

Greenwood Early Learning Center

Student/Parent Handbook

This handbook along with our Green Local School Board Policy is available online at: <http://www.greenlocalschools.org/>

Greenwood Early Learning Center

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

Phone: (330) 896-7474

Fax: (330) 896-7554

Like us on Facebook!



Scott Shank, Principal

shankscott@greenlocalschools.org

MISSION OF GREENWOOD

*To give our students the best possible experience to start their school careers
and prepare them for the future.*

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QUICK FACTS

Greenwood Early Learning Center

Phone Number: 330-896-7474 ~ **Office Hours:** 7:45-4:00

Principal:
Scott Shank

Guidance Counselor:
Erica Bauer

Secretaries:
Debbie Daniels

Medical Assistant:
Kristi Byrd

Daily Schedule

8:20 AM Arrival
8:30 AM Tardy Bell
3:05 PM Dismissal

Attendance / Call-Off Procedures

Call 330-896-7583 or submit online which can be found on our Greenwood Homepage.



Drop Off / Pick Up

- **Drop Off**
Students may be dropped off at door 2 at Greenwood starting at 8:20 am. Students arriving after 8:30 am must be escorted into the building and a parent/guardian must sign them in.
- **Early Pick Up**
If your child must be picked up early, please send a pickup note. Students should be picked up in the main office. Adults are required to present a photo I.D. when picking up. Due to safety concerns, end of the day transportation changes should be communicated before 1:00 p.m.
- **End of the Day Pick Up @ Door 2**
Students must have a note to be picked up at the end of the day and will be individually released to parents at Door 2 beginning at 3:05. Adults are required to present a photo I.D. when picking up.
- **After School Programs**
A child staying for an after school program must have a note for each time they will be staying after school. Parents should use Door 2 when picking children up for all after school activities.

SCHOOL DAY

8:20 AM Building Open to Students

Students are welcome to enter when a duty teacher opens doors #2.

8:30 AM Tardy Bell and School Starting Time

Parents must bring their children into the office (door #1) and sign them in after 8:30 am.

3:05 PM PM Dismissal of Buses and Parent Pick Up Time at Door #2

Students are welcome on school grounds no earlier than 8:20 a.m.

If a student is brought to school late or picked up early, parents are asked to sign the students in or out of school. Remember that early and late arrivals do count off toward perfect attendance (this includes doctor appointments).

ATTENDANCE

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

ABSENCES

Reporting Absences from School:

In accordance with the Missing Child Law of the State of Ohio, students who will be absent from school for any reason **must** be reported off by a parent/guardian. Please contact the Attendance Office by 9:00 AM each day the student will not be in attendance. The attendance line at the building is supported by voice mail 24 hours a day and is available by dialing: 330-896-7583 . 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
- Homeroom Teacher
- 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

All instructional time missed counts as an absence. The only time during the school day that does not count as instructional time is a student's lunch period.

ATTENDANCE LETTERS

Letters will be sent to parent/guardian(s) when a student misses thirty-eight (38) hours in a month or sixty-five (65) hours in a year, with or without a legitimate excuse.

A student who misses thirty (30) or more consecutive hours, forty-two (42) or more hours in a month, or seventy-two (72) hours in a school year without a legitimate excuse is considered habitually truant and is referred to an Absence Intervention Team.

TARDIES

A student who is not in his/her assigned classroom/location when the opening bell rings is considered tardy. Any student arriving at school after the opening bell rings must sign in with the attendance officer and will be counted as tardy. 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.

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.

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

VACATIONS

Vacation forms are available in the main office. Families are encouraged to schedule vacations in the summer. Students who take vacations during school are required to return this form signed by the parent and have each of their teachers sign the Vacation Form *several days prior to leaving*. Teachers will have the opportunity to assign classroom work that will be missed during the vacation.

PARENTS OUT OF TOWN

Please notify the main office with an adult contact person and phone number if you anticipate being out of town.

SCHOOL CLOSING (Policy 5230)

The announcement of school closing may be heard on the following broadcasts: District Wide message to home.

School Website: www.greenlocalschools.org

WHBC 94.1
FM WNIF 100.1
FM WKDD 98.1
FM WAKR 1590 AM

Television Channels WKYC, WEWS, FOX

The school will make every effort to inform parents of an early dismissal from school through the reverse call system.

STUDENT CODE OF CONDUCT ORC

3313.66 Policy 5500

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

RULE 1: Disruption of School
RULE 2: Damage to School Property and/or Private Property
RULE 3: Assault
RULE 4: Dangerous Weapons and Instruments/Use of an Object as a Weapon
RULE 4a: Knowledge of Dangerous Weapons or Threats of Violence

- RULE 5: Narcotics, Alcoholic Beverages, and Illegal Drugs or Look-Alike Substances
- RULE 5a: Use of Tobacco
- RULE 6: Repeated Violations
- RULE 7: Inappropriate Physical and/or Menacing Behavior; Harassment; Bullying
- RULE 8: Truancy and Tardiness
- RULE 9: Disrespect and Insubordination
- RULE 10: Fighting
- RULE 10a: Unauthorized Touching/Words of Provocation
- RULE 11: Profanity/Abusive Language
- RULE 12: Theft/Forgery
- RULE 13: Reckless Operation of a Motor Vehicle (Does not apply to GPS)
- RULE 14: Trespassing/Loitering
- RULE 15: Cheating/Plagiarism
- RULE 16: Inappropriate/Unauthorized use of Technology
- RULE 17: Aiding and Abetting
- RULE 18: Extortion
- RULE 19: School Bus Rules
- RULE 20: Misconduct Against a School Official or Employee or the Property of Such a person
Regardless of Where it Occurs
- RULE 21: Misconduct by a Pupil that Occurs Off of School Property but is Connected to Activities
or Incidents that occurred on Property Owned or Controlled by the District
- RULE 22: Violation of Individual/School/Classroom Rules
- RULE 23: Any Act or Deed Detrimental to the Operation and Welfare of the School

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

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

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

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such

conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

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

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

1. Firearm or Knife

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

defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

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

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

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

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

2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;

and

- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

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

- a. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

or

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

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

3. Bomb Threats

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

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

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

or

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

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

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

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

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

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

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

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

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

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

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

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

PERMANENT EXCLUSION OF NONDISABLED STUDENTS (5610.01)

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

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

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

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

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

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

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

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

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

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

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES (5610.04)

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

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

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

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

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES (5610.05)

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program,

To prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

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

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

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

DUE PROCESS RIGHTS

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

Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

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

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.

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

Appeal of Suspension to the Board or its designee

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

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

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee decision may be made to the Court of Common Pleas.

B. Students subject to expulsion:

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

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

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

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

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed, in writing, within five (5) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

E. Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

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

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

CIVIL RIGHTS COMPLIANCE OFFICERS

Alana Niemiec, Assistant Superintendent ~ 330-896-7500
Joya Mitchell, Director of Student Services ~330 - 896-7500

STUDENT RESPONSIBILITIES AND EXPECTATIONS

The primary purpose of a school is to ensure that their students develop to their full potential academically, socially, emotionally, and physically. This development can best take place in an environment which protects students' and teachers' rights. The rules and regulations of our school are intended for safety and the general welfare of all the students. Respect is to be shown at all times to fellow students, employees, and to the school. Board Policy 5780 outlines student rights and responsibilities.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students. Board Policy 2260 outlines nondiscrimination in education.

GENERAL BUILDING EXPECTATIONS

Each student is responsible for his/her own behavior. Each student can behave according to the established classroom/building guidelines and by following the school-wide expectations that focus on:

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

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

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

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

SEARCH AND SEIZURE

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

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

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

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that

the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

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

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

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

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

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

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

TOYS AND NOVELTIES

Students are NOT to bring toys and novelties such as electronic video games to school. Such play things can cause serious injury to other students and/or create classroom disruptions. Electronic devices are NOT permitted in the school at any time without permission in advance from the teacher or principal. Any student who chooses to bring these items to school may be asked to give them to a staff member until a parent comes to retrieve the item. The school does not take responsibility for any such items.

ANIMALS ON SCHOOL PREMISES

Students are not to bring personal pets to school at any time without the approval of the principal. Classrooms are permitted to have one classroom pet if all of the Board of Education guidelines are met. (8405A)

VISITORS

In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

- All visitors must enter and exit through the building's security vestibule during school hours.
- All visitors must identify themselves and the purpose for their visit.
- Sign-in at the school office, if leaving the vestibule or main office, must provide photo identification in which it will be scanned.
- All visitors must wear a photo print out visitor badge for the entirety of his/her stay in the building.
- The normal routine of the school day and the students' education is not to be interrupted by visitations. No student visitors are permitted at school.
- All visitors must sign out and surrender their visitor badge in the main office before leaving the building.

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

VOLUNTEERS (per Policies 3120.09; 4120.09)

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

Each volunteer:

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

- must display appropriate behavior at all times and will be required to undergo a criminal records check every five years at the volunteer's expense.

DRESS CODE

All students are expected to be groomed and to dress appropriately with respect to the following criteria.

- A. Cleanliness – clothing and grooming must be such that they do not constitute a health or safety hazard.
- B. Clothing – clothing must be adequate to insure a decent appearance.
- C. Education distraction – grooming and dress must not be as unusual or bizarre as to constitute a distraction or to interfere with the educational opportunity of the other students.

With ever-changing styles, additional guidelines are established to help maintain high standards of dress. Standards of dress are provided so as not to be distracting to the educational process.

- Shorts such as walking shorts, Bermuda shorts and other shorts of similar length are acceptable and appropriate. Shorts may only be worn in August, September, and after Spring Break unless otherwise deemed appropriate by the Principal.
- Shirts and tops must be at the minimum waist length.
- Common courtesy dictates that hats and sunglasses not be worn inside the building.
- Socks must be worn at all times.
- All shoes must have a back strap to them. Open-toed sandals are not permitted.
- No colored hair except on special incentive days for special events.
- Dress should be governed by good sense, good taste, and cleanliness. Clothing must not contain vulgarity of any kind, nor inappropriate gestures, illustrations, or sayings that advertise the use of tobacco, alcohol, etc.

Please consider the following questions when dressing for school:

1. Does my clothing expose too much?
2. Does my clothing advertise something that is prohibited to minors?
3. Are there obscene, profane, drug-related, gang-related, bad-behavior innuendos, or inflammatory messages on my clothing?
4. Do I feel comfortable with my appearance?
5. Am I dressed appropriately for the weather?
6. Does my dress keep me safe in all areas of the school?

OUTSIDE RECESS AND WEATHER

Students are expected to go outside for recess every day unless weather prohibits otherwise. If the temperature and wind chill drop below 20 degrees Fahrenheit, students will participate in inside recess. Students and parents are asked to use good judgment in dressing appropriately for the current weather conditions. Children who come to school unprepared will not be excused from outside recess, but may phone home to have proper clothing brought to school. A doctor's excuse is required for a child to stay in from outside recess.

MEDICAL CONCERNS

Bee Stings and Other Allergies

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

Other allergies or health concerns must be made known to the health professional in the office before the child begins school by contacting her directly. A note to the teacher is also recommended for the safety of your child.

Immunization Law (RC 3313.67-3313.671)

Children who do not have evidence of proper immunizations will be excluded from school after 14 days.

CHILDREN TO THE OFFICE FOR SICKNESS

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

Parents are contacted and children are sent home if there is a temperature of 99.5 or higher, if a child is contagious, or if the office/health professional believes it is the right thing to do.

STUDENT EMERGENCIES AT SCHOOL

In cases in which parents of a child who is seriously ill or injured as to constitute an emergency cannot be located in time, an ambulance will be called for transportation to the hospital. The handling of emergency cases or illness is greatly facilitated by keeping on file a record of parents or other persons who may be contacted when such emergencies arise and the Emergency Medical Authorization form as required by the State Legislature. Always keep the school notified when your phone numbers change so we may keep your child's Emergency Form and Emergency Medical Authorization form up to date.

FIRST AID

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

PHYSICAL EDUCATION RELEASE

Students need a doctor's note not to participate in Physical Education classes and/or recess. A doctor's note is needed to resume activities.

ANNUAL FORMS

When a child becomes ill at school we will follow the procedure as given on the child's annual form. It is very important that more than one phone number is listed on the form, such as the number where a parent is employed and a neighbor's number. It is very important that the form is filled out carefully and completely. If your child has any medical problems, please list them as well as any allergies your child may have. Throughout the year if changes occur, please keep the school informed.

MEDICATIONS AT SCHOOL (ORC 3313.713)

Some children are able to attend school regularly because of the effective use of medication in the treatment of chronic disabilities or illnesses. The Board of Education strongly recommends that medication be administered in the home. Doctors should arrange the time medication is given to avoid school hours if possible. If this is not possible, parents may come to school to administer medication to their children. If this cannot be done, any pupil who is required by a physician's order to take medication during the regular school day must comply with the school regulations listed below:

1. All prescription medication to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, the name of the drug, dosage, and the time interval medication is to be given.
2. Medication must be brought to school by the parent/guardian in a container appropriately labeled by the pharmacy or physician.
3. Release form and written permission from the parent/guardian of the student requesting that medication order & signed by physician.
4. A new request form must be submitted each year and as necessary to cover changes in the medication order.
5. Prescription medication to be taken at school will be stored out of view in an enclosure in the school office.
6. Students are not allowed to carry medication (prescription or nonprescription) with them or in their belongings at any time.
7. Students are not allowed to self-medicate. All medication taken at school must be dispensed by a school staff member.
8. Any unused medication unclaimed by the parent will be destroyed by school personnel when it is no longer being administered or at the end of year.
9. The students are responsible for stopping by the clinic at the appropriate time to take their medication.

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

LUNCH PROGRAM

The lunch program at Greenwood Early Learning Center is exceptional! All students have the opportunity to purchase a "Type A" lunch daily. Lunch consists of the basic food groups and milk. Menus are distributed each month listing the daily entrées.

It is the responsibility of Green Local Schools to provide a safe and secure learning environment. In an effort to maintain the safety of all students and staff and security of our buildings, If you would like to have lunch with

your child, we encourage you to sign him/her out in the main office and take your child off campus. Please keep in mind that our attendance policy remains in place and students will only be excused during their lunch (and recess) periods if you choose to take your child out of the building.

Our automated lunch payment system allows parents to pay for student lunches online with a credit card, add money to your child's meal account, view your child's transactions, and keep track of what they are eating. This system eliminates the need for students to carry money to school. Students will be given an I.D. number that will follow them throughout their school career.

Every child will receive an application for free or reduced priced meals. Only those who wish to apply need to return the form. Applications must be completed each school year.

Please make sure that your child has lunch or lunch money every day before arriving at school.

Our cooks will gladly prepare sack lunches for children going on field trips or other special occasions. The cafeteria manager needs to be informed at least one day in advance.

BIRTHDAYS/Treats/Food Policy

Birthdays will be acknowledged during morning announcements by the principal. Parents may send in nonedible birthday treats (i.e. pencils, stickers, etc.) for the entire class. Individual classroom invitations to birthday parties are only permitted if the entire classroom is invited to the party.

Green Local Schools continually strives to provide a healthy and safe environment for all students. In response to the growing number of students with food-related allergies, some of which are life threatening, GLS will no longer allow homemade or home-baked food items to be brought in for classroom parties or birthday treats, lunch times, etc.

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

FIELD TRIPS

Field trips are conducted throughout the school year and correlated with educational experiences of the students in the classroom.

1. Parents will be asked to sign permission slips at the beginning of the year to permit their child to participate in the trips.
2. The parents have the right to deny participation. Only students whose parents have signed permission slips will be permitted to participate in such activities.
3. Parents asked to chaperone may not bring young children and must wear a chaperone badge identifying them as with the Greenwood Early Learning Center.
4. Only a certain number of chaperones may go on a field trip. Sometimes this is dictated to us by where the class is going, bus space, or necessary help needed to chaperone. Attendance rules apply to all field trips.

PARKING

Due to a tremendous safety hazard for our students, all cars should be parked in the front of the school in the parking area and enter the school through the front doors into the office area.

SCHOOL PICTURES

School pictures will be taken in the fall. We use a prepaid plan. A notice with more details will be sent home prior to picture day so that orders can be placed. Spring pictures are taken and are also a pre-pay plan. A yearbook will be available for the students around mid-year.

FUNDRAISING

The purpose of school fundraising is to provide the additional dollars necessary for the many programs, enrichment opportunities, and events sponsored and made available for students. Just a few examples include: school-wide assemblies, incentives for good behavior, star student activities, certificates, school beautification, community outreach, etc.

If preferred, families are always welcome to make a straight financial contribution to the school. Please make checks payable to Greenwood Early Learning Center (Memo: Donation).

LOST AND FOUND

The lost and found areas are near doors 1 (front door) & 6 (playground doors). Students who have lost items should check there and may retrieve their items at any time during the school year. Unclaimed items will be given to charity three times a year.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours' notice is required to ensure that the Superintendent has the opportunity to review the announcement or posting.

AFTER SCHOOL PROGRAMS

Many after school activities are offered at Greenwood Early Learning Center. If your child is participating in an after school activity (i.e. Girl Scouts, etc), it is imperative that a note be sent to school with your child EACH day that your child will be staying after. This will eliminate any confusion about whether or not a student is supposed to stay or ride the bus home.

CLASSROOM PARTIES

The delivery of instruction is our first priority. Classrooms are permitted three parties during the school year.

Parties include: Fall Festivities Party, Winter Holiday Party, and February Friendship Party. Parties will begin at 2:00 pm.

Refreshments at the parties are standardized in the district to create equity to all students and buildings. PTA organizes these snacks for the buildings.

The activities during the classroom parties include:

1. Eating
2. Game(s)
3. Craft(s)

TRANSPORTATION

The school provides bus transportation for all students. The bus schedule and route is available by contacting the bus garage at 330-896-7510 or via the web at www.greenlocalschools.org.

Students will ride only assigned buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

- Be on time at the designated loading zone 15 minutes prior to the scheduled stop.
- Stay off the road at all times while walking to and waiting for the bus.
- Remain seated while the bus is in motion.
- Students must observe bus conduct and obey the driver promptly and fully.
- Students must not use profane language.
- Students must not eat or drink on the bus.
- Students must keep all body parts inside the bus.
- Students must not pass or throw objects inside or outside of the bus.
- Respect bus property. No tampering with any bus equipment.
- Parents of students who have special medical issues which may require driver attention must notify the Director of Transportation.

- Students are limited to objects that they can carry in their lap.
- Students should stay clear of all strangers, never talk to strangers, never go near a car, or accept gifts from anyone.
- Students should never get in a car with anyone unless they have permission from their parents.
- Line up a single file off the roadway to enter the bus.
- Wait until the bus is completely stopped before entering the bus.
- Refrain from crossing a roadway until the bus driver signals it is safe.
- Go immediately to a seat and be seated.
- If your child does not arrive home on the bus in a reasonable time, please call the school office (896-7474) and the bus garage (896-7510) at once.

Items NOT permitted on school bus: Live animals, pets, insects, glass, weapons, penknives, sharp objects, cards, laser lights, coat hangers, toys, skateboards, ball bats, basketballs, large stuffed animals, and large science projects.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege on the bus.

Discipline Protocol administered by principal includes but not limited to:

1. First offense: Written and Verbal Warning
2. Second offense: 1 Day suspension from the bus
3. Third offense: 3 Day suspension from the bus
4. Fourth offense: 5 Day suspension from the bus
5. Fifth offense: Denial of bus privileges

Any suspension from the bus automatically denies any outside activity that requires bus transportation such as field trips.

DIRECTORY INFORMATION NOTIFICATION

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

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

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

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

Joya Mitchell - Title VI Title IX, Section 504 Coordinator

NON-CUSTODIAL PARENTS ACCESS

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

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.

Greenwood Early Learning Center 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.

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

CHILD CUSTODY

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