

Green Primary (PK-1)

# **STUDENT/PARENT HANDBOOK**

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**Note:** This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

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## WELCOME

We are excited to welcome you to our school community. The staff and I are committed to supporting you and making your experience at Green Local Schools as enjoyable and successful as you wish to make it. Your effort and attitude play a big part in shaping that success, and we are here to help every step of the way.

To ensure a safe, respectful, and productive learning environment for everyone—students, staff, parents, and visitors—the Board of Education provides this updated Student/Parent Handbook each year. This handbook outlines student rights, responsibilities, and the consequences of misbehavior. We strongly encourage parents and guardians to take a few moments to review the contents of this handbook with their children. Teachers will also go over it with students at the start of the school year. Thank you for taking the time to become familiar with the important information it contains. If you have any questions or need clarification, please don't hesitate to contact us.

Sincerely,

**Scott Shank**, *Principal*

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**Mark Booth**, *Assistant Principal*

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## FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parents to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the school.

This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

## MISSION

At Green Local Schools, we are dedicated to providing educational opportunities that support the unique needs of each student. Our goal is to ensure that every child experiences meaningful growth in all areas of development—academic, social, and emotional. We believe that learning flourishes in a positive, safe environment built on mutual respect among students, staff, and families. By working together—faculty, staff, parents, and students—we foster a school community where everyone is engaged and enthusiastic about the teaching and learning process.

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes ) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) while at school or a school activity should immediately contact the School District's Compliance Officer(s): Joya Mitchell, *Director of Special Services*, or Alana Neimiec, *Assistant Superintendent*, at 330-896-7500.

Complaints will be investigated in accordance with the procedures described in Board Policy 2260 and corresponding page(s) of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **SCHOOL DAY**

The school day for students in Kindergarten and first grade begins at 8:30 a.m. and ends at 3:05 p.m. Attendance is recorded based on the number of hours students are in attendance during the school day.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used 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 the child's educational goals.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the school office.

## **STUDENT WELL-BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the student must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. It is essential that all school forms are completed promptly to ensure we have accurate and up-to-date contact and emergency medical information for your child. Green Local Schools has partnered with FinalForms, an online forms and data management system that allows parents to complete and electronically sign all academic and athletic forms securely and efficiently. All emergency contact information and required forms must be completed online as soon as possible, and no later than the first day of school. To get started, please [visit FinalForms](#) and follow the instructions provided. If you have any questions or need assistance, feel free to contact the school office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the 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 and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

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## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside (unless enrolling under the District's open enrollment policy). New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. To enroll a child, please begin the process [here](#). When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling in the District following any period of home education will be placed in the appropriate grade level, without discrimination or prejudice.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison Homeless Children with regard to enrollment procedures.

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the abovereferenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the



offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and program. Schedules are provided to each student at the beginning of the school year or upon enrollment, and based on the student's needs and available class space. Any questions or concerns about the assignment should be discussed with the Principal.

### **EARLY DISMISSAL FROM SCHOOL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian. We kindly ask that all last-minute pickup requests be called into the office by 2:00 p.m. to ensure we have adequate time to make the necessary arrangements. Please direct all early dismissal requests to the school office so that they can promptly notify the teacher(s).

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

Parents must notify the school about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within five (5) days of the parents' notice or request, except as permitted by law.

### **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the District nurse.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year. To get started, please [visit FinalForms](#) and follow the instructions provided. If you have any questions or need assistance, feel free to contact the school office.

### **USE OF MEDICATIONS**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician

accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building nurse before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the school clinic and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the clinic by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.

If, for supportable reasons, the Nurse/Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Nonprescribed (Over-the-Counter) Medications**

No staff member will dispense nonprescribed, over-the-counter (“OTC”) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the school clinic. Physician authorization is not required in some cases. By written notice, parents may also authorize that their child may self-administer nonprescribed medication and/or may keep nonprescribed medication in their possession.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student’s parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School’s Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student’s physician, and if the student is a minor, the written approval of the student’s parent or guardian (Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student’s school is a participant if the appropriate form is completed and on file in the school clinic.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School’s professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School’s administrative guidelines.

### **CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from noncasualcontact communicable diseases. When a noncasual-contact communicable disease is suspected, the student’s health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Noncasual-contact communicable diseases include

sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations including, but not limited to, the following:

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extra-curricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, who will contact the school nurse and assist the student in completing the requisite documents.

The parents of a student who is exposed will be contacted regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by the student's physician or other health service. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with the student's physician or other health service.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality. The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure

## **STUDENT WITH DISABILITIES.**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who: has a mental or physical impairment that substantially limits one (1) or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact the school psychologist to inquire about evaluation procedures, programs, and services.

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the schools Family Support Specialist.

## **CHILDREN AND YOUTH IN FOSTER CARE**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information. The Board designates as student directory information: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and/or awards received.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the school office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student or, if an unemancipated minor, the student’s parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student’s parents;
- B. mental or psychological problems of the student or the student’s family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student’s parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the school office to inspect such materials. Further, parents have the right to inspect, upon request, a survey or evaluation created

by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one (1) or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a 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.

## **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Green Local Schools charges specific fees for activities and materials used in the course of instruction, including a technology fee. To manage student fees, visit [here](#).

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

## **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The school makes breakfast available to students in kindergarten-8th grade for a fee of \$2.40 and lunch for a fee of \$3.40. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students prek-12th grade. If a student does not receive an application form and believes they are eligible, contact the school office or Family Support Specialist.

### **BIRTHDAY TREATS / BRINGING FOOD TO THE SCHOOL TO SHARE**

Due to safety concerns, food-based birthday treats will no longer be permitted. We will continue to celebrate each child's birthday by announcing it on the morning announcements and presenting them with a small gift courtesy of the Green Schools Foundation. Families are welcome to send in non-food birthday items, such as pencils, books, or small party favors. However, please know this is entirely optional—there is no obligation to send anything. Thank you for your understanding and support in helping us keep all of our students safe!

### **OUTDOOR RECESS AND WEATHER POLICY**

Students are expected to participate in outdoor recess each day, weather permitting. If the temperature falls below 20 degrees Fahrenheit, recess will be held indoors. Parents and students are encouraged to use good judgment in selecting appropriate clothing for the weather. Children who arrive at school without proper outdoor attire will not be excused from participating in recess. However, they may call home to request appropriate clothing be brought to school.

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.



- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. A person is stationed at the main entrance of the building to greet visitors and guide them to the office.
- H. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

Staff, students, and visitors who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline, up to and including termination of employment for an employee, suspension or expulsion from school for a student.

In addition, a School Resource Officer (SRO) from the Summit County Sheriff's Office is stationed at our school to help maintain a safe and secure environment for all students, staff, and visitors.

### **VISITOR POLICY & BUILDING ACCESS**

To ensure the safety and security of our students and staff, all visitors must follow the procedures outlined below when entering the School. To gain access to the school building, you must present one of the following valid photo IDs:

1. State-issued Driver's License
2. State-issued ID Card
3. Passport

Please be aware that an electronic background check will be conducted if you plan to go beyond the school office during the regular school day. This check includes searches for: registered sex offenders, custody or court-related alerts, restraining orders, and/or protection from abuse orders

If you are picking up a student, your identity will be verified against the student's approved emergency contact list. Be prepared to present your ID to the front office receptionist.

#### **All visitors must:**

- Enter and exit the building through the main office during school hours
- Clearly identify themselves and state the purpose of their visit
- Sign in at the main office and provide photo identification
- Wear a visitor sticker at all times while in the building
- Sign out and return the visitor sticker before leaving

Any visitor not wearing a sticker may be approached and questioned by staff.

The district and building administrative teams have the authority to prohibit or remove any individual from school grounds if their presence is believed to be disruptive or detrimental to the good order of the school. If an individual refuses to leave when requested or creates a disturbance, the Principal is authorized to contact law enforcement for assistance.

## **STUDENT LUNCH VISITATION POLICY**

Green Local Schools is committed to providing a safe and secure learning environment for all students and staff. In support of this commitment, parents and guardians are not permitted to eat lunch with students inside the school building.

If you wish to enjoy lunch with your child, you are welcome to sign them out at the main office and take them off campus during their scheduled lunch and recess periods. Please note that our attendance policy remains in effect, and students will only be excused for the duration of their designated lunch and recess times. We appreciate your understanding and cooperation in helping us maintain a safe and focused school environment.

## **VOLUNTEERS GUIDELINES & EXPECTATIONS**

Green Local Schools values the time and dedication of our volunteers. 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. Visitors, particularly parents, are welcome at the school. Visitors must follow the "Visitor Policy" when entering the school. Any visitor found in the building without signing in a pass shall be reported to the Principal.

If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

To ensure a safe, respectful, and professional environment for all, each volunteer is expected to adhere to the following policies and procedures:

1. Volunteers must follow all Board of Education policies and District guidelines while on duty. This includes maintaining the confidentiality of any personally identifiable student information encountered while volunteering. Such information must not be released or shared unless authorized by law.
2. Volunteers are covered under the District's liability insurance. However, the District does not provide health insurance for illness or injury incurred during volunteer service, and volunteers are not eligible for workers' compensation.
3. Volunteers will be required to sign a waiver releasing the District from any obligation in the event of illness or injury resulting from their volunteer activities.
4. Volunteers may not accept compensation or payment from any source, including booster clubs, parent organizations, or other school-related support groups, for duties performed on behalf of the District.
5. Volunteers must display appropriate behavior at all times. A criminal records check is required every five years, conducted at the volunteer's own expense.

## **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of automated announcements..

Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **EMERGENCY CLOSINGS AND DELAYS**

If school must be closed or the opening delayed due to inclement weather or other unforeseen circumstances, the District will notify families by sending an electronic message to the contact information on file. Information concerning school closings or delays can also be found on the School's web page at [www.greenlocalschools.org](http://www.greenlocalschools.org). Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

### **VIRTUAL EDUCATION DELIVERY**

The School is authorized to enact a plan for a virtual education delivery model in order to make up hours in the school year on which it is necessary to close school due to disease, epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for use.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board offices upon request.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of time. To check out any other materials, contact the librarian. In order to avoid late fees, all materials checked out of the library must be returned to the within the expected checkout timeframe or incur a replacement charge.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **RESTROOMS**

Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

## **LOST AND FOUND**

A lost and found area designated in the school. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **USE OF PERSONAL COMMUNICATION DEVICES**

This policy is established to ensure a focused, respectful, and distraction-free academic environment. Cell phones have been shown to interfere with learning, foster academic dishonesty, and disrupt school culture. To maintain high academic and behavioral standards, and in accordance with the state of Ohio law (HB 250), this policy will be strictly enforced.

Cell phones must be powered off and secured in lockers or backpacks while on school premises from the moment students enter the building until the final bell rings. Use in hallways, restrooms, classrooms, and common areas (including outdoors on the school premises), without explicit permission from school staff, is not allowed during the school day.

Students shall have no expectation of confidentiality with respect to their use of Personal Communication Devices (PCDs) on school premises/property. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to:

- A. Transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and
- B. Engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the

nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they 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. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Students may possess wireless communication devices in school, on school property, during after school activities, and at school related functions, provided that during school hours the WCDs are powered completely off (i.e. not just placed into vibrate or silent mode).

During the school day, cell phones are to be concealed and secured in hall lockers or stored out of sight to prevent distraction of the learning environment. According to Board policy, GLS staff members have the right to confiscate a student's cell phone if it is seen or heard. All cell phones will be turned into the office of the principal. Any calls made by students during school hours must be made on a school phone with staff member approval.

If any electronic device is used improperly, without permission, or becomes a distraction to the learning environment, it will be confiscated. A parent or guardian may be required to pick it up from the school office.

Use of PCDs in the hallways, restrooms, classrooms, common areas and/or on the playground is not allowed during the school day. Parents and guardians are advised that the most effective way to get in touch with their child during the school day is to call the school office directly. This ensures minimal disruption to classroom instruction and allows staff to assist promptly.

**Classroom Environment:** Cell phones are not to be seen or heard during class time. Teachers are not authorized to allow personal phone use under any circumstance, except when pre-approved by GLS administration and/or medical or IEP/504 accommodations.

**Testing Environments:** Possession of a phone during testing, regardless of use, is considered a violation of academic integrity and will result in automatic disciplinary action, including academic consequences and referral to administration.

**Enforcement & Consequences:** Violations of these policies may result in disciplinary action, which may include:

1. **Verbal Warning:** The student receives a verbal reminder of the policy.
2. **Confiscation – Student Pick-Up:** The device is confiscated by a staff member, secured in the school office, and returned to the student at the end of the school day.
3. **Confiscation – Parent Pick-Up:** The device is held in the school office and must be picked up by a parent or guardian. Additional consequences may be assigned.
4. **Administrative Discretion:** Further disciplinary action may be determined at the discretion of school administration, based on the nature and frequency of the violation.

**Medical Exceptions:** Students with documented medical needs (e.g., diabetes monitoring, seizure tracking apps) may be granted limited and supervised phone access. A written request from a parent/guardian and a medical provider's note must be submitted to the school nurse and approved by administration. Students with approved exceptions will receive a phone use plan, outlining specific times and locations for medical phone use. Unauthorized use outside of the approved plan will still result in disciplinary action.

**Emergencies:** In case of an emergency, parents should contact the main office. Students may request to use the office phone, if needed. Use of phones during drills or real emergencies must follow staff instructions and emergency protocol.

*According to Board Policy,* cell phones or other personal devices in the District's custody will not be searched or tampered with unless school officials have reasonable suspicion that a search is necessary to uncover evidence of a violation of the law or school rules. Any such search will be conducted in accordance with Board Policy 5771 – Search and Seizure.

### **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 advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

### **Preschool Inspection Reports**

Families can access preschool inspection reports by visiting the Ohio Department of Children and Youth Services website @ <https://childcaresearch.ohio.gov/>.

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## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give

permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

## **GRADES**

Green Local Schools has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grade marks indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation.

## **GRADING PERIODS**

Students in KG-12th grade will receive a report card at the end of each 9-week/quarterly period indicating their progress for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

## **PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade;
- B. potential for success at the next level;
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade.

A student may be accelerated (either by whole-grade or by subject area) when the student's performance and measured ability significantly exceeds that of their grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student requesting acceleration. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently in and any grade(s)/course(s) the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at their current grade level based on the following criteria:

- A. failure to demonstrate proficiency in core subject such as mathematics and reading

- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if the student is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if the student falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if they attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law. A student will be promoted to the succeeding grade when the student has completed the course and State-mandated requirements at the presently assigned grade.

## **HOMEWORK**

Homework will be assigned. The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.



## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network, and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents and guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Board Policy 7540.03 – Student Technology Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy, is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to, the following:

- 1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
- 4. posting misleading or fake photographs of students or school staff members on websites.

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.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
  2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the person messages, the student must stop.
  4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
  6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  7. Never agree to get together with someone you "meet" online without parent approval and participation.
  8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measures. Students must immediately notify the teacher, principal, or counselor if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Director of Technology. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).

- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Director of Technology. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose. The following hierarchy will prevail in governing access to the Network:
1. Class work, assigned and supervised by a staff member.
  2. Class work, specifically assigned but independently conducted.
  3. Personal correspondence (checking, composing, and sending email).
  4. Training (use of such programs as keyboarding tutors, etc.)
  5. Personal discovery ("surfing the Internet").
  6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or teacher.
- T. Game playing is not permitted at any time.

### **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via email are required to keep the District informed of any changes to their e-mail address.

### **USE OF AI TOOLS FOR SCHOOL WORK**

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence ("AI") tools is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and

responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

- A. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying unseen aspects, and suggesting other perspectives.
- B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.
- D. Writing assistance: AI tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).

When AI tools are used responsibly and effectively, they can help to supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work. Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

## **STUDENT ASSESSMENT**

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

By June 30<sup>th</sup> of each year, parents will be provided with the score of any State-mandated assessment or test administered to their student. Results will be sent via mail or email or, alternatively, will be posted to a secure portal that families can access on the District's or school's website.

### **PUBLIC SCHOOL CHOICE OPTIONS**

If a school within the District has been designated as “persistently dangerous” as defined by State law, students have the right to transfer to another “safe” school in the District. If there is not another “safe” school in the District providing instruction at the students’ grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, the student also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student’s grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student’s grade level.

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## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Green Local Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter. The Board authorizes the following student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups may meet in the school building during noninstructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot on any materials or information.

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## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is the person's dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students in Kindergarten-12th grade enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which a student has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

#### **Excessive Absences**

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered excessively absent from school. Religious expression days that have been approved by the Principal in accordance with this policy will not be considered for the purpose of determining whether a student is excessively absent. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the



absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student may have an excused absence for medical reasons, such as personal illness or medical visit, subject to the following rules. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond ten (10 ) days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

Once a student accumulates 65 hours of missed school, regardless of whether the absences are excused or unexcused, additional requirements are triggered. After reaching 65 hours, any future absences due to personal illness will only be considered excused if accompanied by a note from a registered physician. A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. Upon reaching the 65-hour threshold, the school may initiate an absence intervention plan. This plan is designed to help improve the student's attendance and may involve meetings, support strategies, or monitoring.

The following "medical excuses" will not count toward a student's excessive absence hours: 1) personal illness; 2) illness in the family necessitating the presence of the child; 3) quarantine of the home; 4) health care provider appointments (doctor, dentist, mental health provider, etc.); 5) medically-necessary leave for a pregnant student in accordance with Policy 5751; 6) death in the family; or 7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered "habitually truant" if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) month, or for seventy-two (72) or more hours in one (1) school year.

If a student is habitually truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

### **Absence Intervention Team**

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in their discretion, contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

### **Intervention Strategies**

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. take appropriate legal action

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in their discretion, assign a home instructor to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer. The absence intervention process shall commence upon the first day of instruction of the next school year.

### **Reporting Requirements**

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan. In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth-class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, the student will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and the student's parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education and Workforce, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;

- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of County/Countries, with the parents, guardians, or other persons having care of the students attending school in the District, and with appropriate State and local agencies.

### Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
  - B. appointment with a health care provider
  - C. illness in the family necessitating the presence of the child
  - D. quarantine of the home
  - E. death in the family
  - F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
  - G. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
  - H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
- If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- I. such good cause as may be acceptable to the Superintendent
  - J. medically necessary leave for a pregnant student in accordance with Policy 5751

- K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- L. college visitation (The District requires verification of the date and time of the visitation by the college, university, or technical college.)
- M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- N. absences due to a student being homeless

At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

### **Religious Expression Days**

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal. The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed. To view the Ohio Department of Education and Workforce's non-exhaustive list of major religious holidays, [click here](#).

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.

The District has adopted the following procedure for a student, parent, or guardian to notify the District of any grievance with regard to the implementation of this policy. A grievance must be submitted in writing to the Superintendent. The Superintendent will review the grievance and issue a written determination of whether the policy has been violated. The decision of the Superintendent is final and not subject to further appeal.

The District will notify parents and guardians annually about this policy and the procedures that they must follow to request accommodations for religious expression days.

The policy will be placed in a prominent location on the District's website and will include the contact information for an individual who can provide further information about the policy. The District will also publish a non-exhaustive list of major religious holidays, festivals, and religious observations as published by the State Superintendent for which an absence will not be unreasonably withheld or denied. The list will be provided whenever the policy is posted, printed, or distributed, and will be accompanied by a statement that declares the list is non-exhaustive and may not be used to deny accommodations to a student for a holiday, festival, or observation that is not included in the list. Nothing in this policy, and no inclusion or exclusion of a religious holiday or festival on the list posted by a District, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

### Notification of Absence

If a student will be absent, the parents must notify the School and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

In accordance with Ohio legislation, a parent or guardian is required to report any student absences from school. Please notify the Attendance Office by 9:30 a.m. on each day that the student will be absent. You can reach the attendance line, which has 24-hour voicemail support, by dialing 330-896-7583. When leaving a message, please include the following information:

- ☐ **Student's Full Name:** [Student's Full Name]
- ☐ **Your Name and Relationship to the Student:** [Your Full Name], [Parent/Guardian]
- ☐ **Grade Level:** [Student's Grade Level]
- ☐ **Homeroom Teacher:** [Homeroom Teacher's Name]
- ☐ **Reason for Absence:** [Reason – e.g., illness, family emergency, appointment, etc.]

As another option for reporting your child's absence, you may use the Online Call-Off form [here](#).

### **Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

### **Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make up for missed work. The student should contact the teacher as soon as possible to obtain assignments.

Make-up work due to an excused absence must be completed. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. If make-up work is not completed on time, the student may earn an incomplete or failing grade for missing assignments. Any unexcused absence may result in a "0" being assigned by a teacher for any graded coursework completed or due that day.

If a student misses a teacher's test due to an excused absence, the student should make arrangements with the teacher to take the test at another time. If the student misses a State-mandated assessment test or other standardized test, the student should consult with the teacher or school counselor to arrange for administration of the test at another time.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence. A suspended student will be responsible for making up school work missed due to suspension. Some assignments may be obtained from the beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school. The student must complete the provided missed assignments during the suspension and turn them in to the teacher by the time the student returns to school. The student will be given at least partial credit for properly-completed assignments and will receive a grade for any made-up tests. The student's grade for work ethic will be diminished and indicate "absence from school due to discipline."

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State. (Please refer also to "Truancy" section of this handbook.) If a student under the age of eighteen (18) has ten (10) or more consecutive or fifteen (15) total days of unexcused absence during a semester, the student will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of their driver's license, if appropriate, as a result of this excessive absence.

### **Tardiness**

A student in kindergarten and first grade who is not in their assigned location by 8:35 a.m. shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

### **Vacations During the School Year**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the school to make necessary arrangements. Students who take vacation during the school year shall be considered absent with parental permission. It will be the obligation of the parent and the

student to see that work missed is made up, and if necessary, secure a tutor without undue demand upon the classroom teacher. In addition, the following will be expected:

1. Parental notification in the form of a handwritten note should be sent to the school office at least three days in advance. **No more than five (5) days per year of vacation will be counted as excused absences.**
2. A "Vacation Form" will be provided to the student to give to his/her teachers upon written notification from the parent or the student may pick up a copy at the office upon request. Upon completion, the vacation form shall be returned to the Attendance/Main Office.
3. If it is possible for the student to receive certain assignments that may be completed during the trip, the assigned work will be due the first day the student returns to school. Please be aware that, at the discretion of the teacher, there may be additional assignments that need to be completed upon a student's return. This work must be completed in accordance with the guidelines noted in the *"Make-up of Tests and Other Schoolwork"* section above.

### **RELEASED TIME FOR RELIGIOUS INSTRUCTION**

Students shall be provided "released time" during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

### **CODE OF CONDUCT**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **EXPECTED BEHAVIORS**

Students are expected to:

- A. act courteously to adults and fellow students;
- B. be prompt to school and attentive in class;
- C. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- D. complete assigned tasks on time and as directed;
- E. help maintain a school environment that is safe, friendly, and productive;
- F. act at all times in a manner that reflects pride in self, family, and in the School.



## POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

At Green Local Schools, we are committed to fostering a safe and supportive learning environment for every student. We implement a variety of school-wide Positive Behavioral Interventions & Supports (PBIS) based on the understanding that all students can benefit from well-implemented, evidence-based behavioral practices.

We have established a set of universal, positively stated expectations for behavior in all school settings. These expectations are rooted in our core values:

- **Safety**
- **Kindness**
- **Responsibility**

Our school-wide behavior framework is designed to encourage students to consistently act in ways that are safe, kind, and responsible, no matter where they are in the school building. We encourage families to engage in daily conversations with their children about the positive reinforcements and behavior strategies being used in their classrooms and throughout the school. To learn more about our school-wide PBIS systems, please visit our school website.



## SCHOOL-WIDE BEHAVIOR EXPECTATIONS

# BULLDOGSTRONG

"Be a safe, kind, and responsible learner every day!"

	Classroom	Hallway	Recess	Cafeteria	Restroom	Bus
BE SAFE +	Hands and feet to self Use materials correctly Walking feet	Hands and feet to self Walking feet Eyes forward	Hands and feet to self Use equipment correctly Tell an adult if you see something unsafe	Hands and feet to self Walking feet Eat only your own food	Hands and feet to self Tell an adult if you see something unsafe "Go, Flush, Wash, Leave"	Hands and feet to self Back on back, seat on seat Follow driver's hand signals
BE KIND ❤️	Use kind words and actions Share and take turns Be a good listener (whole body)	Quietly wave Quiet voices and calm bodies Enjoy art with your eyes	Use kind words and actions Share and take turns Be a good sport	Use kind words and actions Stay in your space Quiet voices and calm bodies	Give others privacy Wait your turn quietly Quiet voices and calm bodies	Use kind words and actions Greet bus driver Quiet voices and calm bodies
BE RESPONSIBLE ✓	Follow directions the first time Do your best work Clean up	Follow directions the first time Stay with the group Go and get back	Follow directions the first time Be a problem solver (bug and a wish) Clean up	Follow directions the first time Raise hand for help Clean up	Follow directions the first time Wash hands with soap Keep restroom clean and safe	Get on and off bus slowly Keep bus clean Keep the aisle clear
Self-Awareness ◦ Self-Management ◦ Social Awareness ◦ Relationship Skills ◦ Responsible Decision-Making						
*AT ALL TIMES, I WILL INCLUDE OTHERS WHO ARE LEFT OUT AND HELP BY REPORTING ANY BULLYING TO AN ADULT AT HOME AND AT SCHOOL.*						

## CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all students in the class; and
- B. all students in the class have the opportunity to learn.

## WATER ONLY IN CLASSROOMS

To support student health, focus, and academic success, only water is permitted during class time. Beverages such as soda, juice, energy drinks, or coffee are not allowed in classrooms. Water helps with: staying hydrated, boosting concentration and brain function, and supporting overall well-being. Students have easy access to filtered water through water fountains and bottle-filling stations located throughout the school. This policy is part of our commitment to creating a healthier learning environment and encouraging lifelong healthy habits. If students bring beverages other than water to school, they may be asked to finish them before class or dispose of them. Thank you for helping us make our school a healthier place to learn!

## DRESS AND GROOMING

At Green Local Schools, we believe that appropriate student dress supports a productive learning environment and promotes student well-being, health, and safety. Students are expected to dress appropriately at all times. The student dress code provides general parameters and specific guidelines to ensure that students dress in a respectful, safe, and appropriate manner. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

*Does my clothing expose too much? (No)*

*Does my clothing advertise something that is prohibited to minors? (No)*

*Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)*

*Am I dressed appropriately for the weather? (Yes)*

*Do I feel comfortable with my appearance? (Yes)*

Building administrators have the authority to determine the acceptability of student attire and will enforce the dress code neutrally and consistently. Students, parents, and school administration share responsibility for upholding these expectations at school and school-related activities.

### General Guidelines

Students must:

1. Show proper attention to personal cleanliness, hygiene, neatness, and the suitability of clothing for school activities.
2. Ensure that dress and grooming do not create health or safety hazards or cause distractions or disruptions to the learning environment.
3. Avoid clothing, jewelry, or personal items with language or images that are vulgar, sexually suggestive, discriminatory, obscene, libelous, threatening, or that promote illegal or violent

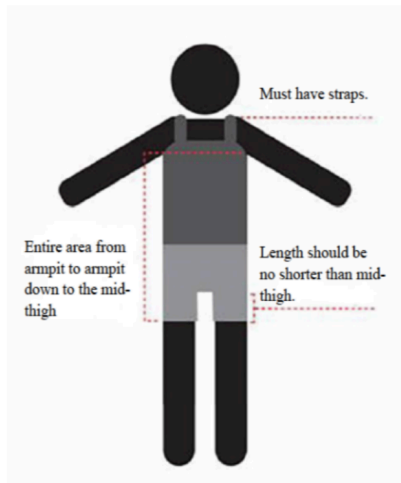
behavior.

4. Refrain from wearing any gang-related apparel.

### **Specific Guidelines**

The following dress standards apply:

- Undergarments must be covered and not visible at any time.
- Pants and shorts must be worn at the natural waistline.
- Garments must be appropriately sized and of sufficient length.
- Shoes or sandals must be worn at all times.
- Clothing, jewelry, or items displaying inappropriate language, symbols, hate speech, or references to illegal/sexual activity are not permitted.
- Any article deemed inappropriate or in poor taste by administration may be prohibited.
- Sunglasses are not to be worn during the school day unless approved by the principal or designee.
- Jewelry that poses a risk of injury is not allowed.
- Clothing with holes, shredding, or sheer material is not permitted if it reveals undergarments or private areas.
- Hoods and hats may not be worn inside the building during school hours unless approved by the principal or designee.



## **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.**

**If clothing is in question of guidelines, we recommend that students bring alternative options to change into if necessary. This helps minimize disruption to the school day.**

This policy applies during school hours and at school-sponsored events/activities. Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups. Final decisions regarding dress code violations rest with school administration. Parents are encouraged to support their child in following the dress code.

### **Gangs**

Gangs that initiate, advocate, or promote activities that threaten the safety or wellbeing of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership, or causing and/or participating in activities that are designed to intimidate another student, will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the Principal.

### **Care of Property**

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

## **DEFINITIONS**

### **Bullying**

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;

- J. public humiliation; or
- K. destruction of property.

**Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

**Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating,

hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one (1) of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep



the Principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

### **Anti-Harassment Compliance Officers**

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Mrs. Joya Mitchell, *Director of Student Services*  
1755 Town Park Boulevard  
Uniontown, OH 44685  
330-896-7500 | [mitchelljoya@greenlocalschools.org](mailto:mitchelljoya@greenlocalschools.org)

Mrs. Alana Niemiec, *Assistant Superintendent*  
1755 Town Park Boulevard  
Uniontown, OH 44685  
330-896-7500 | [niemiecalana@greenlocalschools.org](mailto:niemiecalana@greenlocalschools.org)

The names, titles, and contact information of these individuals will be published annually on the School District's website.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

## **Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one (1) of the Compliance Officers.

All informal complaints must be reported to one (1) of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one (1) or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy. (See Policy 8310 and Policy 8330)

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint

within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

### **PROTECTION OF INDIVIDUAL BELIEFS**

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. (See Policy 2265)

### **TITLE IX SEXUAL HARASSMENT**

The Board of Education of the Green Local School District does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, Third Party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

Please refer to Board of Education Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities for comprehensive guidelines and procedures ensuring compliance with federal and state laws prohibiting sex-based discrimination in all educational programs and activities.

## **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. Disciplinary action may range from verbal reprimand to expulsion.

## **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension, and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials, as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **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, or 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 they behave in such a way as could cause physical injury to any 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 that 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 onto 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 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 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 result in 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, illegal drugs, over-the-counter stimulants, or (possession of) drug paraphernalia at school functions, on school grounds, or at an event off school grounds. The student can be disciplined if the principal has a reasonable suspicion of consumption and may request an appropriate test. 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 the Summit County Sheriff's Department.

#### **RULE 6: Repeated Violations**

A student shall not repeatedly fail to comply with the 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 the teacher, student teachers, substitute teacher, teacher aides, administrators, or other authorized school personnel during any period of time when the student is under the authority of school personnel. Failure to comply with directives, or discipline procedures, or refusal to accept consequences for an infraction may result in a sterner action.

**RULE 10: Fighting**

A student shall not engage in physical altercations or 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, or 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.

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.

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

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

**RULE 17: Aiding and Abetting**

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

**RULE 18: Extortion**

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

**RULE 19: School Bus Rules**

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

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

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

## **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. In some cases, a student can be suspended from school transportation for infractions of school vehicle rules.

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.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

### **Addressing Student Behavior & Offenses**

At Green Local Schools, student behavior concerns are categorized as either minor or major offenses. Our staff regularly teaches and reinforces school-wide expectations to ensure a positive learning environment. When inappropriate behaviors occur, they are addressed by classroom teachers and/or school administration, depending on the severity.

This process includes:

- Consistent behavioral support
- Direct communication with students
- Collaboration with parents
- Reteaching appropriate behaviors when necessary

We strongly encourage parents to stay informed of their child's behavior, support and reinforce school expectations at home, and partner with school staff in promoting positive conduct

The school administration holds final authority in addressing all student conduct violations and may exercise discretion in applying disciplinary measures. Teachers are encouraged to handle most discipline issues in the classroom using a variety of strategies to promote positive behavior. If necessary, they may refer matters to school administration.

Consequences may include informal and/or formal discipline measures. Actions taken are based on the type and frequency of the offense. Although a progressive discipline approach is generally followed, not all steps may apply in every case. Students who respond inappropriately to disciplinary actions may face additional consequences.

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the School. It includes:

- A. verbal reprimand
- B. conference with student
- C. change of seating or location;
- D. restorative practices, which may include community service;
- E. written assignments (e.g., reflection, apology letter, etc.);
- F. parent notification;
- G. lunch and/or recess detention;
- H. remediation / restitution;
- I. removal / loss of privilege(s);
- J. parent conference;
- K. removal from classroom;
- L. alternative classroom assignment (ACA); and/or
- M. other actions deemed appropriate by administration.

### **In-School Discipline**

Assigned students will attend a continuous amount of time during the informal discipline which time in which they will be supervised by a staff member. If applicable, each student shall arrive with sufficient educational materials to be busy during this time.

A student missing any portion of an assigned discipline action may be given an additional consequence. Failure to timely serve assigned consequences may lead to suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to in-school discipline:

- A. Students may be required to have class assignments with them.
- B. Students are not to communicate with each other unless given permission to do so.
- C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- D. Students shall not be allowed to put their heads down or sleep.
- E. No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.

F. No food or beverages shall be consumed.

### **Formal Discipline**

Formal discipline involves removal of a student kindergarten-12th grade from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days, or for any period of time if the expulsion will extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at the Superintendent's discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities, such as band and athletics, can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, the student may be subject to school disciplinary action, as well as action through local law enforcement.

### **DUE PROCESS RIGHTS**

Before a student is 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 meeting, or be subject to appeal.

### **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within five (5) calendar days after receipt of the suspension notice, to the Office of the Superintendent.. The request for an appeal must be in writing.

During the appeal process, the student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or the student's representative requests otherwise. A verbatim transcript will be made, and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Principal, or assistant principal may remove the student from any curricular or extra-curricular activity or from the school premises. A teacher may remove the student from any curricular or extra-curricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal, in writing, within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extra-curricular activity for less than one (1) school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, assistant principal, Superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

### **Students in Grades Pre-K Through Three (3)**

A student in any of grades pre-kindergarten through three (3) may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extra-curricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through three (3) is removed and returned to their curricular and extra-curricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of same).

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or the student's parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved, either by reinstatement, suspension, or expulsion.

## **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5), school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by their parents, legal counsel, and/or by a person of the student's choice at the hearing.

In accordance with Board Policy 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Students, 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 will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) calendar days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations, including use or possession of alcohol or drugs, may result in revocation of the student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Early College Credit Program at the time the expulsion is imposed.

## **PERMANENT EXCLUSION**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;



- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

### **SUSPENSION OF BUS RIDING / TRANSPORTATIONS PRIVILEGES**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal (or assistant principal or other administrator) will decide whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing and within one (1) day, of the reason for the suspension and the length of the suspension.

### **SEARCH AND SEIZURE**

Administrators may search a student or a student's property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extra-curricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated.

## INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the building administrator (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or a children's services agency removes a student from school, the building administrator will notify a parent.

## STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

### A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

### B. Material may not be displayed or distributed during class periods, or between classes.

Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

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## SECTION V - TRANSPORTATION

### BUS TRANSPORTATION TO SCHOOL

The School provides transportation for those students whose distance from their school makes this service necessary within the limitations established by State law. from school. The transportation schedule and routes are available by contacting the Transportation Department.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal or Transportation Department.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the Principal or Transportation Department stating the reason for the request and the duration of the requested change.

### CONDUCT ON SCHOOL VEHICLES

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned vehicles as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

**Prior to loading (on the road and at school),** each student shall:

- A. be on time at the designated loading zone (at least five minutes prior to scheduled stop);
- B. stay off the road at all times while walking to and waiting for school transportation;
- C. line up single file off the roadway to enter;
- D. wait until the school transportation is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the driver signals it is safe to cross;
- F. properly board and depart the vehicle;
- G. go immediately to a seat and be seated.

It is the parents' responsibility to inform the driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

**During the trip,** each student shall:

- A. remain seated while the school transportation is in motion;

- B. keep head, hands, arms, and legs inside the school transportation at all times;
- C. not push, shove, or engage in scuffling;
- D. not litter in the school vehicle or throw anything in, into, or from the vehicle;
- E. keep books, packages, coats, and all other objects out of the aisle;
- F. be courteous to the driver and to other riders;
- G. not eat or play games, cards, etc.;
- H. not use nuisance devices (e.g., laser pointers) on the school vehicle in a way that disrupts the safe transportation of students and/or endangers students or employees;
- I. not tamper with the school vehicle or any of its equipment (including, but not limited to, emergency and/or safety equipment).

**Exiting the school vehicle,** each student shall:

- A. remain seated until the vehicle has stopped;
- B. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on a school vehicle shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on a school vehicle. (See Suspension of Bus Riding/Transportation Privileges, above).

### **TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

