



Dear Student,

Welcome to Green Middle School!

Middle school is a time of change. The workload and social adjustments are greater here than at the elementary and intermediate schools. We recognize that middle school students are unique. Our teachers at GMS truly desire to see that all students excel to their fullest potential. They are sensitive to individual differences and respond positively to the natural diversity in middle level classrooms. The teachers at the middle school are dedicated educators who will prepare you for your years in high school.

Within this handbook you will find important information. **Please read each section carefully. Students are responsible for knowing the contents of their handbooks/code of conduct.** In addition, students are expected to attend school regularly, complete all assignments, and behave appropriately. Have a great year!

Mr. Elliott-Principal GMS

PHILOSOPHY OF GREEN MIDDLE SCHOOL

Middle school students are unique individuals who are enthusiastic, excited, and fragile. They are neither elementary nor high school students but are in a period of transition. Therefore, the middle school is a child-centered school and exists to provide a bridge of continuity between the elementary and the high school. The middle school must reinforce the educational foundation provided by the elementary school while preparing students for success in the high school and for participation as citizens in our democratic society.

We believe that the middle school program should be structured to take advantage of the natural characteristics of students this age: curiosity, desire to expand their environment, desire for recognition, and desire for personal achievement. Within this structure, the curriculum must offer a standards-based program as well as providing the general educational experiences needed to meet individual differences.

We believe that middle school students need the guidance of the administration and faculty to fully realize their potential physical, social, emotional, and intellectual growth. As they are guided through successful educational experiences in the protected environment of the middle school, the students will experience the growth in confidence and self-image necessary for the final years of their education and for productive citizenship.

FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing; become familiar with the following information and you should keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers, guidance counselor or administrators. This handbook replaces all prior handbooks and other written material on the same subjects.

MISSION STATEMENT

The Green Schools community has high expectations for our students and staff and will provide all with a safe environment and the tools to achieve academic excellence.

STUDENT RESPONSIBILITIES

The school rules and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to follow staff members' directions and obey all school rules.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and, whenever concerns arise. Many times it will be the responsibility of the student to deliver the information home. The school however, may use the mail or hand deliver to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

EQUAL EDUCATION OPPORTUNITY

Non-Discrimination Policy (board policy 2260)

The school district affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. Inquiries concerning the application of this policy may be referred to the Superintendent or designated Coordinator. This policy shall prevail in all Board policies concerning school employees and students.

The Board designates: Alana Niemiec and Kim Brueck as civil rights compliance officers.

Complaints should be referred to:

**Alana Niemiec and Kim Brueck
1755 Town Park Blvd Green, Ohio 44232
330-896-7500**

The Board designates: Joya Mitchell as Title VI, Tile IX, and Section 504 Coordinator compliance officer.

Complaints should be referred to:

**Joya Mitchell
1755 Town Park Blvd Green, Ohio 44232
330-896-7500**

INCLUSIVE SCHOOL ENVIRONMENT STATEMENT

The administration, faculty, staff and students of Green Middle School are committed to ensuring that every member of our school community has a chance to reach their full potential, do great work, and learn in a supportive environment. We seek to serve as a model for proactive engagement despite our differences, with respect, dignity, openness and acceptance. We stand together in making our school community one in which all students feel safe, welcome, and supported. **The Green Middle School community will treat all persons equally, respectfully and refrain from the willful or negligent use of slurs and/or harassment against any person on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, or disability.** Such behavior will not be tolerated and shall be subjected to appropriate disciplinary consequences. Kindness towards another person is never wrong. At Green Middle School, kindness will prevail.

HANDICAPPED ACCESS

Green Middle School is equipped with handicapped accessible entrances at door 1 (main office entry) and at door 4 (gymnasium area). In addition, elevator access is available between floors. It is the stance and policy of the Green Local Schools to make reasonable accommodations necessary to assist disabled person(s) in participating in events at the schools.

Additional information on handicapped access can be found in Board Policy #9160.

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GREEN MIDDLE SCHOOL

Physical Address:
1711 Steese Road
Uniontown, OH 44685

Mailing Address:
Post Office Box 218
Green, OH 44232-0218

Principal	Evan Elliott	(330) 896-7538
Assistant Principal	Dawn Stitt	(330) 896-7710
Secretary	Linda McGough	(330) 896-7710
Guidance Counselor	Kaitlyn Bowman	(330) 896-7730
Guidance Counselor	Lori McCartney	(330) 869-7730
Guidance Secretary	Kay Becker	(330) 896-7730
School Psychologist	Kristin Cheshire	(330) 896-7706
Attendance	Kim Wright	(330) 896-7773
GMS Nurse/Aide	Pam Dunford	(330) 896-5054
Head Custodian	Scott Horning	(330) 896-7710

GREEN LOCAL SCHOOL DISTRICT

Superintendent	Jeff Miller	(330) 896-7504
Assistant Superintendent	Alana Niemiec	(330) 896-7519
Superintendent's Secretary	Rhonda Kapper	(330) 896-7500
Director of Communications	Julie McMahan	(330) 896-7512
Curriculum	Carrie Marochino	(330) 896-7592
Student Services	Joya Mitchell	(330) 896-7500
Treasurer	Eydie Snowberger	(330) 896-7500
Director of Operations	Wendall Jackson	(330) 896-7572
Board of Education Members	Mr. Campbell, Mr. Cohen, Mrs. Fanelly, Mr. Chojnacki, Mrs. Stoyhoff	

MIDDLE SCHOOL TEACHERS

Lisa Armelie	Jeff Basone	Todd Bauknecht	Charlee Brooks -Quinn
Julie Benear	Rachel Boyle	Mike Brennan	Eric Brock
Dawn Davis	Cheryl Dimengo	Lisa Godar	Amanda Gostlin
Joe Grigas	Kelli Hunka	Brinkley Huth	Samantha Weiskind
Josh Klein	Lisa Mullet	Tracy Andrego	Brian Foster
Mike Lazor	Steve Lockstedt	Pam Mattiazzo	Michael Campbell
Ann Murphy	Allison Misutka	Mike Murphy	Sheri Murray
Jonette McMasters	Talia Pavlich	Tracy Price-Schaefer	Pete Reimer
Jody Riedl	Jason Reed	Kevin Rybarczyk	Sara Sears
Joanna Siebert	Sally Stevenhagen	Julia Tilton	Corey Utterback
Doug Froelich	Samantha Ward	Kelly Whitmer	Danielle Elrod

GREEN MIDDLE SCHOOL GRADING SCALE
(Board Policy 5421)

Grade	Percentage Range
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

**** *Please continue to check CANVAS to get updated grades for your child.* ****

School Calendar / Grading Periods & Reports Schedule / Dates to Remember
2023 - 2024

9 week grading periods

Grading period ends

October 20th
January 12th
March 15th
May 30th

Report cards available

October 27th
January 19th
March 22nd
June 6th

Dates to Remember

GMS Open House

August 23rd- 6:00-8:00 PM

Conference nights

September 28th... 3:00-7:00pm

October 3rd... 3:00-7:00pm

February 22nd.....3:00-7:00 pm

PROCEDURES

Admissions (board policy 5111)

A student must reside with a parent or guardian within the boundaries of the Green Local School District.

Enrollment (board policy 5111)

Students are expected to enroll in the district in which they live. Students that are new to Green Middle School are required to enroll with their parents or legal guardian. In order for a student to attend Green Middle School, a student's parent/ guardian must be a resident of Green, and he/she must live with them.

To enroll a new student, parents should go to the Green Local Schools district web page at www.greenlocalschools.org, click on "Enroll New Students in Green Local Schools," and follow the instructions for online registration. Should you have any questions, please call the guidance office secretary at (330) 896-7730.

Withdrawal (board policy 5130)

A student who leaves our school during the school year should follow these procedures:

- Prior to the day for withdrawal, parents should notify the guidance secretary at (330) 896-7730.
- On the last day of attendance, the student should pick up a withdrawal form in the guidance office, have it correctly filled in by the teachers, turn in all school books and materials, and take care of any fines or financial obligations to the school.
- Students should return the completed withdrawal form to the guidance office at the end of the school day.
- Student records will be sent to the new school district upon that district's request.

Volunteers (board policy 9150)

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:

	<ul style="list-style-type: none"> ● 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);
	<ul style="list-style-type: none"> ● will be covered under the District's liability policy but the District cannot 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;

	<ul style="list-style-type: none"> • 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;
	<ul style="list-style-type: none"> • 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;
	<ul style="list-style-type: none"> • 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 3120.09; 4120.09)

The Board of Education welcomes and encourages visits to the 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 the visitor badge in the 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.

Public Records (board policy 8330)

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 permit 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 another 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, and P.O. Box 218, Green, OH 44232.

Curriculum

Parents may review textbooks, reading lists, instructional materials, and the academic curriculum used in the District by contacting the building principal.

Arrival/Departure

Before and After School

- No student should be in the school building before 7:25 AM. unless requested by a staff member.
- After arriving on the school grounds, students are not to leave until dismissal at the end of the day unless permission is granted from the office.
- No student should be in the building after school (2:50 PM.) unless requested by a teacher or unless the student is a participant or spectator in a supervised activity.
- Please do not pick up students between 2:20 p.m. and 3:00 p.m. to avoid being trapped by dismissal buses. Students should wait in the cafeteria for pick up approximately at 3:00PM when the buses have left the school.

ATTENDANCE

The Board of Education requires all students enrolled in the schools of the District to attend school regularly in accordance with the laws of the State. (Compulsory School Attendance – Ohio Revised Code 3321.04) The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

ABSENCES

Reporting Absences from School:

In accordance with the Missing Child Law of the State of Ohio, students who will be absent from school for any reason **must** be reported off by a parent/guardian. Please contact the Attendance Office by 9:30 AM each day the student will not be in attendance. The attendance line at the building is supported by voice mail 24 hours a day is available by dialing: 330 896 7773. When leaving a message on the attendance line, please leave the following information:

- Student's full name
- Your name and relationship to the student
- Grade Level
- Reason for absence

It is also required that a note of excuse/explanation be sent upon the student's return to school. Notes will be accepted three (3) days beyond the absence.

Board Policy and State Law accepts the following reasons for absences. The Board of Education reserves the right to verify such absences and to investigate the cause of every single absence:

- Personal illness
- Critical illness in the family
- Quarantine of the home
- Death in the family
- Observation of a religious holiday
- Such good cause as may be acceptable to the Principal/Superintendent

After 10 absences, families will be required to present a note from a registered physician in order for future absences to be considered excused. Students with a health condition causing 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 absence for illness, the parent will be required to provide a statement from a physician describing the health condition causing the illness.

Absences for reasons not listed above will be considered unexcused. Students with unexcused absences of more than 30 consecutive hours, or 42 hours in a month or more than 72 hours in the school year will be considered "habitually truant" under the law.

Attendance Letters:

Attendance letters will be sent to families as required by Ohio Law.

TARDIES

A student who is not in his/her assigned classroom/location when the opening bell rings is considered tardy. Any student arriving at school after the opening bell rings must sign in with the attendance officer and will be counted as tardy. Missing the bus, getting up late, or being dropped off late are not acceptable excuses for tardiness.

Students signing in 30 minutes after the beginning bell will be considered ½ day absent for the day.

Students may be tardy four (4) times during a semester without penalty. After the fifth (5th) unexcused tardy and/or ½ day unexcused absence, disciplinary action may be taken and a conference with building administration may be necessary.

Green Middle School Consequences for tardies include:

0 – 4	No Penalty
5 – 9	Detention (lunch)
10 - 14	Friday School
15 +	ACA (alternative classroom assignment)

An attendance plan will be put into place when a truancy threshold is reached.

EARLY DISMISSAL

A written explanation from the parent/guardian must be turned in to the office on the morning of the early dismissal. A telephone number should be included on the request so the dismissal may be confirmed. Upon return from an early dismissal (on the same day), the student must sign in at the office. Students leaving school 30 minutes prior to the end of the day will be charged ½ day absence.

In the interest of security and student safety, telephone calls for early dismissal cannot be honored after 1:00 PM during the school day.

ASSIGNED WORK POLICY DURING:

Illness, death in families, religious holidays

All assignments made prior to the absence are due the first day the student returns to school. Assignments made during the absence must be completed in the number of school days the student was absent plus one : (i.e. 3 days out = 4 school days to make up work). **It is the responsibility of the student to initiate & complete all makeup work in the required time.**

Promotion / Acceleration / Retention (board policy 5410)

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Illness in School

A student who becomes ill during the school day should report to the clinic immediately. The health aide will evaluate the situation and, if necessary, contact a parent so arrangements may be made for the student to go home. A student whose parents cannot be contacted will not be excused to go home unless alternatives are listed on the emergency card.

Vacation Requests/Prolonged Illness/Makeup Work: Please Call (330) 896-7773

If a student is absent for a day or two, it is easiest to simply obtain assignments from Canvas. However, if a student is going to be absent for an extended period of time, it is best to call the Attendance Office secretary at **(330) 896-7773** and make arrangements to pick up textbooks and assignments. Please give the teachers twenty-four hours' notification giving ample time to properly prepare assignments.

- Students have the **number of days absent plus one** to make up work missed during an absence due to illness.
- Absences due to vacations taken while school is in session are discouraged. For the vacation days to be excused, the student needs to fill out a vacation request form appropriately and completely prior to leaving for the vacation returning the completed form to the attendance secretary. If at all possible, vacations should be taken during school breaks or the summer. Only five days will be excused for a vacation during the school year.
- If a student is going to be absent for an extended time, check with the school for possible eligibility of home instruction.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS
5530 F2

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 include any alcoholic beverage, an 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.

Use of Medications

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

For the purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization. The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written authorization from the child's physician and parent. Both must also authorize any self-medication by the student. Before any non-prescribed or prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent and physician along with a waiver of any liability of the District for the administration of the medication. NO student is allowed to provide or sell any type of over-the-counter medication to another student. Violation of this rule will be considered a violation of the Drug Prevention Policy and of the Student Code of Conduct. Only medication in its original prescription bottle, labeled with the date of the prescription. The student's name and exact dosage will be administered and only in the presence of an adult.

We strongly recommend the administration of all medication take place at home under parent supervision. In the event that medication needs to be administered during school hours, all medications must be transported to and from the Green Middle School Guidance Office by the parent/guardian of the student with completed forms.

In order for a child to be given any prescribed or over-the-counter medication, the following procedures should be followed:

- Parents should obtain a "Student Medication Authorization" form from the clinic.
- The form **must** be completed by a physician with a parent's signature authorizing the principal or his delegate to distribute medication to the student.
- The completed form should be returned to the school clinic. Notes from parents or phone permissions are **not acceptable**.
- Prescribed medicines must be received in the containers in which they are dispensed by the prescribing physician or licensed pharmacist.

Medications include all prescribed and over-the-counter medicines such as aspirin, Tylenol, Pepto Bismol, etc. If a student reports to the clinic wanting medication and there is no form on file, the student has the option to stay at school or call home.

Immunizations

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school health nurse, Therese DeLucia, RN 896-7700, extension 4048

Immunization requirements:

Unless given a waiver, students must meet the following requirements:

- Diphtheria - Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof is the minimum acceptable.
- 3 Td diphtheria-tetanus toxoids, adult-type is the minimum acceptable for children age (7) and up.
- Measles - Single dose of live measles virus vaccine or vaccine combination on or after 1st birthday, and, an additional dose of the MMR vaccine given at least (30) days from the first for all students entering 7th grade - 12th grade.

- Rubella - same as measles
- Polio – 3 oral or inactivated plus 1 oral vaccine booster
- Tetanus – 3 Td (see Diphtheria)
- Hepatitis B – For students starting Kindergarten during or after the school year 1999.

Homework (board policy 2330)

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also a part of the student's preparation for the assessment tests and graduation.

Computer Technology / Internet (board policy 7540)

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. It also recognizes that safeguards have to be established to ensure that the Board's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. The Superintendent is directed to establish administrative guidelines not only for proper acquisition of technology but also to provide guidance to staff and students concerning making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. The Superintendent shall establish appropriate procedures to inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

Student Fees and Fines (board policy 6152 / 6152.01)

Fees- Student fees help defray the cost of student workbooks, student folders, literature novels, assignment books, a small percentage of consumables used by students, and other class-related materials.

Fines - When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Emergency Closing and Delays (board policy 8210)

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

- TV channels 3 (NBC), 5 (ABC), 8 (FOX), and 19 (CBS)
- Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the telephone number on file with the school.

Fire and Tornado Drills

Fire drills are conducted to help prevent injuries and death during an emergency. Each student should walk, not run, through the halls and downstairs, along the route posted in each room. It is necessary for students to remain quiet outside of the building and to keep walkways and driveways clear for emergency vehicles. Anyone involved in causing a false fire alarm is subject to the following penalties defined in the Ohio Revised Code Section 2917.32. This offense is a

1st-degree misdemeanor carrying a penalty of a maximum of 6 months imprisonment and a fine of \$1000.

Your penalty can range from suspension to expulsion.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. Follow the plan that is posted in the room in the event of a tornado warning being issued.

A Safe Schools Drill will also be conducted annually. **Failure to comply with procedures during a tornado or fire drill will result in suspension.**

Guidance

Guidance services are available for every student. These services include assistance with educational planning; interpretation of test scores; career information; study skills; help with home, school, and personal concerns; or any other questions the student feels the need to discuss with the counselor. Students wishing to visit a counselor should contact the guidance office secretary before school, during change of classes, or at lunchtime to make an appointment.

Telephone

The office phone is a business phone and should be used by students for emergencies only (with the permission of office staff). Incoming calls should be limited to emergency situations only.

Deliveries to Office

A request for a delivery to a student should be limited to homework, lunch money, or other essential items (deemed by office staff). Request for other deliveries such as pop, candy, flowers, balloons, or restaurant food should not be made.

Cafeteria

Students can choose to purchase a lunch or bring a packed lunch from home. If a student forgets his lunch money, the cafeteria will provide (upon request) a light nutritious treat with milk. Students are not permitted to order food from outside food vendors and/or restaurants during the school day without school staff's permission. Cafeteria behavior and rules will be discussed with the students at the beginning of the school year and are expected to be followed.

Birthday Treats / Food Brought to the building to share

Green Local Schools continually strives to provide a healthy and safe environment for all students. In response to the growing number of students with food-related allergies, some of which are life-threatening, GLS will no longer allow homemade or home-baked food items to be brought in for classroom parties or birthday treats. All snacks and birthday treats intended to be shared among students during school hours must be store-bought, and individually packaged with an ingredient label for food allergen verification.

Parents may still provide homemade or home-baked foods for their own child's snack or lunch.

STUDENT CODE OF CONDUCT OF GREEN LOCAL SCHOOLS

Reviewed and revised, 2013

In its Philosophy of Education, the Green Board of Education recognizes the right of each student to an education. Inherent in this right is the commensurate responsibility of each student to act in such a way as not to interfere with the rights of others to the same opportunity. School personnel, parents, and students have the responsibility to develop and maintain an atmosphere that is compatible with this right. Rules and regulations are necessary so that we all know what is expected of us. The building principal will be fair, consistent, and just in applying the rules in the following policy to students who display inappropriate or unacceptable behavior during the school day or school-related extra-curricular activities.

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, Alternative Classroom Assignment, suspension, filing of unruly charges in Summit County Juvenile Court, and/or expulsion. The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after reviewing of the facts and/or special circumstances of the situation. The following chart/list provides the areas that could result in disciplinary action. The absence of behavior from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

**** The steps of discipline outlined in this handbook are to be used as guides. However, depending on the severity of the incident, the administration may administer less discipline than what is outlined or advance the student to the discipline step that he/she deems appropriate.***

Responsibilities for Behavior and Discipline of Students

In its Philosophy of Education, the Green Board of Education recognizes the right of each student to an education. Inherent in this right is the commensurate responsibility of each student to act in such a way as not to interfere with the rights of others to the same opportunity. School personnel, parents, and students have the responsibility to develop and maintain an atmosphere that is compatible with this right. Rules and regulations are necessary so that we all know what is expected of us. The building principals will be fair, consistent, and just in applying the rules in the attached policy to students who display inappropriate or unacceptable behavior during the day or during school-related, extra-curricular activities.

STUDENT CODE OF CONDUCT

(Board policy 5500)

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, Alternate Classroom Assignment, suspension, filing of unruly charges in Summit County Juvenile Court, and/or expulsion.

RULE 1: Disruption of School

A student shall not cause disruption of the educational process, including all curricular and extracurricular activities.

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.

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 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-Alike Substances

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 a student being under the influence and request 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.

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 include any alcoholic beverage, an 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.

RULE 5A: Use of Vape/Tobacco

The school prohibits the sale, distribution, use, or possession of any form of tobacco (including look-alike substances) or cigarette lighters/matches during 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 and/or Menacing Behavior; Harassment

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 the harassment in any form (physical, psychological, racial, religious, sexual, verbal, and non-verbal) of another individual or individuals.

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, they may not leave school property prior to the end of the designated school day without parental permission and the administration's authorization.

CONSEQUENCES FOR TARDIES PER SEMESTER:

0 - 4 No Penalty

5 - 9 Lunch Detention

10 -14 Friday School

15 + Alternative Classroom Assignment

An attendance plan will be put into place when a truancy threshold is reached.

RULE 9: Disrespect and Insubordination

A student shall comply with the direction of the teacher, student teachers, substitute teachers, 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 students. 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 (e) the use of artificial intelligence to complete any part of an assignment. Plagiarism is taking and using as 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

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.

USE OF ELECTRONIC DEVICES:

Possession of a telephone or other electronic communication device by a student is a privilege that 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 students follow building-wide storage procedures (7:25 - 2:50)**.

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 could 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.

1st violation of unacceptable use: A lunch detention is assigned and confiscation of device could occur.

2nd violation of unacceptable use: A Friday school is assigned and confiscation of device could occur.

Additional violations consequences are up to administrator discretion.

***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, Abetting and Complicity

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 (board policy 8600)

All school rules apply while on a 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 can be denied for up to one school year (based on administrative discretion) 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 vandalism, 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.

*It should be noted that students may be subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior toward school personnel or school property **DURING NON-SCHOOL TIME**

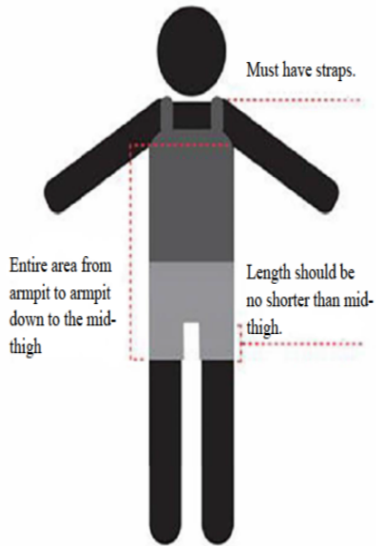
PUBLIC DISPLAY OF AFFECTION (PDA)

Good manners and appropriate conduct in boy-girl relations are part of the education of every student. Kissing, embracing, and other similar behaviors are considered inappropriate in school and will result in school discipline.

DRESS CODE

The GMS Administration will determine the acceptability of student attire. Green Local Schools believes that appropriate student dress contributes to a productive learning environment, as well as to student well-being, health, and safety. The student dress code establishes the general parameters and guidelines for student attire. School administration shall administer the dress code with neutrality and consistency. Students are responsible for appropriate attire at school

and school events/activities. Parents and school administration also bear responsibility for the appropriate attire of students.



ALL STUDENTS

Clothing must cover areas from one armpit to the other armpit, down to the mid-thigh. Tops must have shoulder straps and be long enough to adequately cover the waistline and not expose the midriff.

General Guidelines:

1. Students are required to show proper attention to personal cleanliness/hygiene, neatness, health, safety, and suitability of clothing and appearance for school activities;
2. Dress and grooming of the student shall not create a hazard to the safety or health of any person or cause actual distraction from or disturbance in any school activity;
3. Clothing, jewelry, or personal items with language or images that are vulgar, sexually suggestive, discriminatory, obscene, libelous, or threatening or that promotes illegal or violent conduct are prohibited;
4. Gang-related apparel is prohibited.

Specific Guidelines:

1. Undergarments must be covered at all times and not visible;
2. All pants and shorts are to be worn at one's true waist;
3. Garments must be of appropriate length and size
4. Students must wear shoes or sandals at all times;
5. Clothing, jewelry or personal items depicting inappropriate language, signs, symbols or advocacy of illegal activity, hate symbols, or sexual references are unacceptable;

6. Any article deemed by school administration to be in poor taste for school may be unacceptable;
7. Sunglasses may not be worn unless approved by the principal or designee;
8. Jewelry that may pose a risk to anyone is not permitted;
9. Clothes with inappropriate holes or shredding, or that is sheer are not permitted.

Harassment (board policy 5517.01)

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

A. Verbal

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. Nonverbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. Physical Contact

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability Harassment

A. Verbal

1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the District.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. Physical

An intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

The Board will not tolerate any form of violence, disruptive or inappropriate behavior, or expression of threats of violence, nor excessive truancy which it defines as more than ten (10) days of unexcused absence. In addition to disciplinary action specified in the parent/student handbooks, the Superintendent shall develop strategies that will help prevent students from demonstrating any of these unacceptable behaviors. **Disciplinary action may range from verbal reprimand to expulsion.**

BULLYING, HARASSMENT, AND INTIMIDATION

Green Schools prohibits 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. “Cyberbullying” 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 Stay Safe, Speak Up link on the district website. All information reported will be confidential.***

Lockers

Lockers are available upon request in the main office. Lockers are the property of the school and, as such, **may be checked at any time. The school is not responsible for any missing materials from the lockers (or gym lockers); therefore, it is strongly suggested that valuables be left at home.**

1. DO NOT store any valuables in student lockers.
2. Switching/transferring from an assigned locker without administrative approval is prohibited.
3. Keep locker combinations confidential.
4. Students are held responsible for the general upkeep of their lockers. Students will be held responsible for any damages to their lockers, such as gum, stickers, etc.
5. Use of tape or displays outside of the locker is not permitted.

SEARCH AND SEIZURE (board policy 5771)

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 the 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.

A 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 for 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 the 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.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object is taken from a student.

Minor Conduct Code

A teacher and other staff members have the right and authority to maintain proper discipline and conditions conducive to education in the school environment. They may do so by command, student conferences, parent conferences, and recommendations from other services, detentions, referral to the principal's office, and other methods applicable to the situation.

CONSEQUENCES

Lunch Detention

Students may be assigned lunch detention for failure to abide by school rules. The detention is held in a designated location. Students will eat lunch but will not participate in the directed recreational activity period. Parents will be notified through email.

Friday School / After School Detention

Students may be assigned after-school detention for failure to abide by school and/or classroom rules. The detention is held in a designated room at the middle school and will start at 3:00 p.m. and end at 5:00 p.m. Parents will be notified by email and/or phone. Parents are responsible for providing transportation for their children.

Alternative Classroom Assignment

ISS/AEP is an alternative to suspension from school, the difference being that the school retains custody and control of the student. The student attends no class or activity and is kept as completely isolated as possible. Parents will be notified (by mail or phone) of placement in

ISS/AEP. Students are expected to do their schoolwork and will receive credit for completed work.

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.	A student subject to suspension:
	When a student is being considered for an out-of-school suspension by the Superintendent, principal, or another 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 another 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.
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The 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.
The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.
Appeal to the Court
Under Ohio law, the appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

Students subject to expulsion:
When a student is being considered for expulsion by the Superintendent:

1.	The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2.	The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor

	later than five (5) school days after the notice is given unless the Superintendent grants an extension upon request of the student or parent.
3.	Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion 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.

The appeal of Expulsion to the Board
A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.
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.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed, in writing, within five (5) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.
While a hearing before the Board may occur in an executive session, the Board must act in public.
Appeal to the Court
Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C.	Students subject to emergency removal:
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	Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.
D.	Students subject to permanent exclusion:
	Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.
E.	Students subject to loss of privilege from bus riding/transportation:
	Students whose conduct warrants loss of privilege from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Loss of privilege of Bus Riding/Transportation.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including alternative classroom assignment. An alternative classroom assignment is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extracurricular activities.

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 for 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 ongoing 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.

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 onto 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 an interscholastic competition, an extra-curricular event, or at 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 the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a) (3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar devices.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such a ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- | | |
|----|--|
| a. | Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability); |
| b. | The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or |
| c. | The academic and disciplinary history of the student, including the student's response to the imposition of |

	any prior discipline imposed for behavioral problems.
Violent Conduct	
If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:	
a.	would be a criminal offense if committed by an adult;
b.	results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student cannot be prosecuted or convicted of any criminal act to be expelled under this provision.	
The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:	
a.	applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
b.	other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.
If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.	

Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

"Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio (See Policy 5610.01).

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

PERMANENT EXCLUSION OF NONDISABLED STUDENTS (5610.01)

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

A.	carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board
B.	possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board
C.	complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with the law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

A.	rape, gross sexual imposition, or felonious sexual penetration
B.	murder, manslaughter, felonious or aggravated assault
C.	complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request.

If the Superintendent has adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, s/he shall submit a written recommendation to the Board that the student should be permanently excluded from the public schools by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Superintendent's recommendation.

If the Board adopts the resolution, the Superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents.

If the Board fails to pass the resolution, it shall so notify the Superintendent, in writing, who, in turn, shall provide written notification of the Board's action to both the student and his/her parents.

If the State Superintendent rejects the Board's request, the District Superintendent shall readmit the student in accordance with statute and District guidelines.

If the State Superintendent acts on the Board's request, his/her actions and those of the District shall be in accord with the procedures described in the statute.

LOSS OF PRIVILEGE OF BUS RIDING/TRANSPORTATION (5610.04)

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

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

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES (5610.05)

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals, and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student-athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

This policy shall be posted in a central location in each school building and will be available to students upon request.

Green Local Schools Technology Acceptable Use Policy for Students

Introduction

Technology can greatly enhance an instructional program as well as provide efficiency for users. Green Local Schools provides students with access to computer equipment, software, and network services to be used as tools and resources to support learning, collaboration, and educational research related to the district curriculum and the state academic content standards. The use of this technology is a privilege.

It is the policy of Green Local Schools that technology tools and resources are used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the district. Users must acknowledge their understanding of the policy and guidelines as a condition of receiving network and Internet access. In order for the School District to be able to make its computer network and Internet access available, all students must take responsibility for the

appropriate and lawful use of the network. 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 teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student and parent cooperation in exercising and promoting responsible use of this access.

Use of the District Network includes Internet access. Internet access is filtered throughout the District as required by the Federal Childhood Internet Protection Act. While the content on the Internet is filtered and computer use is subject to supervision, it is possible that students might access inappropriate material either deliberately or by accident. District guidelines for Internet use prohibit access to material that is inappropriate in the school environment. Students should immediately report any security problem or misuse of the Internet or equipment on the network to the teacher, supervisor, or building administrator.

The District computer network is to be used in a responsible, efficient, ethical, and legal manner. In order for students to use the District computer network and the Internet, students and their parents or guardians must first read and understand the following Acceptable Use Policy.

PARENTS HAVE THE RIGHT TO REFUSE ACCESS TO INTERNET RESOURCES FOR THEIR CHILDREN BY REQUESTING A FORM FROM THE SCHOOL OFFICE.

The School District reserves the right to refuse access to the computers and the Internet available on the District network

Technology Resources

The computers, network and technology systems of the District are intended for educational uses. Material created and/or stored on the system is not guaranteed to be private. Network administrators and district instructional staff review the network from time to time to ensure that the system is being properly used. For this reason, users should know that a third party, employed by the district, might view their materials. All communications and information should be assumed to be the property of the District. In some settings, the district has software to observe student work such as in student technology labs.

Acceptable Uses of Technology Resources

Green Local Schools is providing access to its computer network for educational purposes only. If the student has any doubt about whether a contemplated activity is educational, she/he should consult immediately with the teacher or school personnel in charge.

Students will respect the privacy of fellow students, which includes not touching the mouse, keyboard, or work of another student without permission.

Students will respect the proper care and functions of the equipment and immediately report any hardware, software, security problem, or network abuse to the teacher or school personnel in charge.

Unacceptable Uses of Technology

Use District technology equipment, software, and network without supervision.

Share a network account or password with another person or leave an open file unattended or unsupervised.

Use someone else's account or attempt to access another user's files.

Engage in actions detrimental to the operation of hardware, software, and/or the network.

Create or change configurations on computers or the network.

Access or "hack" unauthorized hardware, software, or the network.

Access inappropriate material or share information about inappropriate material with other students.
Use vulgar, derogatory, or obscene language, or language that may be hurtful to another person or that may constitute personal attacks or harassment of another person.
Post-private information about another person.
Plagiarize or break copyright laws.
Use of Artificial Intelligence to complete work.
Use District technology or network services for personal, entertainment, political, or commercial purposes.
Waste resources, i.e., paper, ink, server space, network bandwidth, etc.
Alter any program, hardware, or software.
Abuse printers, printing, or other peripheral devices.
Download, copy, or store software, shareware, or freeware. Engage in actions that cause damage, impair effective use, or defeat protective security software. Access personal email accounts (Yahoo, AOL, etc.), chat rooms, or other means of electronic communication over the District network for purposes that are not school-related.
Bypass or attempt to bypass the filter. (Proxy servers, etc.)

Consequences of Irresponsible Use

Consequences for individuals violating the Acceptable Use Policy vary depending on the nature and seriousness of the violation. Consequences might include:
Loss of technology privileges for a specific period of time or indefinitely.
Removal from a course, if the student is in a course that requires the use of technology resources.
Suspension and/or expulsion as per the student code of conduct.
Potential civil or criminal liability.

Warranties/Indemnification

The Green Local School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the Internet provided under this Policy. The Green Local School District will not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user resulting from the use of technology and the electronic network. The user takes full responsibility for his/her use. The user agrees to indemnify and hold the Green Local School District, its employees, and the Northeast Ohio Network for Educational Technology (NEONET) harmless from any and all loss, costs, or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with the District in the event of the District initiating an investigation of a user's misuse of his/her access to the computer network and the Internet, whether that use is on a District computer or another computer outside the School District's network.

GMS: ONE TO ONE INITIATIVE

Beginning in August 2016, every student at GMS will be assigned a Chromebook for school and home use. This new initiative is called **GMS: One to One**. Chromebooks are laptop computers that are designed to be used primarily while connected to the Internet and utilize applications and documents in the cloud. These devices will provide all of our middle school students with

the same powerful learning tool to complete both in-class and at-home academic projects and assignments.

GMS Chrome Book Initiative

- Expands and enhances our students’ educational opportunities.
- Encourages integration of 21st-century technology skills throughout the learning process.
- Uses Canvas as the foundation for collaboration, transforming instruction & learning.
- Provides students with access to any time, anywhere learning by harnessing cloud-based applications to extend learning time beyond the school day.

Green Local Schools has purchased the initial set of Chromebook computers with grant monies raised through the Young Entrepreneurship Consortium. A \$25 technology fee will be assessed for middle school students each school year to provide sustainability to our Chromebook program. Additionally, the district is leveraging existing technology department funding to sustain this project.

Chromebook Check Out / Return Procedures

1. Parent and students sign three forms (Chromebook Usage Agreement, Acknowledgement of Receipt of Chromebook 2023 - 2024, and the Green Local Schools Acceptable Use Policy).
2. Chromebooks are checked out and assigned to students just like any textbook.
3. Students turn in Chromebooks when withdrawing or graduating from the district. Chromebooks are assessed for damages and fines are assessed as needed.

All questions in regard to the One to World programs and Chromebooks at GMS can be answered by visiting the GMS website, downloading the Chromebook Handbook, or contacting an administrator.

Discipline for Chromebook Violations

I. Minor Infractions: Minor Chromebook infractions are those that interfere with the ability to properly use your Chromebooks in the learning environment. These may include (but are not be limited to):

- Failure to bring your Chromebook to school/class as assigned
- Off-task use of Chromebook/Internet during instructional time
- Unauthorized use of another student’s Chromebook
- Failure to properly charge, store, or take care of Chromebook in order to be ready for class
- Other infractions as deemed inappropriate by instructional staff and/or administration

These violations will be addressed with the student as follows:

Offense	Disciplinary Action
1 st - 3rd Offense	Verbal warning to the student (by teacher and/or library monitor)

4th Offense	Behavior referral made to the office Lunch detention to be assigned Parent will be notified by email
5+ Offense	Behavior referral made to the office Discipline will be done by administrator discretion Parent will be notified by email/or phone.

II. Major Infractions

Major Chromebook infractions are those that cause temporary or permanent damage to your Chromebook. These may include (but are not be limited to):

- Mistreatment or destruction of your Chromebook
- Abandonment of Chromebook/Leaving Chromebooks unattended
- Tampering with the software on your Chromebook
- Removal of/damage to any GMS identifying tags on your Chromebook
- Theft of another student’s Chromebook
- Other infractions as deemed inappropriate by instructional staff and/or administration

Discipline is subject to administrative discretion, which could include: lunch detention, Friday school, alternative classroom assignment or suspension.

Families are responsible for the cost of lost or damaged Chromebooks and chargers.

TRANSPORTATION

Buses: For questions and/or guidelines regarding bus transportation, contact the Transportation Department at (330) 896-7590.

Green Local School District Bus Conduct: (board policy 8600)

All school rules apply when riding the school bus.

1. School bus transportation is a privilege, not a right. The bus driver is the sole authority on the bus while students are being transported.
2. Parents are responsible for:
 - A. the safety of their child while going to or from the bus stop and while waiting for the bus.
 - B. their child being at the bus stop at least five (5) minutes prior to the scheduled pick-up time.
 - C. damage to school buses, personal property, or public property.
3. Students are expected to conduct themselves in a proper manner at bus stops. The District will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus or after the student has disembarked from the bus on his/her way home.

4. 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 for any reason other than an emergency.
5. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.
6. A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the transportation coordinator.
7. Students shall cross all streets at least ten (10) feet in front of the school bus and after the driver has signaled the student that it is all right to do so.
8. For the safe operation of the school bus, noise on the bus shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver. Students are not allowed to play their own radios or tape recorders. Both the use of the bus radio and the station or programs which students listen to must be approved by the transportation coordinator.
9. Students shall remain seated while the school bus is in motion and keep all parts of their bodies inside the bus.
10. Students shall NOT throw items inside the bus or out of the bus windows and should not hold anything so that it extends out of the bus window.
11. Students should not tamper with or open a school bus emergency door unless directed by the driver.
12. Eating or littering is not permitted on a school bus, and the use of tobacco is strictly prohibited.
13. Students should not use abusive or profane language on the bus.
14. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the principal should be consulted.

A bus behavior report will be completed and sent to the building administrator. Penalties for misconduct on a school bus may include one or more of the following: warning, detention, transportation denied for a number of days, suspension, and expulsion.

VIDEO ON SCHOOL BUSES

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

GMS SUPPORT

Where to find / What to do???

Upon entering middle school you may have questions or concerns about your normal day-to-day happenings at GMS. The following is a list of questions, statements, or comments that you may encounter. After the comment is a person or place to go for direction or help. Remember, your teachers or parents are always a great place to go for help. Morning or afternoon announcements are very informative. Pay attention when they are being made!

Problem, Question, or Concern	Where to go for help.
<i>I'm hungry, but I forgot my lunch money.</i>	During lunch let one of the lunch cashiers know, and they will provide you with a snack.
<i>My family and I are going on vacation while school is in session</i>	You need to get a vacation request form in the guidance office
<i>I just saw a student bullying / harassing another student.</i>	Immediately report this to a teacher, counselor, or administrator.
<i>I just saw/heard a student with something inappropriate (drugs, alcohol, weapon, etc.</i>	Immediately report this to a teacher, counselor, or administrator.
<i>Where do I go if I'm feeling sick?</i>	Let your teacher know and report to the school health aide (Mrs. Dunford). Her office is in the guidance department.
<i>I'm not doing well with my grades. I think I need help.</i>	Talk to your team of teachers or a counselor in the Guidance Office
<i>I've been having problems with my classmates</i>	Talk to your teachers, counselor or principal.
<i>I've been having problems with a teacher.</i>	Talk to a counselor or principal

I've been struggling with some personal issues.

Talk to your guidance counselor.

