



**GREEN HIGH SCHOOL**  
**STUDENT HANDBOOK**  
**2024-2025**

**BULLDOGSTRONG**

**GREEN HIGH SCHOOL**  
**1474 BOETTLER ROAD**  
**UNIONTOWN, OH 44685**

**330-896-7575**  
**330-896-7543**  
*24-HOUR ATTENDANCE LINE*

**WWW.GREENLOCALSCHOOLS.ORG**

# WELCOME TO GHS!

The administration & staff of Green High School would like to welcome new and returning students to the 2024-2025 school year. Please know that our staff is always available to help you through your high school journey. Take advantage of their expertise and knowledge to help you succeed.

This handbook is a great resource to reference at any time. We have put this manual together to help familiarize you with the day-to-day operations of Green High School, the expectations we have for you as students, and the procedures & policies we use as a district to help make GHS a great place to learn and grow.

GHS provides students with excellent academic opportunities, as well as extra-curricular activities and community involvement. Take advantage of all that GHS has to offer during your high school years. Good luck and best wishes for a successful school year.

## GO BULLDOGS!

Cindy Brown, Principal  
browncindy@greenlocalschools.org  
330-896-7550

Bill Bridenthal, Assistant Principal  
bridenthalbill@greenlocalschools.org  
330-896-7570  
Grades 9 & 11

Jeff Wells, Assistant Principal  
wellsjeff@greenlocalschools.org  
330-896-7538  
Grades 10 & 12

## GREEN HIGH SCHOOL - INCLUSIVE SCHOOL ENVIRONMENT

The administration, faculty, staff and students of Green High 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 High 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 High School, kindness will prevail.

**BULLDOG STRONG**

# GHS ADMINISTRATION

Cindy Brown	Principal	Erich Muzi	Athletic Director
Bill Bridenthal	Assistant Principal	Jeff Wells	Assistant Principal

# GLS ADMINISTRATION

Jeff Miller	Superintendent	Eydie Snowberger	Treasurer
Alana Niemiec	Assistant Superintendent	Joya Mitchell	Student Services

# BOARD OF EDUCATION

Robert Campbell, President  
Katie Stoyhoff, Vice President  
Sally Fanelly  
David Cohen  
Eric Chojnacki



***In a city of Ohio,  
Stands our high school dear.  
Midst the homes of friends and  
neighbors, our lives center here.  
So we praise thy name, Oh Green High  
Keep your standards high!  
Lift your voices, loud and loyal  
To the very sky!***

**GREEN LOCAL SCHOOLS  
BULLDOG  STRONG**

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# GHS BELL SCHEDULE

<b><i>TIME</i></b>	<b><i>CLASS</i></b>
7:15	Doors Open
7:30 – 7:35	Homeroom, Attendance, and Announcements
7:35 – 8:18	Period 1 / Block A
8:22 – 9:05	Period 2 / Block A
9:09 – 9:52	Period 3 / Block B
9:56 – 10:39	Period 4 / Block B
10:43 – 11:26	Period 5 / Block C
11:30 – 12:13	Period 6 / Block C
12:17 – 1:00	Period 7 / Block C
1:04 – 1:47	Period 8 / Block D
1:51 – 2:35	Period 9 / Block D
2:35	Dismissal



# IMPORTANT DATES

<b>RESOURCE PICK-UP</b>	AUG 7 9-11am & 1-3pm AUG 8 9-11am & 1-3, 6-8pm AUG 10 10am – 1 pm	Grades 11–12 All Students All Students
<b>OPEN HOUSE</b>	WED AUG 14 6-8pm	All Students
<b>PARENT-TEACHER CONFERENCE DATES</b>	October 10 November 7 February 13	4 - 8 PM Sign up online (GHS Website)

<b>SEMESTER 1</b>	<b>August 14, 2024 – December 20, 2024</b>	
<b>First Student Day</b>	GRADE 9: August 14 ALL STUDENTS: August 15	
<b>No School</b>	September 2	Labor Day
<b>End of 1<sup>st</sup> Quarter</b>	October 10	
<b>No School</b>	October 11	
<b>No School</b>	November 5	Election Day
<b>No School</b>	November 27 – December 1	Thanksgiving Break
<b>Mid-Term &amp; Final Exams</b>	December 18 – 20	See GHS website for schedule
<b>No School</b>	December 23 – January 3	Winter Break Return to school on January 6 <sup>th</sup>
<b>End of 2<sup>nd</sup> Quarter/Semester</b>	December 20	

<b>SEMESTER 2</b>	<b>January 6, 2025 – May 21, 2025</b>	
<b>No School</b>	January 20	MLK Jr. Day
<b>No School</b>	February 17	President’s Day
<b>End of 3<sup>rd</sup> Quarter</b>	March 7	
<b>No School</b>	March 24 – 28	Spring Break Return to school March 31 <sup>st</sup>
<b>No School</b>	April 18	
<b>Senior Awards Ceremony</b>	May 12 7pm	GHS Auditorium
<b>Senior Payback Day</b>	May 13	
<b>Senior Exams</b>	May 14 & 15	
<b>Senior Prom</b>	May 17	La Pizzeria Restaurant
<b>After-Prom</b>	May 17-18	Green High School
<b>Graduation</b>	May 20 7pm	Green Memorial Stadium
<b>Final Exams grades 9-11</b>	May 19- 21	See GHS website for schedule
<b>End of 4<sup>th</sup> Quarter/ Semester</b>	May 21	Last Day of School



# 2024-2025 Academic Calendar

## GREEN LOCAL SCHOOLS BULLDOGS STRONG

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

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

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

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

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

February 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

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

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

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

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

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

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

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

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

Aug 12	Convocation Day
Aug 13	Teacher Work Day
Aug 14	First Day for Students
Aug 30	No school/Teacher PD Day
Sep 2	Labor Day No school
Oct 11	NEOE Day No school
Nov 5	No school / Teacher PD Day
Nov 27-Dec 1	Thanksgiving Break No school
Dec 23-Jan 3	Winter Break No school
Jan 20	MLK, Jr. Day No school
Feb 17	Presidents' Day No school
Mar 24-28	Spring Break No school
Apr 18	No school - Conf. Comp. Day
May 19	Last Day of School Students PK-8
May 20	GHS Final Exams
May 21	GHS Final Exams
May 22	No school / Teacher PD Day
May 23	Teacher Work Day / Checkout
Qtr 1	August 14 - October 10
Qtr 2	October 15 - December 20
Qtr 3	January 6 - March 7
Qtr 4	March 10 - May 21
	Final Exams: May 19-21

Color key:

First Day of School

No School for Students/Staff

No School for Students/PD Day

Last Day of School

Make-up days due to inclement weather will be added to the end of the academic calendar, if necessary.

174 Student Days (Pre-K - 8)

176 Student Days (9-12)

184 Teacher Days



BE RESPONSIBLE

\*\*\* This calendar begins earlier in August and ends earlier in May to provide a lengthy summer for the construction of our new facilities. Please note that the 2025 - 2026 school year calendar will need to be adjusted as well, with school likely beginning after Labor Day. \*\*\*

# INTRODUCTION

## FORWARD

The GHS Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. It 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, school counselor or administrators. This handbook replaces all prior handbooks and other written material on the same subjects.

All policies, procedures, and bylaws adopted and approved by the Board of Education are available to be read online at [www.greenlocalschools.org](http://www.greenlocalschools.org) (navigate to the "Board of Education" tab at the top of the page). Several of these policies are referenced throughout this handbook. The GHS Student Handbook is available on the high school webpage for printing or reference. Sections of the handbook are posted in various locations throughout GHS.

## 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. At Green High School, our mission is to challenge each student to reach his or her full intellectual, creative, and physical potential through a rigorous and competitive curriculum. We encourage students to become responsible life-long learners by affording meaningful opportunities that help them discover their passions and strengths. We strive to create a positive school climate that fosters mutual respect and social responsibility, enhanced by a strong partnership between our school, our families, and our community.

## 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, electronic media, or hand deliver information 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. Board Policy 5780 outlines student rights and responsibilities.

## GREEN HIGH SCHOOL: VALUING DIVERSITY

The staff at Green High School is committed to providing a safe, welcoming environment for all students regardless of their gender, ethnicity, race, culture, religious beliefs, sexual orientation, national origin, age, physical and mental abilities, and/or socioeconomic status. The term "diversity" is meant in this statement to be inclusive of the categories just listed. Our statement on valuing diversity is intended to be practical, not political. We aim to demonstrate our view of diversity issues through our work with individual students and student groups, curriculum development, special assemblies, work programs, assessment, co-curricular activities, and supervision.

We recognize the impact of diversity issues on all individuals such as personal development, building relationships, stereotypes, oppression, discrimination, and prejudice. We make an effort to promote the acceptance and understanding of individuals with diverse backgrounds and to educate ourselves and others on diversity-related matters.

We encourage our staff and students to discuss and explore their own attitudes, values, and beliefs. We uphold the freedom for ourselves and others to remain committed to certain personal values. We also know that value conflicts and challenges can arise from issues related to diversity, and that recognition and discussion of these differences often lead to further understanding and growth for everyone. In our efforts to be sensitive to the needs and backgrounds of everyone, we welcome our staff and students to initiate potentially difficult discussions in appropriate ways for the greater benefit of those involved. We work to help students recognize and understand the value of our similarities and differences.

While some of the ideals in this statement may be lofty, we summarize our approach within this statement so that we can look to it as a guide for our practice of valuing diversity. Our hope is the staff and students at Green High School feel valued for the unique perspective, talents and characteristics they bring to our learning environment.

## EQUAL EDUCATION OPPORTUNITY

### ***Non-discrimination Policy***

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:

**Joya Mitchell**  
*Title VI, Title IX, Section 504 Coordinator*

Complaints should be referred to:

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

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

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

### ***Student Grievance Procedures***

To resolve complaints of alleged discrimination on the basis of race, color, national origin, sex or handicap, the following procedural outline is to be used to file a complaint alleging discrimination based on race, color, national origin, sex, or handicap. Such complaints will be received and dealt with in a confidential manner. It is important that the aggrieved comply with the time limitations.



The aggrieved party shall immediately inform the teacher most directly concerned with all the circumstances as they related to any action which would be prohibited by the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. If a mutually satisfactory solution is not agreed upon, the student shall arrange for a conference with the building director, at which time he/she will again relate all the details as it pertains to the complaint. If no teaching staff member is involved, the student shall inform the building director.

In the event that a mutually agreeable solution cannot be found, the building director and/or student may make a written request to the superintendent. The problem must be fully outlined and the procedures to be taken shall be described. This written request should be submitted at least 48 hours prior to the proposed conference. The superintendent, together with the interested parties (interested parties shall include those parties related to the complaint), shall seek a satisfactory solution in view of the evidence presented.

Within 30 days following the meeting with the superintendent of schools, an appeal may be made to the board of education at an executive meeting set up by the superintendent of schools. This written appeal, with the problem fully outlined, must be submitted at least 48 hours prior to the meeting.

Inquiries concerning the application of Title VI, Title IX, and section 504 may be referred to the Title IV, Title IX or Section 504 Coordinator.



## **GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the district in which they live. New students to Green High School are required to enroll with their parents or legal guardian. In order for a student to attend Green High School, a student's parent/ guardian must be a resident of Green and he/she with them. In order for a student to be eligible for valedictory or salutatory honors he/she must have been an in-residence reside student for a minimum of three full semesters in Green Schools during grades 9-12.

To enroll, please visit our webpage ([www.greenlocalschools.org](http://www.greenlocalschools.org)) or call the Central Registration Secretary at 330-896-7500. After completing the online registration, you will be contacted for an appointment. Parent/guardian will need to bring the following documents to the enrollment appointment:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

Students enrolling from another accredited school must have an official transcript from that school in order to receive credit from that school. The GHS Student Services Office will assist in obtaining an official copy of the transcripts. Adult students (18 years of age or older) must make an appointment with the principal and get permission to enroll. Appointments are made by calling (330) 896-7575. Students who have been suspended or expelled by another public school in Ohio will be denied admission to the District's schools during the period of suspension/expulsion even if that student would otherwise be entitled to attend school in the district.

### **STUDENT SERVICES**

School counselors are determined by a student's last name. All efforts are made to keep the same counselor throughout a student's high school career. Students are asked to make an appointment to see their counselor before/after school or during lunch. Counselors will send for you at an appropriate time during the day.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Student Services Office and in accordance with the GHS Student Add/Drop Procedure (see below). It is important to note that some courses which are requested by a student may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Students at GHS are required to maintain a full class schedule of at least 5 courses per semester.

### **STUDENT ADD/DROP PROCEDURE**

In order to provide the greatest opportunity for students to schedule appropriately & to maximize instructional time, the following guidelines have been established for schedule changes:

1. The last day of school of the previous school year will be the deadline to initiate schedule changes. Students and parents will receive confirmation of the scheduled classes in late May. Families should use this notification to review their student's schedule and request changes when appropriate.
2. Schedule corrections will only be performed after the deadline in the following circumstances:
  - a) A course that was on the student's selection sheet has been omitted,
  - b) A course is scheduled that the student had not selected,
  - c) Too many or too few courses are scheduled,
  - d) A lunch is not scheduled,
  - e) Student has not met the prerequisite of a course,
  - f) Students have completed/not completed a course in summer school.
3. Schedule changes from one course to a more difficult /less difficult one within a content area can be requested after the 10th day of school & in accordance with the following:
  - a) After the 10<sup>th</sup> day of school and through the first interim, students may request to change to a different level of a course. Student/parent-initiated changes will not be honored after the 5<sup>th</sup> week of school.
  - b) All requests must be made in writing to the student's counselor bearing the student's signature, as well as a parent signature, and the signature of the teacher from whom the student is transferring.
  - c) If there is a disagreement among the academic team (student, parent, teacher, counselor), a conference with a principal will be scheduled.
  - d) All changes under this circumstance are also subject to seat availability.
  - e) Teacher initiated changes may be made through the 2<sup>nd</sup> grading period.
  - f) Grades accumulated in the course from which the student transfers will be given to the teacher of the course in which the student enrolls. Accumulated grades will be transferred to the new course and used in calculating the grade in the new course.
4. In specific hardship circumstances, students may request a schedule change after the last day of school deadline. Students must complete the "Extraordinary Circumstances Schedule Change Request" form within the first 10 days of either semester. This form is available in the Student Services Office, and online. The request will be reviewed and presented to the GHS Department Chairs for consideration.

### **STUDENT RECORDS**

There are two basic kinds of records – directory information and confidential records. Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student notify the principal in writing that they wish to restrict the release of such information. An annual notice will be sent out notifying parents and adult students what information will be considered directory information with instructions on how to prohibit its release. Parents have the right to inspect, review, or amend the educational records of their children. Board Policy 8330 outlines these procedures.

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

Parents are provided the opportunity and process to be heard when concerns exist about staff members, instructional materials, or district-provided services. Board Policy 9130 outlines these procedures and the processes for parents. Requests for such information are made through the building principal.

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

### **TRANSCRIPTS**

Official transcripts must be sent from institution to institution. Only unofficial transcripts will be released to students. Requests may be made in the Student Services Office. Please allow for processing time.

### **WITHDRAWAL FROM SCHOOL PROCEDURE**

Prior to withdrawing from school, a written note must be submitted from the parents, or a confirmation call made by the counselor or assistant principal, OR a Withdrawal Form must be secured, completed, and returned to the Student Services Office. Chromebooks must be turned in and all fees paid in full to complete a withdrawal.

### **STUDENT WELL-BEING**

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado drills, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he should notify a staff person immediately.

### **ACCIDENT INSURANCE**

Each student has the opportunity of purchasing Student Accident Insurance for the school year. Brochures will be distributed to students at the beginning of the school year. All correspondence is handled with the insurance company. The school is not involved except to distribute the literature and make the policy available to those interested. Student athletes are encouraged to purchase this protection.

### **EMERGENCY MEDICAL AUTHORIZATION**

State Law requires that all students have an Emergency Medical Authorization form completed and on file in the Main office of the school building, signed and completed by a parent or guardian.

### **HANDICAPPED ACCESS**

Green High School is equipped with handicapped accessible entrances at door 1 (main office entry), door 6 (Commons/gymnasium area), and at the Media Center. 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.

### **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 at 330-896-7700, 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 1<sup>st</sup> birthday, and an additional dose of the MMR vaccine given at least (30) days from the first for all students entering 7<sup>th</sup> grade - 12<sup>th</sup> grade.
- Rubella - same as measles
- Mumps -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 school year 1999.
- (For schools offering a pre-school program, add the requirements for two doses of HIB.)

### **INJURY AND ILLNESS**

All injuries must be reported to a staff member and the main office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. If an emergency or illness occurs during school time, students should report to the main office for help. If you must leave class, get a pass from the teacher. A secretary or health aide will call home to notify a parent/guardian if the illness requires you to leave school. NO student will be released from school without proper parental/guardian permission.

### **SCHOOL CLINIC**

Students are to report to their scheduled teacher to obtain a pass to go to the clinic. Students will be permitted to stay for 30 minutes in the clinic (if room is available). At the end of the time limit, students will return to class, or the main office can notify a parent/guardian to get permission for the student to sign out and go home. If the school district's nurse is in the building, students will be referred to the nurse.

## **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 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 violations of the Drug Prevention Policy and of the Student Code of Conduct. Only medication in its original prescription bottle, labeled with the date of 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 High School Main Office by the parent/guardian of the student with completed forms.

## **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 down the stairs, 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 1<sup>st</sup> 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.

Safe Schools Drills will also be conducted annually. **Failure to comply with procedures during a tornado, fire, or other safety drill will result in disciplinary action.**

## **VISITORS & VOLUNTEERS**

GHS welcomes visitors and volunteers to the building in accordance with Board Policies 3120, 4120, and 9150. Visitors and volunteers are expected to abide by all district/Board policies at all times and display appropriate behavior while in the building. Visitors and volunteers are expected to observe the following guidelines:

- ALL visitors, including parents and registered walkers, must enter Door 1 and sign in at the Main Office.
- Visitors must announce the purpose of their visit, and wear a Visitors Pass at all times while in the building.
- ALL visitors must provide a valid ID (driver's license) when entering the security vestibule. ID will be returned when the GHS visitor's pass is turned in to the Main Office secretary.
- Friends coming to meet students should remain outside the main entrance to the building until school is dismissed.
- Students wishing to bring out-of-town visitors to school need the principal's approval 5 school days prior to the visit.
- The Administration has the final authority on the approval of visitors.
- Visitors will not be permitted to eat lunch with students.
- Volunteers will be required to undergo a background check every 5 years (at their own expense).
- Volunteers are covered under the District's liability policy, but other insurance (health, illness/accident) is not provided. Volunteers are not eligible for workers compensation.
- Volunteers are not permitted, at any time, to accept any compensation from a third party.

Please contact the Central Administration Building for more information.

## **GREEN HIGH FOOD SERVICES**

Green High School participates in the National School Lunch Program and makes lunches and continental breakfasts available to students. A full lunch price is \$3.25. A la carte items are available. Breakfast is priced at \$1.85.

### ***LUNCH BLOCK & COMMONS RULES***

- Food or drink is not to be taken from the commons.
- Delivery orders from restaurants and commercial foods items are not permitted. Any outside food from a restaurant brought to school for a student will be eaten in the main office. No exceptions.
- Please return chairs to their proper places, throw away all trash and return trays to the washer window when finished.
- Please help keep the Commons a clean and pleasant place to eat. Disciplinary action will be applied to those who engage in throwing food, leaving messes, or failing to clean up after themselves.
- Students may use the restrooms across from the gym, however a written pass from a teacher is required to leave the commons before the dismissal tone. This pass must be obtained PRIOR to the student's lunch period.
- Only students with an approved FLEX Pass may leave the premises during lunch periods.
- **Failure to cooperate with the above rules will result in disciplinary action.**



### **STUDENT FEES AND FINES**

Student fees for the 2020-2021 school will be assessed. Fees will be collected in the students' first block classes during the month of September. Charges may be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Sports and activity participation fees will also be assessed.

### **EMERGENCY CLOSING OF SCHOOL**

School closing announcements can be heard on 98.1 FM (WKDD), 94.1 FM (WHBC), 1590 AM (WAKR) or seen on TV new stations WKYC Channel 3, FOX 8, WEWS Channel 5. Parents and students are responsible for knowing about emergency closings and delays. In addition, families will be alerted through the Instant Connect notification process.

### **ELECTRONIC & VIDEO MONITORING**

Per Board Policy, the use of video surveillance at GHS and on district-owned buses has been implemented and is monitored at all times. Electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases. The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video footage is treated as confidential.

Use of video monitoring is necessary to maintain order in the school, and to deter acts that fall in violation of the GHS Student Code of Conduct. Interference with video cameras, including but not limited to movement, blocking of line of sight, or vandalism, is subject to disciplinary action.

For more information, please refer to Board Policy 7440.01.



# GREEN HIGH SCHOOL ACADEMICS

## GHS GRADING POLICY

At Green High School, grades are computed for classes using the 80/20 policy. In each class, 80% of a student's grade is based on academic achievement scores, and 20% of the student's grade reflects practice scores.

## GRADING/STUDENT EVALUATION

Letter Grade	Percentage Range	College Prep ("B") Quality Points	Advanced ("A") Quality Points	Advanced Placement Quality Points
A+	98-100	4.33	4.83	5.33
A	93-97	4.00	4.50	5.00
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.83	4.33
B	83-86	3.00	3.50	4.00
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	73-76	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
D+	67-69	1.33	1.33	1.33
D	63-66	1.00	1.00	1.00
D-	60-62	.67	.67	.67
F	Failing	0	0	0

### Final Course Grade Determination:

In a blocked and/or semester class, a final grade will be determined by multiplying the nine (9) week averages by two (2) and adding the final exam grade. This final will then be divided by five (5) to determine the class average.

For Example:

#### Chemistry

1<sup>st</sup> 9 weeks grade: 78%(C+) X 2 =156

2<sup>nd</sup> 9 weeks grade: 88%(B+) X 2= 176

Final Exam grade 71%(C-) X 1= 71

**Total= 403 divided by 5 = 80.6 (rounded) = 81%= B**

In a yearlong period class, a final grade will be determined by multiplying the nine (9) week averages by two (2) and adding the mid-term grade and the final exam grade. This number is then divided by ten (10) to determine the year average.

For Example:

#### Language Arts 9B

1<sup>st</sup> 9 weeks grade: 78% (C+) X 2=156

2<sup>nd</sup> 9 weeks grade: 88% (B+) X 2= 176

Midterm: 71% (C-) X 1=71

3<sup>rd</sup> 9 weeks grade: 73%(C-) X 2=146

4<sup>th</sup> 9 weeks grade: 92%(A-) X 2= 184

Final Exam 83%(B) X 1=83

**Total= 816 divided by 10= 81.6 (rounded) = 82% = B-**

For ease of calculations and consistency, the following rounding rules will apply when figuring the final course grade:

-Any average .5 or above will be rounded up to the nearest whole number

-Any averages .4 or below will be rounded down to the nearest whole number.

Remember that the final course grade in any such course is an evaluation of the student's achievement and progress from the first class session through the final exam. At no point can a student assume he has earned enough credit for a passing grade.



## **GREEN HIGH SCHOOL GRADUATION REQUIREMENTS**

1. It is the policy of the Green Board of Education to require 23 credits to be eligible for graduation. Within the 23 credits, students must successfully complete the following:

- A. 4 credits of English/Language Arts
- B. 4 credits of Math (these must include one credit of Algebra 2 or its equivalent)
- C. 4 credits of Science (these must include at least 1 credit of life science and 1 credit of physical science)
- D. 4.5 credits of Social Studies (these must include 1 credit of American History, .5 credit of Financial Literacy and 1 credit of Government)
- E. .5 credit Physical Education (unless excused by a physician or completion of Physical Education Waiver)
- F. .5 credit Health
- G. 1 credit or two .5 credits from: Business/Technology, Fine Arts, or World Language
- H. All students must complete 2 semesters of fine arts taken at any time in grades 7-12.

2. Students must take end-of-course exams in the following subjects: Algebra I, Geometry or Honors Geometry, Biology or Honors Biology, American History or Honors American History, World History, American Government, English I (Language Arts 9, Honors Language Arts 9) and English II (Language Arts 10, Honors Language Arts 10).

3. **FOR THE CLASS OF 2023 & BEYOND:** Graduation requirements set forth by the Ohio Department of Education include the following:

- Earn a minimum of 20 points on end-of-course tests.
- Earn two diploma seals that line up with your goals & interests. These seals give you the chance to demonstrate academic, technical, & professional skills & knowledge that align to your passions, interests, and next steps after high school. These seals include:

OhioMeansJobs Readiness Seal  
Industry-Recognized Credential Seal  
College-Ready Seal  
Military Enlistment Seal

Citizenship Seal  
Science Seal  
Honors Diploma Seal  
Seal of Biliteracy

Technology Seal  
Community Service Seal  
Fine & Performing Arts Seal  
Student Engagement Seal

## **SENIOR CREDIT DEFICIENCIES**

All seniors attending credit recovery programs to satisfy credit deficiencies must show evidence of successful completion by the third Friday in May in order to participate in the graduation ceremony.

## **POLICY ON SUMMER / NIGHT SCHOOL**

It is our philosophy that credits earned under a regular high school format are of greater value and meaning than those taken at summer / night school. Therefore, permission will be granted to a student to attempt credit through attending a summer / night school only under the following conditions:

- If deficiencies need to be made up
- If enrichment work is desired, or
- If due to conflicts, a course cannot be scheduled during the regular school day.

**The principal may make exceptions to the above policy.**

## **EARLY GRADUATION POLICY**

Early graduation is defined as the completion of requirements set forth by the State of Ohio and the Green Local Board of Education, as a period of time less than the normal four calendar years required to complete grades 9 through 12. Students who desire to graduate early must have at least a 2.75 Grade Point Average and declare their intent in writing no later than the second semester of their sophomore year. This letter of intent must be signed by the student and parents and must be formally submitted to the high school principal prior to registration for the junior year. After receiving the letter of intent, but before the end of the sophomore year, the principal will consider the request and render a decision. An agreement signed by the student, parents, and a counselor indicating the specific conditions for early graduation shall be completed and included in the student's permanent record.

## **SENIOR EXAM EXEMPTION POLICY**

GHS Senior students are eligible for second semester exam exemption, provided the student meets all of the following criteria:

- No more than a total of 7 combined absences and tardies for second semester.
- Students must receive a passing grade in their second semester courses both 3<sup>rd</sup> and 4<sup>th</sup> quarter.
- Students may not receive any disciplinary referrals. This includes Academic Intervention (AI) referrals for academics.

***\*Exam Exemptions may be removed at the discretion of the GHS Administration***

**ACADEMIC AWARDS & CRITERIA**

***TOP 25 STUDENTS OF GRADUATING CLASS***

These students will be recognized at a dinner sponsored by Serra Auto Group along with their honored educator and their parents. Students are identified as top 25 based on their ranking at the end of their 7<sup>th</sup> semester in high school. This banquet began in 1998.

***ACADEMIC WALL OF FAME***

Students who meet the following criteria will have their picture hung on the Academic Wall of Fame: GPA at the end of their 8<sup>th</sup> semester of 3.8 or higher, A composite score of 30 or higher on the ACT or a composite score of 1350 on the SAT, or any student who receives National Merit Finalist standing.

***HONOR CORDS***

Graduating seniors will receive honor cords for the following:

<i>Distinction</i>	<i>Cord Color</i>
National Honor Society	Gold
Wall of Fame	Burgundy
Cum Laude (GPA 3.50 – 3.74)	Orange
Magna Cum Laude (GPA 3.75 – 3.99)	White
Summa Cum Laude (4.00 and above)	Purple



# STUDENT CONDUCT

## 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. Online attendance is regarded as the same as in-person attendance during online instruction.

## **ABSENCES**

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 9:30AM each day the student will not be in attendance. The attendance line at the building is supported by voice mail 24 hours a day and is available by dialing 330-896-7543. 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 each 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. Please contact your administrator with concerns or questions.

## **TARDIES**

A student who is not in his/her assigned classroom/location when the opening bell rings is considered tardy. Any student arriving to school after the opening bell rings must sign in with the attendance officer and will be counted as tardy. Elementary students (grades KG through 6) must be accompanied by a parent when signing in 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 who sign in after 8:00 AM without an excused absence will be considered truant from those classes missed.***

Students may be tardy four (4) times during a year without penalty. After the fifth (5<sup>th</sup>) unexcused tardy, disciplinary action may be taken and a conference with the building administration may be necessary. Green High School and Green Middle School Consequences for tardies include:

0 – 4	No Penalty
5 – 7	Detention (Before or After School)
8 – 11	Friday School
12 – 20	Administrative conference and determination of appropriate discipline (may include loss of driving privileges at GHS)
20 +	Administrative discretion

## 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 1:00PM during the school day.***

## **PERMISSION TO LEAVE SCHOOL DURING SCHOOL HOURS**

Students will not be permitted to leave school prior to dismissal time without either (a) a written request with a legitimate reason signed by a parent or guardian, or (b) the parent or guardian coming to the main office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. ***These written requests must be left in the main office prior to the start of school each***

morning so that your name appears on the attendance sheet under the "students excused list". As you leave school at the assigned time you must sign out in the attendance office and sign in if you return later the same day.

## TRUANCY

Truancy means missing school without a lawful excuse. What are "lawful" excuses? According to Ohio Revised Code, lawful excuses include illness or medical appointment, family emergency, funeral, or religious holidays. Unlawful excuses include over-sleeping, missing the bus, had to work, didn't feel like attending school, etc. Acceptable absences and/or tardies may be determined at the discretion of the high school administration. Once a student is considered chronically truant, the school is required to make a referral to the Summit County Juvenile Court. A student is considered chronically truant when they:

- Are absent 30 or more unexcused consecutive hours,
- Are absent 42 or more unexcused school hours in a month,
- Are absent 72 or more unexcused school hours in a year.

## CONSEQUENCES FOR FLICK & TRUANCY:

FLICK	PENALTY	TRUANCY	PENALTY
1	1 Friday School Parent/Guardian notified Student Services referral	1	1 Friday School & 1 ACA Parent/Guardian notified Student Services referral
2	1 ACA Parent/Guardian notified Student Services referral	2	2 or more ACA Parent/Guardian notified Student Services referral
3-4	2 or more ACA Parent/Guardian notified Student Services referral	3+	OSS (Administrative Discretion) Formal truancy and/or unruly charges may follow
5 +	OSS (Administrative Discretion) Formal truancy charges may follow		

**Students will NOT be permitted to make up work as a result of flicking or truancy, and forfeit credit for those assignments.**

## ASSIGNED WORK POLICY

In all situations, it is the student's responsibility to contact his/her teachers concerning make-up work. Any work not completed within the period allotted per incident will result in a zero & documentation made in the student's record. Students will be required to make up any academic achievement points (see the 80/20 grading policy) after school hours in Academic Intervention or Friday School in order to minimize losing additional class time.

REASON FOR ABSENCE	MAKEUP POLICY
<b>EXCUSED ABSENCES</b> ( <i>Illness, Death in Family, or Religious Holiday</i> )	All assignments (including tests or quizzes) made <b>prior to the absence</b> are due the first day the student returns to school. Assignments made <b>during the absence</b> must be completed in the number of days absent + 1 (i.e., 2 absences = 3 days to make work up). Teachers may require students to attend Academic Intervention (AI) to complete academic achievement points in lieu of missing more class time. Long-term assignments announced prior to an absence will be due as assigned.
<b>UNEXCUSED ABSENCES</b> ( <i>Truancy, Flicking Class, Not Being Called-Off On-Time, etc.</i> )	All assignments (Achievement or Practice) for <b>unexcused absences</b> are not able to be made up without the expressed consent & agreement of the teacher, or an administrative decision. Students will receive a zero for these assignments. If an assignment is allowed to be made up, the amount of credit issued will be determined by the teacher, and the teacher may give an alternate form of the assignment, and the student will be required to attend Academic Intervention in order to receive credit.
<b>Alternative Classroom Assignment (ACA)</b>	Students will work on academic practice assignments in ACA provided by teachers either via Canvas or by sending work to the ACA room. Any academic achievement points (tests, quizzes, etc.) or other work deemed by the teacher to be made up outside of class will be done in Academic Intervention (AI) or Friday School, as assigned by the Assistant Principal for that student's grade level.
<b>Out-of-School Suspension (OSS)</b>	Students are expected to contact teachers via email and to complete academic practice assignments via Canvas while on OSS. Upon return, students will be provided 1 day to complete any non-Google assignments/academic practice assignments AND will be assigned to Academic Intervention or Friday School to complete any missing academic achievement points. Any such achievement points must be made up within 3 days of the return to school in AI or Friday School.
<b>College Visitation Day</b>	Seniors are permitted 1 college visit per year provided the proper procedure is followed. Seniors need to complete the College Visitation Form (available in the main office) prior to the absence, and take the form to the college visited for validation from a college official. This form is due on the day of the senior's return to school. Students are to follow the makeup policy described above under "illness, death in the family, or religious holiday."
<b>Vacation</b>	The practice of students accompanying parents on a vacation during school time is <b>strongly discouraged</b> . Students who take vacations during school are required to bring a note from the parents & have each of their teachers sign the "Vacation Form" (available in the main office) <i>several school days prior to leaving</i> . Teachers will have the opportunity to give assignments the student must complete prior to or after the absence. The time limit to make up all work, tests or quizzes is <b>3 school days after returning</b> . Teachers will require any academic achievement points be made up in Academic Intervention (AI) or Friday School, at the teacher's recommendation to the Assistant Principal for that student's grade level. <b>Failure to complete the work in that time will result in loss of credit for that work.</b>

## **JUNIOR/SENIOR FLEX OPTION**

The Flexible Attendance Plan is an incentive program for our juniors and seniors. Within this program, 11th and 12th grade students in good standing (academics, behavior, and attendance) will be able to leave school during any study hall, AP period, CCP period or lunch.

For example:

- Students who have a first period study hall, AP period, or CCP period on their schedule will be able to come later to school via their own transportation and report on time for their 2nd period class.
- Students who have a study hall, AP period, CCP period, and/or lunch on their schedule for periods 2-8 will leave the school building/grounds via their own transportation for those periods and return in time for their following classes if held in the building.
- Students who have a period 9 study hall, AP period, or CCP period will leave the building/grounds early (at the conclusion of their 8th period class if it is held within the building).

**\*\*This plan is applicable to students who have chosen in-person learning. Students who have chosen the Bulldog Digital Academy do not need to apply for flexible attendance. If students return to in-person learning in a later grading period and meet the requirements for the flex plan, they can apply at that time.**

### **Reason for Flex Plan**

The Flexible Attendance Plan for Juniors and Seniors is designed to serve as a positive behavior incentive for our upperclassmen. This plan gives students a campus-like experience while reinforcing successful academic behaviors. We hope that this valuable incentive encourages students to work to earn and keep this privilege.

### **Some things for students and parents to consider before applying for flexible attendance:**

- Students will *NOT* be allowed to spend time in the library, hallways, parking lot, or other parts of the building.
- Students who choose flexible attendance will *NOT* be able to choose to stay in the building from day to day (ex. Leave for lunch on Monday and stay in the cafeteria for lunch on Tuesday, or leave the grounds during study hall on Monday, but stay in study hall on Tuesday). Flexible attendance for those that apply and are accepted will last the full length of the scheduled period (semester/year). Parent and administrator approval, and a schedule change from the student's counselor, is needed to change a student's flexible attendance status within a semester.
- If the privileges are revoked by a principal, the student will report to what is designated on their student schedule. AP and CCP periods will be assigned a study hall. In this case, students will be expected to report to this designated location until the privileges are potentially reinstated in a later grading period due to the student once again maintaining the requirements in the previous quarter.
- The school is *NOT* responsible or liable for students who are not in the building during their flexible attendance periods.
- Class periods will be 41 minutes long with 5-minute transitions on either side. If students cannot leave the school grounds and return to school in time to start their following class, then they should not apply for flexible attendance. Students who are tardy for their classes will have their privileges revoked.
- Students accepted into the flexible attendance plan will scan in and out of the building on scanners in the main lobby by door 1. Those who do not follow the proper procedures will have their privileges revoked.

**An application with a parent signature is required before a flex option will be placed on a student schedule.**

## **HALL PASSES**

It is important for learning that students are present in-class for the duration of each class period. Restroom breaks should be taken during the 4-minutes allotted for class change. If a student must leave class, they are to follow these rules at all times:

- Students are to sign out with their teacher and obtain that teacher's hall pass prior to leaving the classroom.
- Students are not permitted to enter the library without a written pass from the teacher's class that they are arriving from.
- Students going to the clinic are required to have a pass unless it is an emergency.
- Students are not permitted to leave the Commons during lunch periods without having a written pass from a teacher prior to that lunch period.
- Teachers will not issue passes for longer than 1 class period (no year-long, semester-long, week-long passes, etc.).

**Any student found out of class without a pass will be subject to disciplinary action.**

## **PBIS (Positive Behavioral Interventions and Supports)**

PBIS is a framework that guides school teams in the selection, integration and implementation of evidence-based practices for improving academic, social and behavior outcomes for all students. The PBIS process emphasizes four integrated elements: **data** for decision making, evidence-based **interventions and practices** that support varying student needs (multi-tiered), **systems** that efficiently and effectively support implementation of these practices, and continual progress monitoring to ensure **outcomes** are met.

PBIS is not a curriculum or a one-day training. PBIS is systems change process that requires on-going commitment in order to create effective systems for teaching and addressing behavior and social-emotional skills.

The Board is committed to the district-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts.

## **BACK PACKS / BOOK BAGS**

Backpacks and book bags may be used to carry books from class to class. Book bags should be reasonable in size (able to fit under a student desk) and not become a substitute for a student's locker. Teachers reserve the right to make decisions in their classrooms about the storage of book bags.

## **DRESS CODE**

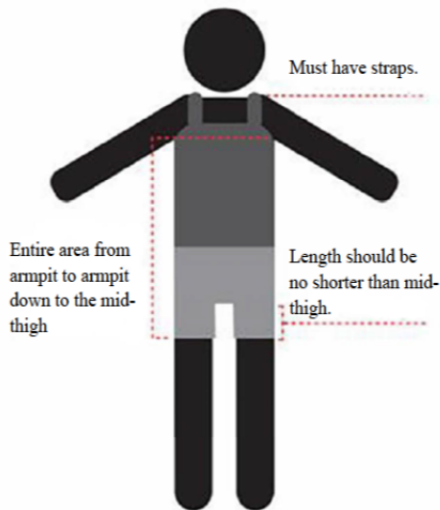
Green Local Schools believes that appropriate student dress contributes to a productive learning environment, as well as to student well-being, health, and safety. The student dress code establishes the general parameters and guidelines for student attire. School administration shall administer the dress 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.

### **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: See visual below**

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 and/or hats (hoods, headwear) that conceal the student's identity 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.



## **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.**

<b>DRESS CODE VIOLATIONS – CONSEQUENCES</b>	
<b>1<sup>st</sup> Offense</b>	Student sent to main office to call home/contact parents Student will change when clothes arrive - Student sent to PASS until clothes arrive
<b>2<sup>nd</sup> Offense</b>	Student sent to main office to call home/contact parents Student will change when clothes arrive - Student sent to PASS until clothes arrive Friday School assigned
<b>3<sup>rd</sup> Offense</b>	Student sent to main office to call home/contact parents Student will change when clothes arrive - Student sent to PASS until clothes arrive Friday School assigned
<b>Further</b>	Student sent to main office to call home/contact parents Student will change when clothes arrive - PASS assigned Administrative Discretion

Green High School expects students to voluntarily comply with the dress code. Failure to comply with the dress code guidelines is considered insubordination and will be treated as such. **The school administration shall enforce these guidelines equally & reserves the right to make final decisions regarding the dress code.**



# STUDENT CODE OF CONDUCT

## **RULE 1: Disruption of School**

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

## **RULE 2: Damage to School Property and/or Private Property**

A student shall not damage or attempt to damage any property of the school such as books, equipment, school furniture, or any part of the school building or grounds, etc. 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 a destructive item.
- b. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- c. Any similar object that is intended to invoke bodily harm or fear of bodily harm.

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

## **RULE 4A: Knowledge of Dangerous Weapons or Threats of Violence**

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

## **RULE 5: Narcotics, Alcoholic Beverages, and Illegal Drugs or Look-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 suspicion consumption and may 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.

## **RULE 5A: Use of Tobacco**

The school prohibits the sale, distribution, use, or possession of any form of tobacco or cigarette lighters/matches, or electronic cigarettes (i.e., Juuls) during school time or any school activity. This prohibition also applies when going to and from school and at school bus stops. Students are subject to charges with SCSD.

## **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, 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, he/she may not leave school property prior to the end of the designated school day without parental permission and the administration's authorization.

**RULE 9: Disrespect and Insubordination**

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

**RULE 10: Fighting**

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

**RULE 10a: Unauthorized Touching/Words of Provocation**

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

**RULE 11: Profanity/ Abusive Language**

A student shall not use profanity, abusive, or obscene language, whether written or verbal in communicating with any faculty member, any other authorized school personnel, visitor, or other student. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.

**RULE 12: Theft/Forgery**

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

**RULE 13: Reckless Operation of a Motor Vehicle**

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

**RULE 14: Trespassing/ Loitering**

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

**RULE 15: Cheating/ Plagiarism**

A student shall not engage in cheating or plagiarism. Cheating includes, but is not limited to:

- (a) copying homework from another;
- (b) securing answers in a dishonest manner;
- (c) allowing one's work to be copied by another;
- (d) transmitting answers from one class to another;
- (e) in a World Language class, using an online translator or speaker of the language to complete work;
- (f) in a Math class, using online assistance without the ability to show work or understanding.
- (g) 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.; or
- (e) in a World Language class, submitting work as your own which has been composed, in whole or in part, by using an online translator or speaker of the language.
- (f) the use of Artificial Intelligence to complete any part of an assignment

**RULE 16: Inappropriate/Unauthorized Use of Technology**

A student shall not violate the Board's Internet/Network Acceptable Use Policy, or the building cell phone/technology policy. Failure to comply with these policies may result in loss of computer/network/Internet privileges and/or other disciplinary action.

**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 rule outlined in this code of conduct may be subject to the same punishment. This includes, but is not limited to:

- Students serving as "lookouts" when any school-related misconduct is carried out;
- Students who are identified as occupying a restroom stall with other students;
- Students who use any technology to record violations of the Code of Conduct.

**ADMINISTRATION RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION ON WHAT IS/IS NOT COMPLICIT BEHAVIOR**

**RULE 18: Extortion**

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

### **RULE 19: School Bus Rules**

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

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

Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials, employees, or other students. Examples of misconduct include but are not limited to 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/Incidents that Occurred on Property Owned/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**

### **ZERO TOLERANCE**

The Board will not tolerate any form of violence, disruptive or inappropriate behavior, or expression of threats of violence, disruptive, or inappropriate behavior, nor excessive truancy, which is defined as more than ten (10) days of unexcused absence (five (5) days for high school block program). 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 or 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 text hotline, and/or the Stay Safe, Speak Up link on the district website. All information reported will be confidential.*

### **DRUG PREVENTION & SUPPORT**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. Green Local Schools is committed to achieving a school environment free of drug abuse and chemical dependency. The responsibility in the school setting must be shared by the Board, administration, staff, students, parents and the community.

Drug abuse and chemical dependency are viewed as progressive diseases and, therefore, may require treatment, rehabilitation, and/or disciplinary measures. Our school community will work together with families, outside agencies, and the court system to provide support, help, & follow-up services to our schools and students.

Board Policy #5530 provides additional information on the district directive toward drug prevention.

### **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs is directed at a Board official or employee, or the property of such official or employee.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School at the discretion of the building administrators.

### **REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS**

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

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when

implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 2465 - Suspension/Expulsion of Disabled Students).

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

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

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

For additional information in regard to removal, suspension, expulsion, and exclusion of students, please refer to Board Policy #5610.

### **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be on the subject to appeal.

### **SEARCH AND SEIZURE**

Search of a student or of his/her possessions, including vehicles & technological devices, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is reasonable suspicion that the student is in violation of a law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks & other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school & may be searched at any time if there is reasonable suspicion that a student has violated the law/school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken & held or turned over to the police. **The school reserves the right not to return such items that have been confiscated.**

### **LOCKERS**

All students will be assigned a locker at the beginning of the school year. 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 locker; therefore, it is **strongly suggested that valuables be left at home.**

- DO NOT store any valuables in student lockers.
- Switching/Transferring from an assigned locker without administrative approval is prohibited.
- Keep your locker combinations confidential.
- Students are responsible for the general upkeep of his/her locker. Students are responsible for any damages to his/her locker such as gum, stickers.
- Use of tape or displays on the outside of locker are not permitted.

### **USE OF ELECTRONIC DEVICES**

Possession of a telephone or other electronic communication device by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this guideline or otherwise engages in misuse of the privilege. While a student may possess electronic communication devices while on school property, **the use of cell phones, ear buds, or other electronic communication devices is strictly prohibited while in GHS classrooms and learning environments.**

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

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

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

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.

<b>VIOLATION</b>	<b>CONSEQUENCE</b>	<b>DEVICE</b>
1	Detention(s)	Returned to student at day's end
2	Friday School	Must be picked up by parent
3	Friday School(s)	Must be picked up by parent
4+	PASS and/or Administrative Discretion	Must be picked up by parent

The Administration reserves the right to use discretion in assigning consequences for violations of the acceptable use of technology policy. Failure to cooperate with the staff member requesting the confiscation of a device will result in a suspension.

\*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.

## **ACADEMIC INTEGRITY**

The purpose of this **Academic Integrity Policy** is to uphold the highest standards of academic integrity, honesty, and ethical conduct within Green High School. This policy is to develop a learning environment that fosters trust, respect, and fairness while promoting the highest levels of academic achievement. This policy applies to all students, faculty, and staff at Green High School, and includes all coursework, projects, research, and assessments.

**To promote honesty and integrity, ALL coursework submitted at Green High School must be produced while logged into a student's school Google account unless directed otherwise by their classroom teacher. GHS teachers will not accept coursework submitted in PDF form.**

The following actions are strictly **prohibited**:

- **Plagiarism:** Presenting the work of another as your own without proper citation or acknowledgment.
- **Cheating:** Unauthorized use of resources, aids or materials during exams or assessments.
- **Collusion:** Assisting or enabling another person to engage in academic dishonesty, such as sharing answers or allowing others to submit your work as their own.
- **Falsification:** Providing false or inaccurate information in any academic context.
- **Unauthorized collaboration:** Working together on individual assignments or assessments without the permission of the teacher.
- **Submitting Work in Multiple Courses:** Submitting the same work for credit without prior approval from all teachers.
- **Use of Artificial Intelligence without the direction of a Green High School teacher:** Unauthorized use of AI applications without permission, instruction or direction of a teacher.

-this policy was developed in collaboration with the GHS Language Arts department and some language used with permission from Alice Keeler and *Ditch that Textbook (2023)*.

### **Consequences of Academic Dishonesty:**

Violation of this Academic Dishonesty Policy will not be tolerated and may result in disciplinary actions, including, but not limited to:

- Academic penalties, such as failing grades on assignments or exams.
- School disciplinary action, such as a Friday School or Suspension.
- Other appropriate consequences, to be determined by severity or frequency of Academic Dishonesty.

**Green High School will provide resources and support for students to learn and understand academic integrity, which may include classroom presentations, workshops, or tutorials.**

## STUDENT ACTIVITIES

### ATHLETIC ELIGIBILITY

The Ohio High School Athletic Association requires that all student athletes be certified as to scholastic eligibility. "In order to be eligible, a student in grade 9, 10, 11, 12, must be currently enrolled in a member school and have received passing grades in a minimum of five one credit courses, or the equivalent\*, in the immediately preceding grading period (nine weeks) toward graduation." \*One credit under the block schedule is equivalent to two credits of eligibility. (By-Law 4, Section 4) The student must also attain a 2.0 GPA the previous grading period or meet the minimum requirements by attending the required tutoring sessions. All students must sign an athletic code of conduct. (See athletic policies)

### ATHLETIC PROGRAMS AT GREEN HIGH SCHOOL

Green High School is a member of the Ohio High School Athletic Association and participates in the Federal League. The following athletic programs are offered for eligible students at GHS:

FALL	WINTER	SPRING
Cheerleading	Girls Gymnastics	Boys Track
Football	Wrestling	Girls Track
Girls Volleyball	Cheerleading	Boys Tennis
Boys Golf	Boys Basketball	Boys Baseball
Girls Golf	Girls Basketball	Girls Softball
Boys Cross Country	Boys Swimming	Boys Lacrosse
Girls Cross Country	Girls Swimming	Girls Lacrosse
Boys Soccer	Boys Bowling	
Girls Soccer	Girls Bowling	
Girls Tennis	Dance Team	

Students participating in athletic programs at GHS will be assessed a pay-to-participate fee per sport.

### ATHLETIC ELIGIBILITY - TRANSFERS

It is the policy of the Board of Education that students transferring to other public or private schools who remain residents of Green Local School District shall not be released for athletic purposes pursuant to Section 7-8 of by-law 4 of the Ohio High School Athletic Association, except in cases of demonstrated hardship which makes it impossible for the student to remain in his/her Green Local School assignment.

### ATHLETIC EVENTS – GHS STUDENT SECTION

Students in attendance at GHS athletic events (home or away) are expected to follow the same rules & behavior expectations as those during the normal school day. Inappropriate language, targeting of students or officials, and taunting will not be tolerated. Students may be removed from an event by an administrator without reimbursement for failure to follow rules & act appropriately. Please remember that you are a BULLDOG, and a representative of our school.

### CLUBS AND ORGANIZATIONS

Students are urged to participate in and attend the many after-school events and organizational activities. Proper behavior is expected at all extra-curricular activities. Students are reminded that they are responsible for all school policies and procedures which pertain to such activities. Students are to leave the building as soon as their school day or extra-curricular activity is completed. Students are responsible to the staff member in charge. All students must sign a code of conduct provided by the advisor. Students will be expected to behave in an orderly fashion at athletic contests. Vulgarities, obscenities and other unsportsmanlike conduct will not be tolerated. The following clubs are offered at GHS:

Academic Challenge Team	French Club	National Honor Society
All-In / Chain Reaction	German Club	Science Club
Art Club	Girls of Green	Spanish Club
Drama Club	Key Club	Student Council
	Mock Trial	

Other clubs may become available throughout the school year.

Students participating in any extra-curricular clubs or organizations at GHS will be assessed a pay-to-participate fee per activity.



## **DANCE RULES**

Student dances have become a very popular extracurricular activity at GHS. The dances are also an integral, yet enjoyable fund-raising activity for the sponsoring school organizations; and they provide students with an opportunity to meet socially. In an effort to make these dances a positive experience for all students, the following guidelines will be communicated:

- Dancing should not include or encourage pushing, throwing, or standing on someone's shoulders.
- Provocative or suggestive styles of dancing are prohibited. The rule of verticality (participants need to remain vertical) should be the guide.
- All school rules are in effect, whether the dance is on school property or not.
- Once a student leaves the dance he/she is not allowed to return. No money will be refunded.
- Students are expected to follow the directives from chaperones, security officers, and other school personnel.
- Students' behavior should be such as not to endanger or trouble other students.
- Attendees shall be in 9<sup>th</sup> grade or higher.
- Students should come with the expectation of being asked to empty pockets/have purses checked as part of GHS safety protocols.
- Students should come with the expectation of being checked with a breathalyzer upon entrance to the function.

Those who don't adhere to these expectations or who violate the Code of Conduct will be removed from the dance (without refund) and may be subject to further disciplinary action. Guests from outside our high school must be approved in advance by completing and submitting the appropriate Guest form.

## **STUDENT PARTICIPATION/ATTENDANCE IN ACTIVITIES**

All students who wish to participate in or attend extra-curricular activities MUST be in school the last 2 blocks of the school day in order to participate in a practice or an event on that day.

## **STUDENT PARTICIPATION IN ACTIVITIES WHILE ON SUSPENSION OR REMOVAL**

Students serving Alternative Classroom Assignments MAY participate in practices.

Students serving ACA may participate in school contests/events at the conclusion of the school day on the last day of the suspension/removal.

Students serving Out of School Suspension MAY NOT participate in practices, school contests or events on those days that the student is suspended.

## **STUDENT EMPLOYMENT**

It is recommended that students not take jobs outside of school that could interfere with their success in school. Student jobs are not considered an acceptable reason for missing assignments, absences from school, or failure to fulfill an academic or behavioral consequence.

## **WORK PERMITS**

Any student who is under 18 years of age and employed regular hours may obtain a work permit. The state of Ohio requires such a permit and it may be obtained at any time through the main office. It is necessary for the student to have a different permit for each job.



# 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 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 CHILD 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 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, s/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 of District technology equipment, software, and network without supervision.
- Sharing a network account or password with another person or leaving an open file unattended or unsupervised.
- Using someone else's account or attempting to access another user's files.
- Engaging in actions detrimental to the operation of hardware, software, and/or the network.
- Creating or changing configurations on computers or the network.
- Accessing or "hacking" unauthorized hardware, software, or the network.
- Accessing inappropriate material or sharing information about inappropriate material with other students.
- Using 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.
- Posting private information about another person.
- Plagiarizing or breaking copyright laws.
- Using District technology or network services for personal, entertainment, political, or commercial purposes.
- Wasting resources, i.e., paper, ink, server space, network bandwidth, etc.
- Altering any program, hardware, or software.
- Abusing printers, printing, or other peripheral devices.
- Downloading, copying, or storing software, shareware, or freeware.
- Engaging in actions that cause damage, impair effective use, or defeat protective security software.
- Accessing personal email accounts (yahoo, AOL, etc.), chat rooms, or other means of electronic communication over the District network for purposes which are not school-related.
- Bypassing or attempting 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.

## **GHS: ONE TO WORLD INITIATIVE**

Beginning in August 2016, every student at GHS will be assigned a Chromebook for school and home use. This new initiative is called **GHS: One to World**. 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 high school students with the same powerful learning tool to complete both in-class and at-home academic projects and assignments.

### **GHS Chrome Book Initiative**

- Expands and enhances our students' educational opportunities.
- Encourages integration of 21st century technology skills throughout the learning process.
- Uses Google Classroom as the foundation for collaboration, transforming instruction & learning.
- Provides students with access to anytime, 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 high 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 2018-2019, 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 program and Chromebooks at GHS can be answered by visiting the GHS website, downloading the Chromebook Handbook, or contacting an administrator.

### **Discipline for Chromebook Violations**

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

<b>Offense</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Offense	Verbal warning to student (by teacher) Referral made in Public School Works Referral reported to parents by student's assistant principal
2 <sup>nd</sup> Offense	Behavior referral made to office Detention(s) to be assigned by the student's assistant principal Phone call to parents made by administrator
3 <sup>rd</sup> Offense	Behavior referral made to office Friday School to be assigned by the student's assistant principal Phone call to parents made by administrator
4 <sup>th</sup> Offense +	Administrative discretion: Friday School(s), In-School Suspension, or revocation of Chromebook privileges to be considered.

## II. Major Infractions

Major Chromebooks infractions are those that cause temporary or permanent damage to your Chromebook. These may include (but are not 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 GHS identifying tags on your Chromebook
- Theft of another student's Chromebook
- 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 <sup>st</sup> Offense	Referral to main office (by teacher) Friday School(s) assigned by the student's assistant principal Incident reported to parents by the student's assistant principal
2 <sup>nd</sup> Offense	Referral to main office (by teacher) Phone call to parents (by assistant principal) Alternative Classroom Assignment assigned by the student's assistant principal Revocation of Chromebook privileges TBD by GHS administration
3 <sup>rd</sup> Offense +	Referral to main office (by teacher) Phone call to parents (by assistant principal) Administrative discretion: Friday School(s), Alternative Classroom Assignment, or revocation of Chromebook privileges to be considered.

If you have any questions or concerns in regard to the GHS: One to World Initiative, please contact an administrator at the high school.



## TRANSPORTATION

**BUSES:** For questions regarding bus transportation, contact the transportation department at 330-896-7510.

### **GREEN LOCAL SCHOOL DISTRICT BUS CONDUCT**

Riding the school bus is a privilege, which is granted to those eligible students. Ensuring safe transportation of the students to and from school is the top priority of the bus driver. The following rules have been adopted to help assure safe transportation for all:

1. No eating or drinking on the school bus.
2. Students are to stay in their (assigned) seats while the bus is moving.
3. The school bus is an extension of our classrooms. Appropriate behavior is expected. All school rules will be enforced on the district school buses.
4. Students shall keep hands, feet, and personal objects to themselves, and inside the bus.
5. Students shall obey the instructions of the bus driver at all times.

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, transportation denied for # days, suspension, and expulsion.

### **VIDEO RECORDING ON SCHOOL BUSES**

The Board of Education has authorized the installation of digital video cameras on school buses for the purpose of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a video, that video will be submitted to the principal & may be used as evidence of the misbehavior. *Any request to see a video requires the express permission of the GLS Superintendent.*

### **PARKING PERMITS**

Students who wish to drive to school on a regular basis or occasionally must purchase a 2022-2023 Student Parking Permit. In order to purchase a permit, an Ohio driver's license, and a completed GHS Student Parking Permit Application and \$40 fee. Once this is done, a Student Parking Permit will be issued and must be displayed whenever you drive to school. **Students are not permitted to share permits.** Students must park in an orderly method in the area designated for students.

Student Drivers will be expected to comply with the following or face disciplinary action by the administration:

- All students MUST display their permit on their rear- view mirror whenever their car is on school grounds.
- Speed limit on school grounds is 5 MPH.
- Students are NOT permitted in their vehicles or in the parking lot during school hours except when arriving or departing.
- If a parking permit is lost or stolen you must report it immediately to the main office and have it replaced. Cost to replace is \$10.
- Permits are issued to a specific student and a specific car. Students are NOT permitted to share permits.
- ALL school rules apply to your car. An example would be having an alcohol or tobacco product in your car that would result in the appropriate disciplinary procedures being implemented.
- Students may park in assigned areas only. Parking in an unauthorized area may result in loss of driving privileges and/or other disciplinary action. Parking is expressly prohibited in the visitor's lot (front of building) and staff parking area (rear of building).
- Students are not permitted to short-cut through the staff parking lot behind GHS.
- Cars may be searched by an administrator if sufficient cause is evident. The student will be notified and will accompany an administrator to the car.
- Students found to be parking in our lots without a parking permit will be assessed a fee of \$40 for a permit to their student account.

### **REVOKING OF PERMIT/PARKING PRIVILEGES**

- Parking is a privilege that may be revoked.
- Violation of the code of conduct that involves a motor vehicle. \*
- Speeding or reckless operation of a motor vehicle on school property. \*
- Falsifying Permit Application - Automatically revoked for the school year.
- Students using or sharing another student's permit - both students will automatically lose parking privileges for the school year.
- Student in car or parking lot during school hours without permission from an administrator. \*
- Parking privileges may be revoked for excessive tardies and/or absences to school.

\*Additional disciplinary action may be taken.

### **OHIO LAW / STUDENT DRIVING PRIVILEGES**

The superintendent is required to notify the Registrar of motor vehicles when a student drops out of school. Once the Registrar has been notified, driving privileges will be suspended or denied until the student is 18 years old or returns to school, or receives a G.E.D. Certificate. The superintendent may follow the same procedure for students that are suspended or expelled as a result of the possession or use of drugs or alcohol. **The same is also true for students with excessive unexcused absences.**

## **TROUBLE SHOOTING**

If you encounter difficulties solving a problem or addressing a situation, quickly scan the following topics until you find a description that approximates your difficulty and follow the suggested solutions. If your problem is not addressed or the solution given does not work for you please feel free to ask a teacher, staff member, or administrator for help.

<b>IF...</b>	<b>THEN...</b>
My locker is jammed	See a custodian (Mr. Law)
I forgot my locker combination	See Mrs. Calderone in the main office, or Mrs. Wright in Student Services
Someone is harassing me	See an administrator or teacher
I need help with a class	See your School Counselor
I need to drop a class (within add/drop time)	See your School Counselor
I need to call home because I forgot....	Go to the Main Office, see Mrs. Calderone
I feel sick and need to go home	Go to the Clinic and see the Health Aide/School Nurse
I have prescription medication I need to take during school hours....	Go to the Clinic and see the Health Aide/School Nurse
I need to reschedule a detention	See Mrs. Calderone in the Main Office or your Assistant Principal
I need to reschedule a Friday School	See your Assistant Principal in the Main Office
I lost my schedule	See Mrs. Wright in Student Services
I lost my student ID	See Mrs. Walent in the Attendance Office
I need a Work Permit	See Mrs. Walent in the Attendance Office
I am injured and need to use the elevator	See Mrs. Calderone in the Main Office
I need to pay my student fees, fines, etc.	See Mrs. Hastings in the Main Office
I need to purchase a parking permit	See Mrs. Hastings in the Main Office
I need to leave for an appointment	Sign Out with Mrs. Walent in the Attendance Office. Sign in when you return.
I have a note for being absent	See Mrs. Walent in the Attendance Office
I lost my...	See Mrs. Calderone in the Main Office
I need a Vacation form, Independent study form, College Day form.....	In Main Office, on rotating tower, behind Main Office door
I am having issues with my Chromebook....	Start with your classroom teacher. If this does not correct the issue, see Mrs. Hastings in the Main Office