such as field trips. Bus Behavior Reports need to be signed and returned to the driver before re-boarding the bus.

## **Green Primary PTA**

PTA is for everyone!

Please watch the Greenwood Newsletter to find out how you can be an integral part of the "home-school connection!"

## **Fundraising**

PTA will sponsor various fundraisers and/or restaurants will participate in conjunction with the PTA to fundraise. Please participate when you can support our PTA/School.

## Addendum

### District CODE OF CONDUCT (ORC 3313.66)

#### GRADES PRESCHOOL THROUGH TWELVE (District Policy 5500; 5600)

Students who violate any of the rules of conduct may find themselves subject to disciplinary action, which may include, but will not be limited to emergency removal from the class or the activity, detention, Friday School, In-School Suspension/Alternative Education Program, suspension, filing of unruly charges in Summit County Juvenile Court, and /or expulsion.

#### Rule 1: Disruption of School

A student shall not by use of violence, force, coercion, harassment, threat, deception, or any other means, cause disruption of or the obstruction to the educational process; including all curricular and extracurricular activities. Some examples of disruption may include unusual dress and appearance or dress code violation, excessive public display of affection, being in an unauthorized area, distribution of unauthorized or unapproved publications on school property, setting unauthorized fires, making bomb threats, strikes or walkouts, inappropriately setting off fire alarms, use of fireworks, continual or intentionally causing a disturbance, fighting, engaging in gang related activity.

#### Rule 2: Damage to School Property and/or Private Property

A student shall not damage or attempt to damage any property of the school such as books, equipment, school furniture, or any part of the school building or grounds, etc. For the purposes of explanation, students are considered to be on "school grounds/property" for the entire duration of riding in any transportation vehicle supported by the Board of Education. A student shall not destroy or attempt to destroy another person's private property on school premises during a school activity, function, or event off of school grounds.

#### Rule 3: Assault

A student shall not assault another student, faculty member, or any person, nor should behave in such a way as could cause physical injury to any said person.

#### Rule 4: Dangerous Weapons and Instruments/Use of an Object as a Weapon

A student shall not possess, handle, transmit, or conceal any object which may be considered a weapon. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary

action. State law may require that a student be expelled from school for a period of one (1) year if he/she brings onto or has his/her possession on school property or at a school-related activity of any of the following:

- a. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item.
- b. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- c. Any similar object that is intended to invoke bodily harm or fear of bodily harm.

(Use of an Object as a Weapon) Any object that is used to threaten, harm, or harass another may be considered as a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible exclusion.

#### Rule 4a: Knowledge of dangerous weapons or threats of violence.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal(s). Failure to report such knowledge may be subjected to discipline (10 days OSS/Consideration for expulsion)

#### Rule 5: Narcotics, Alcoholic Beverages, and Illegal Drugs or Look-A-Like Substances (District Policy 5530)

A student shall not possess, use, transmit, conceal, or be under the influence of narcotics, alcoholic beverages, or illegal drugs, over-the-counter stimulants, and/or (possession of) drug paraphernalia at school functions, on school grounds, or an event off school grounds.

The student can be disciplined if the principal has a reasonable individualized suspicion of the student being under the influence and requests appropriate testing. If the offense is under the influence (non-alcoholic), he/she may take a drug test through an agency approved by the District. This test must be taken within 48 hours of the time of the violation/request. The District is not responsible for any costs.

#### Rule 5a: Use of Tobacco

The school prohibits the sale, distribution, use, or possession of any form of tobacco or cigarette lighters/matchers during the school time or any school activity. This prohibition also applies when going to and from school and at school bus stops.

#### Rule 6: Repeated Violations

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, or other authorized school personnel during any period of time when a student is properly under the authority of the school personnel.

#### Rule 7: Inappropriate Physical; Bullying; Harassment; and Intimidation

A student shall not behave in such a way as could cause physical injury, or the threat of physical injury, to another person. A student shall not engage or participate in harassment in any form (physical, racial, religious, sexual, verbal, non-verbal) of another individual or individuals.

Green Schools prohibit the harassment, intimidation, bullying or "cyberbullying" of any student on school property, including all school buses/school transportation; and at school sponsored

events. Harassment, intimidation, or bullying are defined as any intentional written, verbal or physical act directed towards another student that: Causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student. Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code. "Cyber Bullying" involves the use of information and communication technologies such as email, cell phones, text messages, instant messaging, defamatory personal websites, Facebook or other social media accounts, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct and appropriate consequences will be issued by the Administration. Green Local Schools considers bullying of any sort to be a very serious concern, and those who report falsely will be issued consequences. ***Students should report incidents of bullying, harassment, or intimidation to the principal, assistant principal, teachers, and/or counselors. Students have the opportunity to report incidents anonymously via the text hotline, and/or the Stay Safe, Speak Up link on the district website. All information reported will be confidential.***

### Rule 8: Truancy and Tardiness

Truancy is declared when a student is absent from school or class or any portion thereof without school authorization and parental consent. Excuses from school must meet the State and Board of Education conditions as outlined in the student handbook. And the Ohio Revised Code. Repeated violations of tardiness shall be considered a violation of Rule 6. Once a student arrives at school, he/she may not leave school property prior to the end of the designated school day without parental permission and administration's authorizations. Board policy 5200 further outlines this information.

### Rule 9: Disrespect and Insubordination

A student shall comply with the direction of the teacher; student teachers, substitute teacher, teacher aides, administrators, or other authorized school personnel during any period of time when the student is under the authority of school personnel. Failure to comply with directives, or discipline procedures, or refusal to accept consequences for an infraction may result in a sterner action.

### Rule 10: Fighting

A student shall not engage in physical confrontations with other students while under the jurisdiction of the school.

### Rule 10a: Unauthorized Touching/Words of Provocation

A student shall not engage in any physical conflict, unauthorized touching, threats, or challenges between students, words/actions that provoke a fight.

### Rule 11: Profanity/Abusive Language

A student shall not use profanity, abusive, or obscene language, whether written or verbal in communicating with any faculty member, any other authorized school personnel, visitor, or other

student. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.

### Rule 12: Theft/Forgery

A student shall not take or attempt to take into his/her possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district, or transmit any unauthorized academic information while in the control and custody of the school or at a school related activity. Students shall not engage in copyright infringement or unauthorized copying. Students are prohibited from "hacking" into any unauthorized computers, sites, or information. Students may not sign another person's name on any document, nor alter any school document without prior permission.

### Rule 13: Reckless Operation of a Motor Vehicle

A student shall not operate a motor vehicle in a reckless manner on school property.

### Rule 14: Trespassing/Loitering

A student shall not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption to an activity, function, or the educational process.

### Rule 15: Cheating/Plagiarism

A student shall not engage in cheating or plagiarism. Cheating includes but is not limited to: (a) copying homework from another; (b) securing answers in a dishonest manner; (c) allowing one's work to be copied by another; (d) transmitting answers from one class to another. Plagiarism is taking and using one's own thoughts, writings, drawings, etc. of another. Plagiarism includes, but is not limited to: (a) failing to document with quotation marks any material copied directly from other sources; (b) failing to acknowledge paraphrased materials (someone else's ideas); (c) failing to provide a bibliography; or (d) failing to provide sources for any visual drawing, sketch, painting, etc.

### Rule 16: Inappropriate/Unauthorized Use of Technology/Use of Electronic Devices

A student shall not violate the Board's Internet/Network Acceptable Use Policy. Failure to comply with the policy may result in loss of computer/network/Internet privileges and/or other disciplinary action. Most electronic equipment necessary in school is supplied by the school. The following items are prohibited during school hours, unless given permission by the administration: Radios, CD players/headphones, ipods, any devices used for games, cell phones, and other items that the administration would deem inappropriate are prohibited during school hours. *Students are strongly advised not to bring any of these items to school, and are responsible if they are lost or stolen.*

Possession of a telephone or other electronic communication device by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this guideline or otherwise engages in misuse of the privilege.

Unauthorized use of electronic devices is prohibited. Students may be allowed to possess cellular phones and other electronic communication devices while on school property or while attending school-sponsored activities on or off school property as long as these devices are silent and out of sight during instructional times.

Use of any camera or other recording device is prohibited on school property and at school sponsored events without teacher/administrator permission.

The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location of the school building and in this student handbook.

Exceptions may be made for the use of these devices with prior approval of teachers and/or administrators. If there is a violation of this policy the staff may confiscate the device. Violations of this policy would result in confiscation, loss of privileges and forfeiture of the device to the District.

Sexually explicit content in phones or sexting could result in criminal charges and school consequences.

**\*According to board policy, cell phones in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with policy 5771-Search and Seizure.**

### Rule 17: Aiding and Abetting

Any student who is guilty of aiding and abetting another student who is in violation of any of the rules outlined in this "Code of Conduct" may be subject to the same punishment.

### Rule 18: Extortion

Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law.

### Rule 19: School Bus Rules

All school rules apply while on the bus as well as rules established by individual bus drivers. Students are to abide by the rules and regulations established for the use of bus transportation. These rules apply to regularly scheduled bus runs, extracurricular activities, and field trips. School bus transportation will be denied for up to one school year for students who violate school bus rules.

### Rule 20: Misconduct Against a School Official or Employee or the Property of Such a Person Regardless of Where it Occurs

Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials, employees, or other students. Examples of misconduct include but are not limited to vandalization, destruction of property, harassment (of any type), and assault (verbal or physical).

### Rule 21: Misconduct by a Pupil that Occurs Off of School Property but is Connected to Activities or Incidents that Occurred on Property Owned or Controlled by the District

Misconduct is defined as any violation of the Student Code of Conduct.

### Rule 22: Violation of Individual/School/Classroom Rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school district.



### Rule 23: Any Act or Deed Detrimental to the Operation and Welfare of the School

A student shall not be involved with any act or deed which interferes with the normal operation of the school or school population.

These guidelines coincide directly with the Board of Education's Code of Student Conduct and are in effect at school, on school premises, on the school bus, or at school-related functions.

### **Student Records** (District Policy 8330)

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student notify the principal in writing that they wish to restrict the release of such information.

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information:" a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and scholarships. Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after publication of the Superintendent's annual public notice.

Whenever consent of the parent(s) is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for the purpose.)

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act I (FERPA) and Ohio law. This information can only be released with the written consent of the parents, or the adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Parents

should keep copies of information in their home file that they provide to the school for student record purposes. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

### Cumulative Record

Each student who enrolls in the green Schools must have a copy of his/her birth certificate. The cumulative records contain the registration form, medical form, attendance record, standardized testing data, and child custody information if applicable. It may also contain data from a transferring school or other data pertinent to the child's education.

### Confidentiality

1. Student records are confidential and are protected by the "Privacy Act." Only the school staff and the child's natural parents or legal guardians have access to the records.
2. Parents requesting access to their child's records must be granted access within 45 days of the written request.

### Non-Custodial Parent Access

1. A divorce or change in custody does not change the right of a natural parent to have access to their child's records.
2. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
3. Step-parents have NO rights to records, reports, or conferences unless these rights are conferred on them by the custodial parent.

### Child Custody

1. Parents have an obligation to inform the school anytime the custody of a child changes (SB-140) requires this information).
2. The school officials will need to see and copy court orders pertaining to a child's custody.
3. All court cases should be settled outside of the school. School officials only look after the best interest of the child and do not want to be involved in the domestic matters of the situation. The school counselor or principal should be the first contact with such matters.
4. Non-custodial parents may request newsletters, report cards, etc...by sending in self-addressed stamped envelopes to the classroom teacher.

PLEASE NOTE: The school does not take side in the case of a divorce or change in custody.

### **Anti-Harassment Policy** (District Policy 5517)

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring

on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

## **District Bullying Policy** (District Policy 5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

More information on the Districts Bullying Policy can be found at <http://www.neola.com/greenlocal-oh/>

## **STUDENT RIGHTS & PARENT ACCESS TO INFORMATION**

Parents are provided the opportunity and process to be heard when concerns exist about staff members, instructional materials, or district-provided services. Parents may review textbooks, reading lists, instructional materials, and academic curriculum used in the District by contacting the building principal. Board Policy 9130 outlines these procedures and the processes for parents.

Greenwood recognizes and respects the privacy rights of students and their families. Students will not be required to participate in any survey, analysis, or evaluation that reveals private information. Board Policy 2416 outlines these steps and privacy rights in full detail.

## **District Nondiscrimination and Access to Equal Educational Opportunity** (District Policy 2260)

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, or age. Additionally, it will not discriminate in its employment policies and practices.

The Board is committed to providing equal opportunity for all students regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence, within the boundaries of the District, or social or economic background to learn the curriculum offered in this District.

**Complaint Procedure Section I** Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator.

Assistant Superintendent  
Green Local School District  
P.O. Box 218  
Green, OH 44232  
(330)896-7500

## **PUBLIC ATTENDANCE AT SCHOOL EVENTS - (Policy 9160)**

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. The Board holds the legal authority to bar the attendance of any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates

posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed at any function occurring on District premises.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy [9211](#) - District Support Organizations and Policy [9700](#) - Relations with Special Interest Groups.

Guide dogs used by persons requiring this type of assistance shall be permitted in all District facilities and at all school events. The person must provide evidence of the dog's certification for that purpose. If the dog is still in training, proof of liability insurance is to be provided. (See Policy [8390](#))

The Superintendent shall establish administrative guidelines related to conduct and to free admissions and passes.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following statement:

"Upon request to the Superintendent the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

**Directory Information Notification**

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

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, insurance carrier or medical consultant); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family.

Both FERPA and Ohio's Student Privacy Law (R.C. 3319.321) require that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. Examples include: a playbill, showing a student's role in a drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three(3) directory information categories, names, addresses, and telephone listings – unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

Parents, guardians or students may file a written complaint with the District's Civil Rights officer if they feel a student's rights under this policy have been violated. Complaints may be sent to Green Local Schools, Civil Rights Officer, P.O. Box 218, Green, OH 44232.

## **REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS (5610)**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 2465 - Suspension/Expulsion of Disabled Students).

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

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District (See Policy 5610.03 - Emergency Removal).
- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy [5611](#) - Due Process Rights.
- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy [5611](#) - Due Process Rights.

1. **Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or

## **DUE PROCESS RIGHTS**

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures:

### **A. Student subject to suspension:**

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
  - a. Superintendent;
  - b. Board Treasurer;
  - c. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

#### **Appeal of Suspension to the Board or its designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.



## **SEARCH AND SEIZURE**

The Board of Education recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

To implement this policy, the standard by which school officials shall be guided to determine "reasonableness" shall involve a two-fold inquiry. First, school officials must attempt to determine whether a search is justified in the first instance. Second, school officials must determine whether the search as actually conducted, is reasonably related in scope to the circumstances which gave rise to the search. The first part of this inquiry is satisfied when there are reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or rules of the school. The second part of the inquiry is satisfied when the measures adopted for the search are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

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

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. A school official's authority to conduct searches when traveling with students on field trips is broader than it would be in the school setting because of the greater degree of responsibility for the safety and well-being of students. For example, applying the reasonableness standard, it may be appropriate to conduct a random search of a student's hotel room where a school official received information that students had alcohol in rooms.

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

The Board also authorizes the use of canines, trained in detecting the presence of drugs or explosives, when the Superintendent has reasonable suspicion that illegal drugs or explosives may be present in a school. This means of detection shall be used only to determine the presence of drugs or explosives in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search students unless a warrant has been obtained to the search.

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

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

### **VOLUNTEERS (per Policies 3120.09; 4120.09)**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

Each volunteer:

- is required to abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law);
- will be covered under the District's liability policy but the District can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- may not accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board;
- must display appropriate behavior at all times and will be required to undergo a criminal records check every five years at the volunteer's expense.

### **VISITORS (per Policy 9150)**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

Visitors must:

- enter and exit through the building's security vestibule during school hours;
- identify themselves and the purpose for their visit;
- sign in and, if leaving the vestibule or main office, must provide photo identification;
- wear a visitor badge for the entirety of his/her stay in the building;
- sign out and surrender visitor badge in security vestibule before leaving the building.

Members of the district and building administrative teams have the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.