

# Green High School



## **Student Handbook** 2018-2019

The mission of Green Local Schools is to ensure the highest quality education by helping each and every student to realize his or her fullest potential and become a productive and responsible citizen through innovative and diversified academic programs, which will be provided in a caring environment conducive to learning and in concert with our community.

2018/2019  
Green High School  
Handbook/Acceptable Use and Internet Safety Policy  
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# Procedures

## G.H.S. PHILOSOPHY

American schools are social institutions, organized for the purpose of preparing youth to assume responsibility that comes with being a member of our society. The school is, therefore, based on the beliefs and concepts that all people, regardless of race, creed or color, have the right to acquire as much knowledge as they might physically accomplish. In our changing world, a good education is becoming increasingly important. The right to learn manifests the concept that a free education is vital to all people. This includes every individual regardless of whether or not they have limiting handicaps. With the benefits of all the citizens in mind, cooperative community planning should be used whenever possible as a means of organizing the educational criteria:

In pursuit of our educational goals, we shall constantly strive to achieve the following criteria:

- A. To develop the individual student mentally, morally, physically and socially
- B. To motivate the student to participate in the improvements of society
- C. To teach the student how to adjust to changing conditions
- D. To endow the student with a deep respect for authority, laws, and order of a civilized society

## TITLE IX

**Nondiscrimination on the basis of sex in the educational and activity programs:** No student, employee or other person acting in the name and on behalf of the Green Local School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subject to discrimination under any and all educational or activity programs conducted by this school district.

## PARENT CONFERENCES

Parents can request conferences with teachers should their child be experiencing difficulty with the subject matter. We ask that parents request the conference at least 24 hours in advance. This will avoid any conflict with other commitments and also allow the teacher time to gather data and papers that may contribute to the conference.

## FIRE AND TORNADO DRILLS

The school will conduct several building evacuation drills during the year. At the beginning of each school year, students will be shown and told the location of the nearest exit for fire drills and the proper station for the tornado drill in each classroom. Directions for each drill are posted in every classroom. Students are asked to remain silent during these drills and to remain in orderly lines while evacuation is in progress. Evacuation drills will be signaled by starting the fire alarm or tornado alarm system in the building.

## RESTROOMS

Students are requested to visit restrooms before first period and during class change. Restrooms are not to be used for meeting purposes or loafing purposes.

## LUNCH AND BREAKFAST

Breakfast is \$1.00 (reduced breakfast price is .30) and lunch is **\$2.90** (reduced lunch price is .40). Students in grades 7-12 will be permitted to charge up to two lunches; any student accounts over \$5.80 will not be permitted to charge and will be given an alternative lunch. There will be no a la carte charges permitted.

## TRANSPORTATION

The state provides school buses for the transportation of students. Proper conduct and procedures are governed by state regulations. The bus driver is responsible for the safety and welfare of the students who ride the bus. Stern disciplinary action will be taken with students who jeopardize this responsibility. The school has authority through state regulations to refuse the transportation of any student who fails to cooperate. Bus drivers and/or school administrators have the authority to assign permanent seating to any student misbehaving on the school bus.

## HALLWAYS

Students should be in the halls only between classes. Students will obey the rules of common courtesy by moving quickly and quietly. Running in the halls is not permitted at any time. **The wearing of ear buds in the hallways is not permitted. Boys and girls do not hold hands or walk with arms around each other in the school building or on the school grounds.** If unusual circumstances

require a student to travel in the halls during class or study period, he/she should obtain a pass slip from the teacher in charge. Students travel directly to their destination and return. Help the custodian keep the hallways clean.

### ANNOUNCEMENTS

The public address system is used to communicate to the entire high school student body. Most announcements will be made at the beginning and end of the school day. Students are responsible for listening to the announcements.

### CLASSES

1. Students attend all classes unless excused by the general office or by the teacher in charge of the class. If a student needs to see the principal, nurse, guidance counselor etc. he/she must **FIRST** go to class and then request permission to leave from the teacher.
2. All students are expected to be in class on time. Tardiness to class will be dealt with in an appropriate manner.
3. The cutting of classes is forbidden. Any student who is missing from classes without permission will be subject to disciplinary action.
4. If a student becomes ill during any class, he/she should request the permission of the classroom teacher to go to the school nurse. If the nurse is not in the office, (the nurse's office is open between 8:15 and 2:15) report directly to the general office. The restrooms are not to be used as recovery centers. Students must sign in at the nurse's office.
5. All students must become quiet at the ringing of the tardy bell for each class.

### DANCES AND PROM

No one 21 years of age or older will be allowed to attend a dance or prom at Green High School with a Green High School student.

### HOMECOMING

Qualifications for candidacy:

1. Candidates must be enrolled for at least two complete grading periods prior
2. Candidates must have no serious or repeated discipline problems
3. Candidate may not have previously been an attendant for the season in which they are running with the exception of the senior year when the candidate may run for the position of queen only

### TELEPHONE

Office telephones are to be used by students with permission only.

### COPY MACHINE

Students must obtain permission from the school secretary to use the copy machine and have a **written pass** from a teacher.

### DRIVING

Students who drive to school, must park in the lot west of the building, not behind the school building. Upon arrival, students are not permitted to remain in or around automobiles but should go directly to the building. The automobile shall not be moved during the school day. **Students are not to be in cars during school hours.**

### TEXTBOOKS

Textbooks are furnished by the Board of Education. They are not the property of the students. Students are liable for any damage done to textbooks. Any student who loses or damages books will be held responsible for them and must pay for any book that is lost or damaged in the treasurer's office. Special care should be taken not to drop books or to cause other students to drop them since this is one of the chief causes of damaged books.

### LOCKERS

All lockers are the property of the school. Therefore, school administrators have the right to search student lockers if deemed necessary. A locker will be assigned to every student. Students are expected to keep their lockers clean and in order at all times.

Blocking latches on locker doors will not be permitted. Students found violating this rule will be disciplined. Students who wish to lock their locker will need to purchase their own lock.

### **PERSONAL APPEARANCE**

Students should not wear clothing or hair styles that can be hazardous to them or others in their school activities such as lab work, physical education and art. Grooming and dress which prevents the student from doing his work because of blocked vision or restricted movements should be discouraged as should be dress styles that create or are more likely to create, a disruption of classroom order.

Articles of clothing that may cause maintenance problems are unacceptable, as are those immodest or in “poor taste.” A general consideration might be, “Does this appearance in any way disrupt the educational process? Is the student neat and clean? Students are not to wear:

1. No spaghetti strap tops
2. **Any** clothing that exposes bare midriff
3. No articles of clothing may be ripped, torn, or have holes above the fingertips
4. Shorts, skirts and other similar apparel **MUST** be fingertip length, when arms are placed by side. Shorts may not be: spandex shorts
5. No headwear
6. No mesh or see-through (sheer) clothing
7. No halters
8. No logos/print across clothing on student’s bottom

### **LIBRARY USE**

1. All students in the school are entitled to use the library and to borrow books and materials.
2. Reference books, such as encyclopedias and dictionaries, are to be used in library only.
3. All books may be retained for three weeks and may be renewed once for the same period.
4. Injury to books beyond reasonable wear and all losses shall be paid for.
5. If a book is not returned by the due date, the student will receive two warnings. Upon the third warning, a letter will be sent home requesting payment for the book.
6. **Library materials will not be issued to any student who owes for a lost book.**
7. A student may borrow two books at a time.
8. No books may be taken from the library without being checked.
9. Current issues and back issues of magazines, newspaper, etc. may be used in the library.
10. A student must enlist the help of a student librarian to secure a back issue of a magazine.
11. **A student will not receive a report card (or information on report card) until any overdue books are returned.**

### **FIELD TRIPS**

In order to attend a field trip, students will need to meet the following requirements: have a permission slip signed and turned in, have a current emergency medical form on file in the office and be in good standing with attendance/missing work.

### **RELEASE OF INFORMATION**

Under federal law we are requested to release information (such as name, address, grade-level and phone number) to military recruiters unless the student or parent gives us prior written consent to withhold that information. If you do not want your junior or senior information released to the recruiters, please submit to us in writing by October 15 and give us permission to remove your child’s name and address from the testing.

### **MEDICATION**

#### ***Prescription***

A written and signed physician’s request form identifying the student, the medication, dosage or procedure required; the times required; possible reactions which should be reported to the physician; special instructions including storage and sterile requirements; date of request form; physician’s name, address and phone number. **(Forms may be obtained from the school nurse.)** A section on the form is to be completed and signed by the student’s parent or guardian authorizing school personnel to administer the medication or procedure as instructed by the physician and **agreeing to deliver the medication to school in a pharmacy container, to notify the school if the medication, the dosage or the procedure is changed or eliminated.**

**Non-Prescription**

The school nurse will attempt to contact the parent/guardian before administering; however, in the event the parent/guardian cannot be reached, the nurse will send a follow-up note home with the student that same day indicating non-prescription medication was administered. The date, time and dosage, as well as a description of the student's symptoms, will be included.

**Immunization Summary for School Attendance -- Ohio**

<b>VACCINES</b>	<b>FALL 2018 IMMUNIZATIONS FOR SCHOOL ATTENDANCE</b>
<b>DTaP/DT</b> <b>Tdap/TD</b> Diphtheria, Tetanus, Pertussis	<b>K</b> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 <sup>th</sup> birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 <sup>th</sup> birthday, a fifth (5 <sup>th</sup> ) dose is not required. * <b>1-12</b> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) up. <b>Grades 7-12</b> One (1) dose of Tdap vaccine must be administered prior to entry. **
<b>POLIO</b>	<b>K-8</b> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <b>Grades 9-12</b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the 4 <sup>th</sup> birthday, a fourth dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
<b>MMR</b> Measles, Mumps, Rubella	<b>K-12</b> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
<b>HEP B</b> Hepatitis B	<b>K-12</b> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
<b>Varicella</b> (Chickenpox)	<b>K-8</b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. <b>Grades 9-12</b> One (1) dose of varicella vaccine must be administered on or after the first birthday.
<b>MCV4</b> Meningococcal	<b>Grade 7-9</b> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <b>Grade 12</b> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

**NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-Up Immunization Schedule for Persons aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered 4 days before the minimum interval or age are valid (grace period). Doses administered 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <http://www.odh.ohio.gov>, Immunization: Required Vaccines for Childcare and School.) These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\*Pupils who received one dose of Tdap as part of the initial series are required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\*The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\*Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. Only 1 dose is required, if a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger. Currently, there are no school entry requirements for meningococcal B vaccine.

# Attendance

The Green Local School District complies with the following county attendance regulations. A child of compulsory school age must attend a school that conforms to the minimum standards prescribed by the State Board of Education unless his or her body or mental condition does not permit his attendance at such school. Due to such condition, he or she is instructed at home by a qualified teacher (as directed by a physician) (R.C. 3321.04)

Every effort of a positive nature will be employed to cause students to want to attend school regularly.

To comply with the state minimum standards, a student is required to be in a particular class at least 120 hours to receive a full Carnegie unit or credit and at least 60 hours to receive ½ Carnegie unit of credit for a semester class. If they do not meet this requirement, credit for the class will not be given.

If any student misses (12) periods of a Monday – Friday class or (6) of a ½ or ¼ credit class, unexcused, he/she has not fulfilled the necessary requirement to receive credit for the class. He/she may not receive credit due to a deficiency in class time in attendance. Time on task is extremely important. It is difficult for a student to learn if he/she is not present for instruction. Due to the importance of class attendance, **ALL TIME FOR TARDINESS and EARLY DISMISSALS WILL BE ACCOUNTED FOR (EXAMPLES: illness, medical appointments, court appearances, and absence for test make-up purposes.** However, the instructional time cannot be made up and must be accounted for.) This policy applies for all students in grades 7-12.

## EXCUSED ABSENCES AND TARDINESS

The reasons listed below constitute an excused absence.

- illness in immediate family with dr. excuse
- death of relative in immediate family
- attending funeral of relative or friend
- legal business (example: appearance in court, if student brings proof from court)
- medical appointment, if student brings dr. excuse
- driving permit/license

## UNEXCUSED ABSENCES

An unexcused absence covers anything not mentioned under excused absences. The validity of questionable excuses will be determined by the principal. (Please see attendance referencing a Carnegie Unit as well as Legal Action)

## LEGAL ACTION

### Definitions of Habitual Truancy and Excessive Absences

#### Habitual Truant

- a. Absent 30 or more consecutive hours without an excused/legitimate excuse.
- b. Absent 42 or more hours in one school month without an excused/legitimate excuse.
- c. Absent 72 or more hours in one school year without an excused/legitimate excuse.

#### District Actions for Habitual Truancy

- a. Notify Attendance Officer
- b. Assign the student to an Absence Intervention Team (AIT) within 10 days.
- c. Develop an Absence Intervention Plan within 14 days after being assigned to the AIT.

## ABSENCES

Any excuses submitted after the first day back to school may or may not be accepted. **All students are required to make up work after being absent and will receive credit for that work. The student is responsible for contacting the teacher for make-up work.**

## MAKE-UP DAYS

The option to make-up is to attend Saturday School. **\*EACH MAKE-UP DAY WILL REDUCE CLASS ABSENCE BY ONE DAY**

## APPEAL PROCESS

Students have the right to appeal loss of credit due to attendance to the attendance committee. The attendance committee will include the principal, guidance counselor and the student's advisor. At this time documentation should be presented such as additional medical records or court papers other than those already on file. Parents/Guardians may attend the appeal hearing.

## FAMILY VACATIONS

Parents must inform principal's office when student will be out of school for family vacation. It is the responsibility of the student to get any work missed. Five (5) days max pre-approved per school year.

## AFTER-SCHOOL INSTRUCTION (formerly Home-Instruction)

A residential student of school age could possibly qualify for **after-school instruction** should a physical handicap preclude classroom attendance. A student, if provided with **after-school instruction**, is required to return to regular attendance as soon as possible, with permission of a doctor. The regular teacher, other than the one providing services, has the authority to test the student over the materials covered to ascertain the degree of progress made by the student while at home.

## TARDINESS TO CLASS

Students who are tardy for class or homeroom may be admitted to class by the classroom teacher with a tardy slip. The teacher will determine the cause for tardiness and if the reason is not valid some type of punishment will be issued by the classroom teacher. Cases of repeated tardiness will be referred to the principal.

## TARDINESS TO SCHOOL

Students who arrive late for school (after 7:22am) in the morning must report to the principal's office. Students whose names appear on the absence list are not permitted to enter class unless they have an admission slip. Students must bring a written excuse when tardy and present it to the office personnel. The only acceptable reasons for tardiness are listed under excused absences. **Upon the 4<sup>th</sup> unexcused tardy per nine weeks a student may receive a discipline referral.**

## EARLY DISMISSAL

Students that plan to leave school early must report to the principal's office before homeroom to obtain an early dismissal pass. Students must have a note from a parent with their telephone number on it. **Upon the 4<sup>th</sup> unexcused early dismissal per nine weeks a student may receive a discipline referral.**

## LEAVING SCHOOL/LEAVING BUILDING

When a student enters the building, he/she is under the jurisdiction of the school until the end of the school day. Do not leave the building without permission. A telephone excuse will not be accepted for a student who leaves the building without permission. No student will be dismissed from school due to illness unless a parent or guardian can be reached. If no contact can be made, the student will remain in the clinic. No student is allowed to enter the building until after 7:10 A.M. Students arriving to school prior to 7:10 am must remain in the front lobby until students are released from the school buses.

# Discipline

## DISCIPLINE

Green High School must provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners or lack of consideration. Rules and regulations are instituted and enforced with this thought in mind.

School rules apply during the regular school day, at extra-curricular activities, going to and from school in buses and at any event where Green High School is represented, regardless of location. Violation of any of the following rules during the period of time when a student is under the authority of the school (during or after school hours) may result in disciplinary action.



## **CODE OF CONDUCT**

Just as the National, State, and Local governments are charged with the responsibility of adopting rules and regulations for all people to follow; the Board of Education is required by law to adopt rules and regulations for students to follow. The rules contained within the Student Conduct Code have been adopted by the Board of Education to ensure the orderly process of providing equal educational opportunities for all students enrolled in the school district.

Willful violation of these rules and regulations by any student may result in suspension or other forms of discipline. These rules and regulations shall apply to all curricular and extracurricular activities. They shall also apply for students' misconduct on the way to school from home and from the school back to the home.

In order to comply with the provisions of Amended Substitute House Bill Number 421 and the Ohio Revised Code statutes 3313.66 and 3313.661, suspension and expulsion from the Green Local Schools shall be used as a means of discipline for serious offenses against the welfare of administrative policies of the individual school. The administrators and the Board of Education regard suspension or expulsion of a student from one of its schools to be a very serious disciplinary measure, and it will be utilized only when the administrators have determined that other disciplinary measures are not sufficiently effective.

**RIGHTS:** Students attending Green Local Schools shall enjoy the rights and freedoms that are guaranteed them under the Constitution of the United States of America and the State of Ohio. Specifically, this shall include the due process of law (the right to a hearing) involving all disciplinary action taken against a student. All students shall enjoy the right to reasonable treatment from the school and its employees.

**NOTE:** This Student Conduct code was approved by the Green Local Board of Education at its regularly scheduled monthly meeting on May 21, 1990, and is now OFFICIAL Board Policy.

**RESPONSIBILITIES:** The Board of Education, administrators, teachers and employees (including janitors, cooks, secretaries, teacher aides, etc.) have the right to expect reasonable behavior from all students. Freedom is a precious commodity, and it carries with it the heavy responsibility of accountability of the individual for all of his or her actions.

## **ADMINISTRATIVE PROCEDURES INVOLVING STUDENT MISCONDUCT**

**CRIMINAL ACTS:** Students involved in criminal acts are subject to prosecution whether these acts occur in the community, at school, or school functions. Appropriate action, may be taken by school authorities if the incident is school-related, regardless of whether or not criminal charges result.

Students may be subject to suspension for a maximum of ten (10) school days, and in some cases, the Superintendent of Schools may expel a student for a period of time, not to exceed 80 days.

## **MAJOR AND MINOR VIOLATIONS**

Students who violate the major or minor rules and regulations of the Student Conduct Code could be subject to the following disciplinary procedures:

1. Conference
2. After school detention
3. Saturday School
4. In-school suspension
5. Out-of-school suspension
6. Out-of-school suspension with recommendation for expulsion
7. Expulsion

The degree of violation will determine the rendering of punishment, for example, first time for tardiness and first time for fighting will be dealt with differently.

## **AFTER SCHOOL DETENTION**

The students assigned to the After-School Detention Center are required to do homework or an alternate assignment given to them during this time.

**After-School Detention will be held on Monday through Thursday from 2:15 – 3:15 P.M.**

A set of rules for the After-School Detention Center is given to the assigned students. These rules include the following:

- A. Students are governed by existing student regulations.
- B. The student will be required to attend the After-School Detention Center from 2:15 until 3:15
- C. Parents **MUST** take the responsibility to see that students are picked up **PROMPTLY** at 3:15.
- D. Students must report to the After-School Detention Center as soon as school is dismissed at 2:15.
- E. Students must behave in an acceptable manner while attending After-School Detention.
- F. Students will be allowed to go to the restroom at specific periods.
- G. Students who misbehave while attending After-School Detention will be given additional punishment.
- H. Students who refuse to accept After-School Detention or refuse to cooperate with the After-School Detention regulations will receive an out-of-school suspension or possible expulsion from school for a period not to exceed 80 days.
- I. Students must bring constructive work, such as homework, to detention or it will be assigned.

## **LIST OF MAJOR RULES REGARDING STUDENT CONDUCT**

### **RULE 1: Disruption of or interference with curricular or extracurricular activities.**

A student shall not display any actions that could disrupt the classroom atmosphere. A student shall not by use of violence, force, coercion, threats, demonstration, false alarm, vulgar language, obscene gestures, printed material, ignition of firecrackers, ignition of smoke bombs, ignition of fires, distribution of inflammatory printed material matter or in any other manner cause material disruption or interference with curricular or extracurricular activities.

### **RULE 2: Damage or Stealing of School Property**

A student shall not damage, attempt to damage, steal, or attempt to steal any school property. This includes, but is not limited to, buildings, buses, supplies and equipment.

### **RULE 3: Damage to Private Property**

A student shall not damage, attempt to damage, steal, or attempt to steal private property on school or transportation vehicles during a school activity, function or event on or off school grounds.

### **RULE 4: Fighting—Intentional Physical Contact (physical and/or menacing)**

A student shall not cause physical injury or act or behave in such a way as could cause physical injury to another student, teacher, visitor or other employee of the school district. No student shall knowingly cause another student, teacher, school employee or visitor to believe that he/she (the offender) will cause serious physical harm to him or her.

### **RULE 5: Dangerous Weapons and Instruments**

Students shall not have a gun or knife in their possession on school property. A student shall not possess, handle, transmit or conceal any object that is designed for the purpose of inflicting bodily harm to others on school premises or while attending school events away from the school grounds. A student shall not handle in a dangerous way any object capable of inflicting pain or bodily harm to others.

Note the following Board policy 4:12 - G.

## **DANGEROUS WEAPONS IN THE SCHOOLS**

***The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons.***

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. The frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities.

Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.

Adoption Date: September 12, 1995

Legal Refs:                   ORC 3313.66, 3313.661  
                                  20 USC 2701 et. Seq. – Title IX 9001-9005  
                                  18 USC 921  
                                  20 USC 8922

Cross Refs.                   Permanent Exclusion  
                                  Student Conduct  
                                  Student Suspension  
                                  Emergency Removal of a Student  
                                  Student Expulsion  
                                  Student Code of Conduct

#### Rule 6: Narcotics, Drugs, Alcoholic Beverages, Anabolic Steroids, and Medicines

A student shall not possess, use, transfer, conceal, or be under the influence of narcotics, drugs, alcohol, anabolic steroids, or medicines, while on school grounds or attending any school-related functions.. Prescription medicine or medicine in any form must be turned into the Health Nurse or the principal's office immediately upon arrival to school.

#### Rule 7: Forgery

A student shall not forge his/her parent's signature for any reason. A student shall not falsify information either written or verbal.

#### Rule 8: Conduct toward School Personnel

A student shall not verbally abuse or threaten teachers, student teachers, substitute teachers, teachers' aides, administration officials, bus drivers, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

#### Rule 9: Insubordination

A student shall not fail to comply with reasonable directions of teachers, student teachers, substitute teachers, teachers' aides, administration officials, bus drivers, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

#### Rule 10: Throwing Objects

A student shall not throw any type of object at or on another person.

#### Rule 11: Truancy, Skipping

A student shall not, once present at school, be inexcusably absent from any class or classes, or leave school without receiving proper authorization. Nor shall a student be absent from school without parent/guardian awareness and approval on the day of the absence.

#### Rule 12: Sexual Harassment

Green High School has a zero tolerance with respect to sexual harassment in its school and educational community. Sexual harassment is improper, immoral, and illegal and will not be tolerated. This policy is implemented to inform both students and school personnel as to what sexual harassment is and proper procedures for dealing with this type of harassment.

## **DEFINITION OF SEXUAL HARASSMENT**

Ohio and Federal laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. Unwanted sexual advances, including proposition, repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Making or threatening reprisals after a negative response to sexual advances.
3. Non-verbal conduct: Leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
4. Verbal conduct; making or using derogatory comments, slurs or jokes, making sexually based remarks about another person's or one's own body.
5. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
6. Physical conduct; touching, assault, impeding or blocking movement.

## **PENALTIES**

Students who feel they are being sexually harassed should report the incident(s) to a guidance counselor, or the principal. Students who engage in such sexual harassment may receive penalties ranging from detentions, to suspensions, to expulsion.

### Rule 13: School Records

No student shall remove or alter any school records belonging to the school or to school employees. Nor shall a student possess, transmit, or conceal without authorization, any school records belonging to the school or to school employees.

### Rule 14: Harassment, Bullying, Intimidation

Harassment, intimidation or bullying behavior by any student/school personnel in the Green Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e. internet, cell phone, personal digital assistant (PDA) or wireless hand-held device either overt or covert, by a student or group of students toward other student/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. The results of which occur on or immediately adjacent to school grounds, at any school sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of: Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear or physical harm and/or damaging of student's/personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive, educational environment for the other student/school personnel.

Reports of harassment, bullying and intimidation can be made to teacher, counselor and administration. Those reporting can remain anonymous. Students making false claims may be disciplined.

### Rule 15: Aiding and Abetting in the Commission of a Violation

A student shall not aid or abet another student in the commission of a violation of any school rule or regulation.

### Rule 16: Repeated Violation of Minor Misconduct Rules

A student shall not repeatedly violate the minor misconduct rules contained in the Student Conduct Code.

### Rule 17: Tobacco

A student shall not possess, use, transfer or conceal tobacco products, e-cigarettes and/or vapors in any manner on school grounds or attending any school function.

### Rule 18: Gambling

A student shall not engage in any form of gambling or game of chance while under the jurisdiction of the school except fundraising raffles for school activities.

Rule 19: Unacceptable Social Behavior

A student shall not engage in any type of conduct not specifically set forth above which is harmful to the person or property of school personnel or other students of which conduct is not in compliance with socially accepted standards of behavior.

Rule 20: Profanity

A student shall not use profane language.

Rule 21: Pornography

A student shall not possess any form of pornography.

Rule 22: Throwing Food

A student shall not throw food or silverware or otherwise misbehave in the cafeteria.

Rule 23: Lying

A student shall not lie to an administrator, teacher or any other staff member.

Rule 24: Ignitable Materials

A student shall not possess firecrackers, smoke bombs, matches, lighters or any type of fireworks.

Rule 25: Materials not to be brought to school

A student shall not possess items such as toy guns, water pistols or similar devices. Students shall not possess playing cards.

Rule 26: Academic Dishonesty

Cheating, plagiarizing and academic dishonesty in any form, including inappropriate use or misuse of the school's computer network will not be tolerated in the school environment. These actions are reflective of academic dishonesty and are subject to disciplinary action by the schools and/or district.

Rule 27: Driving Recklessly

A student shall not drive recklessly on the school grounds.

Rule 28: Out of assigned area

Students are not permitted to be out of the classroom without a pass.

Rule 29: Cellular devices/Personal Laptops/Chromebooks/Tablets

Cellular devices are permitted on school premises and can be used before 1<sup>st</sup> bell during lunch and after the last bell of the day. However, they are not permitted for use at any other time during the school day unless teacher permission has been obtained. If you are caught using your cellular device or if it is seen during restricted times it will be confiscated and will not be returned to the student until the end of day. Any student refusing to hand over their phone may be punished for insubordination.

Personal Laptops, Chromebooks & Tablets are not permitted on school premises during school hours. If you are caught possessing any of the aforementioned items, they will be confiscated until the end of the day.

**LIST OF MINOR RULES REGARDING STUDENT CONDUCT**

Rule 1: A student shall not be extremely or repeatedly rude.

Rule 2: A student shall avoid improper displays of affection with other students.

Rule 3: A student shall not be constantly and inexcusably tardy to class.

Rule 4: A student shall only use his or her assigned locker.

- Rule 5: A student shall not park his or her car in any unauthorized area.
- Rule 6: No student shall sit in his or her car during the day.
- Rule 7: A student shall not loiter in the halls, restrooms, or unsupervised areas of school buildings or property during regular classroom hours.
- Rule 8: A student shall refrain from running in the halls.
- Rule 9: A student shall wait his or her turn in the lunch line.
- Rule 10: A student shall not litter.
- Rule 11: A student shall not talk in class without permission from the teacher and must not display any actions that would disrupt the education process.
- Rule 12: A student shall be properly dressed. If in the opinion of the principal, or his designee, a student is improperly dressed, that student shall be removed from the classroom area until the student is properly dressed.
- Rule 13: A student shall not be in any unauthorized OFF LIMITS area without official permission.
- Rule 14: Students are not permitted to have any type of glass bottles on school property.
- Rule 15: Students shall not remain in the school building after 2:20 unless they are on teacher-assigned business

### **SUSPENSIONS (OUT OF SCHOOL)**

The student is removed from the school for a certain number of days. During this period, the student is prohibited from attending or participating in all school activities.

The principal or superintendent may cause the suspension of a student from school for offenses which are detrimental to the discipline and operations of the school or which acts of misbehavior are potentially hazardous to the well-being of the school, the student body, and the school personnel, are grossly improper under the circumstances, or in violation of the student conduct code. No suspensions are to exceed ten (10) school days. Such suspension shall occur only after a student has been notified of the incident. A suspension notice will be sent home to the parent or guardian specifying reasons for suspension. If parents request a hearing, a time will be established.

If the decision has been made to suspend the student, the parents or guardian and the Clerk of the Board of Education must be notified in writing forty-eight (48) hours after the decision. This notification must include specific charges made against the student and an explanation of their right to request a formal hearing with the superintendent to appeal the principal's decision.

If a formal appeal hearing on a student suspension is requested, the local superintendent's office should be contacted to set up a time and place for this hearing. This hearing should be conducted in an impartial manner. Students may be represented at the appeal hearing. (It should be noted that the suspension hearing is NOT an adversary hearing and the student has no right to legal counsel at the administrative level.

Students who are suspended, or expelled, or removed from class, will not be allowed to participate in curricular or extracurricular activities.

If the principal's decision is reversed by the superintendent, or in expulsion cases, by the Board of Education, the student's records shall be cleared (expunged) of the offense. The student shall be allowed to make up all work missed, and have all days of absence, during this suspension, erased from his record.

Copies of all correspondence pertaining to the in-school or out-of-school suspension of students from school should be forwarded promptly to the superintendent and the clerk-treasurer of the Board of Education. Further, a copy of such correspondence shall be placed in the student's permanent record.

### **EMERGENCY REMOVAL FROM A CLASS OR ACTIVITY OF SCHOOL**

There are times when it is necessary to remove a student from curricular activities because his presence poses a continuing danger to persons or property of an ongoing threat to disrupting the academic process or atmosphere of the school. In these situations, a student does not have to be given an immediate hearing before being removed. Removal may later lead to suspension or expulsion. The conditions under which a student may be removed are as follows:

1. Who may remove a student:
  - a. The superintendent or principal, or their designated representative, may remove a student from the premises, curricular or extracurricular activity, without advance notice.
  - b. A teacher may remove a student from curricular or extracurricular activity under his supervision. (advance notice is not required) During the regular school hours, the student who has been removed must report to the principal's office and remain there until the matter has been properly resolved. If a teacher makes an emergency removal, his reasons must be submitted to the principal in writing as soon after the removal as practicable.
  - c. Any school personnel may order a student to leave the school premises after school hours when a student is not involved in a regularly scheduled activity and is loitering in a school building or on school grounds. This is not considered to be a formal removal from a curricular or extracurricular activity and does not require a notice or hearing.
2. A due process hearing must be held within 72 hours after removal is ordered.
  - a. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given the student as soon as practicable prior to the hearing. The student must have the opportunity to appear in an informal hearing before the principal. The superintendent or his designee has the right to challenge the reasons for the intended suspension or otherwise explain his actions.
  - b. The person who ordered or requested the removal must be present at the hearing.
  - c. If a formal suspension or expulsion is ordered in a removal case, all of the rules that are applicable to a suspension must be used (i.e., 48 hours notice of suspension to the parents or guardian, right to appeal, etc.)
3. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may request reasons for the reinstatement. The teacher cannot refuse to reinstate even though reasons are given.
4. In all cases of normal disciplinary procedures where pupil is removed from a curricular or extracurricular activity for less than twenty-four (24) hours and is not subject to further suspensions or expulsion, the due process (right to a hearing, etc.) does not apply.
5. In an emergency removal, a pupil can be kept from class until the matter of their conduct is disposed of either by reinstatement, suspension, or expulsion.

### **EXPULSION**

1. Only the superintendent may expel a student from school and only for the same reasons outlined in the Student Conduct Code for suspension and expulsion.
2. The superintendent may expel a student from school and only for the same reasons
  - a. The notice is to include reasons for the intended expulsion.
  - b. The pupil and parent or representative has an opportunity to appear on request before the superintendent or his designee to challenge his actions. The administrator cannot compel such a hearing in the event the pupil and parent choose not to have a hearing.
  - c. The notice will state the time and place to appear, which must not be less than three (3) days nor more than five (5) days after the notice is given.
  - d. The superintendent may grant an extension of time. If an extension of time is granted he must notify all parties of the new time and place.
3. Within twenty-four (24) hours of the expulsion, the superintendent must notify the parent, guardian, or custodian of the pupil and the Clerk-Treasurer of the Board of Education or its designee. The notice must include the reasons for the expulsion and the right to be represented at the appeal and to request that the hearing be held in executive session, but must act upon the expulsion only at a public meeting. The Board of Education may, by a majority vote of its full membership reinstate the student.

# Academics

## **PROGRAM OF STUDY**

The curriculum of study at Green High School is designed to provide either a sound background for future work in college or practical knowledge that can be utilized immediately upon graduation. The parent and the student, with the aid of the guidance department, should select the courses which they feel will be most advantageous to their child.

Registration for the following year is held each spring, and at that time a complete curriculum guide is given each student to assist him and his parents in selection of courses for the next year.

## **Student Procedures to Follow When Requesting Educational Options/Flexibility Credit**

1. The student shall review all rules and regulations, as well as the application with the guidance counselor.
2. The student should discuss these rules and regulations with their parents.
3. If the student wishes to proceed, they should complete the appropriate application and/or instructional plan if required. If only the test out option is selected the student should submit the application to the Guidance Counselor and Principal for approval.
4. The student should submit their application to the review committee (principal, guidance counselor, and 2 teachers) for their approval or alteration of their proposal if an instructional plan must be developed. This meeting should include all parties involved with the educational option/credit flexibility plan, as well as parents.
5. All documents must be pre-approved and signed before initiation of the test out option or instructional plan.

## **DROPPING CLASS PROCEDURE**

**Students will have the option to drop a class for 10 school days after the first day of school. Students will complete a Drop Class form in the high school office and submit to the school counselor.**

## **RETURNING FROM SCCTC**

**Students attending the Scioto County Career Technical Center will have the option to return to Green High School during the first 10 days of school or to sign up for a program at SCCTC. If you return after the 10-day grace period, you will be enrolled in CAT Academy.**

## **WITHDRAWAL FROM SCHOOL**

If a student plans to withdraw from school, he/she must notify the guidance counselor who will give him/her a note to present to each teacher. Upon withdrawal, all Board of Education books must be returned to the teacher who distributed them. In return for the books, the student will receive a textbook receipt that he/she will present to the guidance counselor before he/she leaves the school. A statement from the librarian, lab teacher showing that the student is not indebted to them should also be presented to the guidance counselor. When these things have been taken care of, a student can be withdrawn officially.

## **TRANSFERRING TO ANOTHER SCHOOL**

Students must go through a checkout procedure that can be initiated in the guidance office. All books must be turned in, and any fees or fines must be paid or transcripts will not be sent to the new school. The transcript is the official legal document that indicates credits earned in any school and is the tool used to transfer such credit. A transcript is also used to prove that a student was in attendance in a certain school.

## **HONOR ROLL**

The honor roll is compiled at the end of each grading period. In order for a student to qualify for the honor roll, he/she must meet the following standards: "A" Honor Roll—3.75 or higher; "B" Honor Roll—3.0 (up to 3.74).

## **OBTAINING PHYSICAL EDUCATIONAL REQUIREMENT (non-traditional)**

Green High School students can fulfill the State of Ohio Department of Education physical education requirement by completing two full seasons of participation during high school in board-approved interscholastic athletics and/or marching band, including flag corps, and/or cheerleading.



## **JR./SR. H.S. PROCEDURE FOR DETERMINING PASS/FAIL FOR THE SCHOOL YEAR**

Procedure for determining passing or failing will be standard for all subjects in grades 7-12. The grading scale for yearly final grade is as follows:

90 - 100 = A Excellent	70 - 79 = C Average	50 - 59 = F Failure
80 - 89 = B Very Good	60 - 69 = D Fair	

Junior high students will have the opportunity to take some classes for high school credit. These classes will count toward their GPA for high school and the credit they earn will follow them throughout their high school career. In order to protect them from poor grades any junior high student taking class for high school credit must receive a "C" or higher in order to have that class count on their high school transcript. If the student receives a "D" or "F" they will be required to retake the class.

### **NINE WEEKS GRADES AND GRADE AVERAGES**

The nine weeks grade is an average of all grades (earned during that nine weeks) based on percentages; e.g.  $87+54+93+70=304$ ;  $304$  divided by  $4=76=C$ .

### **SEMESTER COURSE GRADES**

The final grade for a one-semester course is an average of the two nine-week's grades based on percentages; e.g.  $77 (C) + 87 (B) = 164$  divided by  $2 = 82 = C$ .

### **FULL YEAR COURSE GRADES**

The final grade for a full year course is an average of the four nine-weeks' grades based on percentages; e.g.  $95(A)+87(B)+94(A)+96(A)=372$  divided by  $4=93=A$ .

### **SENIOR EARLY DISMISSAL GUIDELINES**

Seniors must take 5 classes and be on pace to graduate.

### **GRADUATION REQUIREMENTS**

- 4 units of English
- 4 units of Math (must include 1 unit of Algebra II or the equivalent of Algebra II)
- 3 units of Science (must include 1 unit of Physical Science, 1 unit of Life Science, 1 advanced study in 1 or more of the following sciences: Chemistry, Physics or other Physical Science, advanced Biology or life science)
- 3 units of Social Studies (The classes of 2018, 2019 & 2020 must include  $\frac{1}{2}$  unit of American History and  $\frac{1}{2}$  unit of American Government.) (The Class of 2021 will also need  $\frac{1}{2}$  credit of World History.)
- $\frac{1}{2}$  unit of Physical Education
- $\frac{1}{2}$  unit of Health
- Instruction in financial literacy and economics
- 1 unit of fine arts
- 5 Elective courses, must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology or English language arts, mathematics, science or social studies courses not otherwise required.

### **Assessments**

In addition to course credits, students will earn points toward graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests.

The courses in which students take an end-of-course exam will be: English I and II, algebra I or integrated math I, geometry or integrated math II, physical science or biology, American history and American government

Students can earn from 1-5 points for each exam, based on their performance.

5 – Advanced	3 – Proficient	1 -- Limited
4 – Accelerated	2 – Basic	

## **Graduation Points**

With few exceptions, students must accumulate a minimum of 18 points from scores on their end-of-course exams to become eligible for a diploma.

## **With the Green High School Class of 2018 and Beyond, we will be replacing Valedictorian and Salutatorian with the following special recognition:**

### **Summa Cum Laude**

1. Grade Point Average-3.8-4.0 and ACT score of 24+
2. 2 College Credit Plus Courses
3. 4 units of English
4. 4 units of Math (including ALG I, Geometry, and ALG II)
5. 4 units of Science (including 2 upper level sciences)
6. 3 units of same foreign language
7. 4 units of Social Studies
8. 1 credit fine arts
9. ½ physical education and ½ health
10. Instruction in financial literacy and economics
11. 2 additional credits from Math, Science, foreign language, business technology or the fine arts
12. Service hours \_\_\_\_\_ 150 \_\_\_\_\_

### **Magna Cum Laude**

1. Grade point average:3.5-3.79 and ACT of 22+
2. 1 College Credit Plus Course
3. 4 units of English
4. 4 units of Math (including ALG I, Geometry, and ALG II)
5. 4 units of Science (including 2 upper level sciences)
6. 3 units of same foreign language
7. 4 units of Social Studies
8. 1 credit fine arts
9. ½ physical education and ½ health
10. Instruction in financial literacy and economics
11. 2 additional credits from Math, Science, foreign language, business technology or the fine arts
12. Service hours \_\_\_\_\_ 100 \_\_\_\_\_

### **Cum Laude**

1. Grade point average: 3.2-3.49 and ACT of 20+
2. 4 units of English
3. 4 units of Math (including ALG I, Geometry, and ALG II)
4. 4 units of Science (including 2 upper level sciences)
5. 3 units of same foreign language
6. 4 units of Social Studies
7. 1 credit fine arts
8. ½ physical education and ½ health
9. Instruction in financial literacy and economics
10. 2 additional credits from Math, Science, foreign language, business technology or the fine arts
11. Service hours \_\_\_\_\_ 50 \_\_\_\_\_

In addition, students must pass New State Assessments.

## **BETA Club**

1. A student must maintain a grade point average of 3.5 on a 4.0 scale.
2. All students who are eligible will receive a student activity sheet and written explanation of selection criteria
3. A faculty council appointed by the BETA Club advisor shall meet and receive copies of the student activity sheets.
4. Members shall score each student with an individual worksheet to be used only as a guideline for reference.
5. Students shall be considered for selection equally on the basis of service, leadership, character and scholarship.
6. Faculty council shall meet for discussion of candidates.
7. Selection of candidates will be made by a secret vote of the faculty council members. A majority vote is required for selection.

8. These students selected by a majority vote of the faculty council will be inducted into the local BETA Club.
9. Once a member of BETA Club, the student will be required to obtain 20 hours of community service each year.

### **COLLEGE CREDIT PLUS PROGRAM**

Students who are interested in the College Credit Plus program must notify and undergo counseling with parents by March 30 to attend CCP for the following fall. For more information, contact the school counselor.

### **SERVICE HOURS**

Green High School encourages student involvement in activities which benefit the community.

Examples of acceptable service hours can include, but are not limited to:

- Volunteer at hospital/nursing home, etc. (unpaid)
- Tutoring (unpaid)
- Office aide (cannot receive a credit)
- Mow grass for neighbor, elderly, etc. (unpaid)
- Babysit for neighbor, family, etc. (unpaid)
- Assistance to the elderly (unpaid)
- Mission trips
- Any charitable work
- Running for a cause 5K, walk-a-thon, etc.

Examples of unacceptable service hours can include, but are not limited to:

- Any paid work
- Any class that a credit is received (with the exception of the service learning class as it is a co-curricular class)
- House-sitting

### **APPROVAL PROCESS OF SERVICE HOURS**

All service hours are to be submitted to and approved by the Service Committee. Hours can be submitted through the Service Hour form, which is available upon request or through the school's website. Also acceptable is a written letter from the supervisor of the activity explaining the service, amount of hours, and contact information.

### **APPEAL PROCESS OF DECLINED SERVICE HOURS**

Students have the right to appeal rejection of service hours to the Service Committee. The Service Committee will include the principal, senior advisor and service learning teacher(s). At this time documentation should be presented such as additional information other than those already on file. Parents/Guardians may attend the appeal hearing.

### **INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY**

Interscholastic extra-curricular activities are defined as those school sponsored student activities which involve more than one school or school district, which are not included as a portion of any of the school districts graded course of study.

As a condition for participation in any interscholastic student activity program in Green high School, grades seven through twelve, a student shall maintain a minimum grade point average of 1.0 on a 4.0 scale for the immediately preceding grading period. Said grade point average shall be computed in the manner outlined by the Green High School policies and procedures for calculation of student grade point average. A student enrolling in the seventh grade for the first time is eligible for the first grading period regardless of previous academic achievement.

In addition to the above referenced criteria, the student must also meet all the Ohio High School Athletic Association (OHSAA) requirements for interscholastic athletics and local adopted rules and regulations for extra-curricular activities.

### **OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Therefore, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the preceding grading period and received passing grades during that grading period. An incomplete, for purposes of eligibility are viewed the same as “F’s” by the Ohio Athletic Association.

**GIFTED STUDENT IDENTIFICATION**

The Green Local School District accepts referrals, screens and identifies, or screens and reassesses students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creative thinking ability, and/or visual and/or performing arts. The district follows policy and procedures established in Ohio Administrative Code 3301-51-15.

The District ensures equal access to screening and further assessment of all district children, including culturally, or linguistically diverse children, children from low socio-economic backgrounds, children with disabilities and children for whom English is a second language.

The District ensures there are ample and appropriate scheduling procedures for assessments and reassessments. The District provides whole-grade screenings and accepts referrals in writing on an ongoing basis. The District accepts scores, completed within the preceding 24 months on assessment instruments approved for use by the Ohio Department of Education, provided by other schools and/or trained personnel outside the school district. The District ensures that any child transferring into the District will be assessed within 90 days of the transfer at the request of the parent.

An appeal by the parent is the reconsideration of the result of any part of the identification process. Parents should submit a letter to the superintendent or designee outlining the nature of the concern. The superintendent or designee will convene a meeting with the parent/guardian, which may include other school personnel. The superintendent or designee will issue a written final decision within 30 days of the appeal. This written notice should include the reason for the decision(s).

The Green Local School District uses the following assessment instruments for screening and identification. The screening criteria are involved. Parents will be notified within 30 days of the District’s receipt of a student’s result on any screening/identification procedure or assessment instrument.

ABILITY	TYPE OF TEST
Superior Cognitive	Wechsler Intelligence Scale 5 <sup>th</sup> Ed. In View
Specific Academic	Terra Nova 3 <sup>rd</sup> Ed. Complete Batter Terra Nova 3 <sup>rd</sup> Ed. Multiple Assessments Wechsler Individual achievement Test 3 <sup>rd</sup> Ed.
Creative Thinking	InView Wechsler Intelligence Scale 5 <sup>th</sup> Ed. Gifted Rating Scales Gifted and Talented Evaluation Scales 2 (Gates 2)
Visual or Performing Arts	Ohio Department of Education Rubric Gifted and Talented Evaluation Scales 2 (Gates 2)

Green Local Schools 2018-2019

July 2018							January 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	13	14	15	16	17	18	19
8	9	10	11	12	13	14	20	21	22	23	24	25	26
15	16	17	18	19	20	21	27	28	29	30	31		
22	23	24	25	26	27	28							
29	30	31											

  

August 2018							February 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	13	14	15	16	17	18	19
8	9	10	11	12	13	14	20	21	22	23	24	25	26
15	16	17	18	19	20	21	27	28	29	30	31		
22	23	24	25	26	27	28							
29	30	31											

  

September 2018							March 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	13	14	15	16	17	18	19
8	9	10	11	12	13	14	20	21	22	23	24	25	26
15	16	17	18	19	20	21	27	28	29	30	31		
22	23	24	25	26	27	28							
29	30	31											

  

October 2018							April 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	13	14	15	16	17	18	19
8	9	10	11	12	13	14	20	21	22	23	24	25	26
15	16	17	18	19	20	21	27	28	29	30	31		
22	23	24	25	26	27	28							
29	30	31											

  

November 2018							May 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	13	14	15	16	17	18	19
8	9	10	11	12	13	14	20	21	22	23	24	25	26
15	16	17	18	19	20	21	27	28	29	30	31		
22	23	24	25	26	27	28							
29	30	31											

  

December 2018							June 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	13	14	15	16	17	18	19
8	9	10	11	12	13	14	20	21	22	23	24	25	26
15	16	17	18	19	20	21	27	28	29	30	31		
22	23	24	25	26	27	28							
29	30	31											

Calendar Templates by Vertex42.com - <http://www.vertex42.com/calendars/>

\*No Days Will Be Made Up Until a Total of 5 Days Have Been Missed

# Green Local Schools

4070 Gallia Pike  
Franklin Furnace, Ohio 485629

## Google Chromebook Student Agreement

The Green Local School District is pleased to be able to offer our students access to a Google Chromebook to advance their education. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. Students, you are responsible for the general care of the Chromebook that was issued to you by the Green Local School District.

### 1. Saving documents on Google Docs

Students will be logging into our GLSD Google Apps for Education domain and saving documents to greenbobcats.org. With each individual's Chrome login, the student can access his or her schoolwork from any computer that has Internet access. The Green Local School District makes no guarantee that their Internet will be up and running 100% of the time. In the rare case that the Internet is down, the District will not be responsible for lost or missing data.

### 2. Software on Chromebooks

All software and apps on the Chromebooks will be installed and managed wirelessly by the District. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed, wirelessly, as they are recommended and approved by teachers and site administrators.

### 3. Chromebooks must be brought to school each day in a fully charged condition.

Students need to charge their Chromebooks each evening. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their computers to a power outlet in class.

### 4. Non-Functioning Chromebooks

Chromebooks that are broken, or fail to work properly, must be taken **immediately** to the Technology Coordinator. If deemed necessary, a replacement will be issued through the High School Library. After the second break the third device will result in a disciplinary action by the building principal and the principal will provide a plan for the students to use the device at the school with improved responsibility by the student.

### 5. Protect the Chromebook by following these rules:

The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.

- Close the Chromebook screen before moving it, unless directed to do so by a teacher.
- Do not remove the domain from the Chromebook.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not remove the provided Chromebook cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Green Local Schools.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Students are responsible for charging their Chromebook battery before the start of each school day.
- Students may be selected at random, by teachers or administrators, to provide their Chromebook for inspection for damages or misuse.

### 6. Chromebook Check-In

Chromebooks will be returned to High School Library during the last two weeks of school. If a student transfers out of GLSD during the school year, the Chromebook must be returned at the time of withdrawal. If a student's Chromebook and/or AC power adaptor have been damaged or defaced, the student will be billed, either for the repair or replacement of the Chromebook, the adaptor, or both during the year-end check out, or when the student withdraws from the GLSD.

If a student Chromebook is not returned during year-end check-in or upon transferring out of district, the site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's Chromebook, the student will be billed for the replacement of the Chromebook, the adaptor, or both by adding the cost of the equipment to the student's school fees. Failure to pay fees in a timely manner will have consequences that could result in the student's inability to participate in graduation ceremonies and graduate.

**7. Chromebook Costs**

Students are responsible for all physical damage done to their Chromebook. The cost below includes both parts and labor that will be billed to the student.

\$285	Total Replacement		\$75	LED Panel		\$100	Full Top Assembly
\$100	Motherboard		\$75	Glass Panel		\$45	Battery
\$75	Keyboard		\$25	Charger			
\$25	Bobcats Case		\$15	Charging Port			

**8. Consequences for Violations:**

Violations of these Acceptable Use Policy rules may result in disciplinary action. Consequences may include, but not be limited to, the loss of a user's privileges to use the school's information technology resources. Further disciplinary actions may be imposed in accordance with the Code of Conduct up to and including suspension, or expulsion, depending on the degree and severity of the violation. See student discipline ladder for likely discipline that will be handed out for violations of the Acceptable Use Policy.

**9. Supervision and Monitoring**

The use of District owned information technology resources is not private. School and administrators, and their authorized employees, monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators and teachers reserve the right to examine devices (personal or school owned) in order to further the health, safety, discipline, or security of any student. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

**10. Disclaimer of Liability**

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss, incurred by a user, or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation/inability to use the system.

**Student Disclaimer**

With the increased access to informational technology and the privilege that comes with technology, is greater student responsibility to appropriately use the technology and monitor their own behavioral and acceptable use of this resource.

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

---

Student Name (printed) Student Signature

---

Date

---

Parent Signature

## COMPUTER/ONLINE SERVICES

File: EDE

(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal law dealing with students' and employees' rights to privacy;
2. Using profanity, obscenity or other language which may be offensive to another user or intended to harass or bully other users;
3. Reposting (forwarding) personal communication without the author's prior consent;
4. Copying commercial software and/or other material in violation of copyright law;
5. Using the network for financial gain, for commercial activity or for any illegal activity;
6. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
7. Accessing and/or viewing inappropriate material and
8. Downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short-and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of genitals or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.



[Adoption date: April 24, 2006]

LEGAL REFS.: U.S. Const. Art. I, Section 8  
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.  
Children's Internet Protection Act; (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)  
ORC 1329.54 through 1329.67  
3313.20  
3319.321

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACAA, Sexual Harassment  
IB, Academic Freedom  
IIA, Instructional Materials  
JFC, Student Conduct (Zero Tolerance)  
Staff Handbooks  
Student Handbooks

**COMPUTER/ONLINE SERVICES**  
(Acceptable Use and Internet Safety)

The District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the District and the Data Acquisition Site that provides Internet access to the District. Upon reviewing, signing and returning this policy as the students have been directed, each student is given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he/she must have his/her parents or guardians read and sign the policy. The District cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Technology Coordinator. If any user violates this policy, the student's access will be denied or withdrawn, if already provided, and he/she may be subject to additional disciplinary action.

1. Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the teacher, principal or Technology Coordinator. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

2. Term of the Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which he/she has agreed has computer network and Internet access during the course of the school year only. Students are asked to sign a new policy each year during which they are students in the District before they are given an access account.

3. Acceptable Uses

**Educational Purposes Only**—The District is providing access to its computer and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the class room teacher, principal or Technology Coordinator to help you decide if a use is appropriate.

4. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- A. Uses that violate the law or encourage others to violate the law.
  - I. transmitting offensive or harassing messages;
  - II. offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy;
  - III. viewing, transmitting or downloading pornographic materials that encourage others to violate the law or
  - IV. intrude into the networks or computers of others and downloading or transmitting confidential, trade secret information or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

- B. Uses that cause harm to others or damage to their property.
  - I. engaging in defamation (harming another’s reputation by lies);
  - II. employing another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet;
  - III. uploading a worm, virus, “Trojan horse,” “time bomb” or other harmful form of programming or vandalism
  - IV. or participating in “hacking” activities or any form of unauthorized access to other computers, networks or information systems.
  
- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
  - I. disclosing or sharing your password with others as you are responsible for all transactions involving your account. If you share your account and password you will forfeit all rights and your account will be deleted and
  - II. impersonating another user.
  
- D. Uses that are commercial transactions.
  - I. selling or buying anything over the Internet and/or
  - II. not give others private information about yourself or others, including credit card numbers and Social Security numbers.
  
- E. Vandalism results in cancellation of all privileges. Vandalism is defined as the attempt to modify, harm or destroy data by any means (including deliberately spreading viruses) of another user, network software, or the equipment (hardware) of the network or local workstation.
  
- F. Installation of software onto the network or onto individual workstations by students is prohibited (this includes wallpaper, icons and screen savers).
  - I. Downloading software from the network or individual workstations is prohibited.
  - II. Do not use personal disks from home or take school disks to home as this increases the threat of viruses (if file needs to be saved use your personal network directory).
  - III. Interactive game playing is not permitted.
  
- G. Internet access is prohibited when a substitute teacher is in charge.
  
- H. E-mail **with the exception of District Domain issued Google mail account** (but including webmail, Hotmail, Yahoo mail, etc.) chat rooms (including message boards, Yahoo Instant Messenger, etc) may not be used by students unless permitted for extenuating circumstances.
  
- I. Students are not permitted to subscribe to listservs.
  
- J. Netiquette—All users must abide by rules of network etiquette.
  - I. Be polite, use appropriate language.
    - a. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
    - b. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute or redistribute jokes, stories or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

## 5. Internet Safety

- A. General Warning: Individual Responsibility of Parents and Users.

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the teacher. Any student who accidentally accesses inappropriate material must immediately log out of the site and report the source of the questionable material to the instructor who reports it to the Technology Coordinator.

B. Personal Safety. Be Safe.

In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. “Hacking” and Other Illegal Activities.

It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates State or Federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance is strictly prohibited.

D. Confidentiality of Student Information.

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by State law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures.

The District, either by itself or in combination with the Data Acquisition Site providing Internet access, utilizes filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District also monitors the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teaching or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]) as meaning any picture, image, graphic image file, or other visual depiction that:

- I. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, excretion;
- II. depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- III. taken as whole, lacks serious literary, artistic, political or scientific value as to minors

6. Privacy

Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files are and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

7. Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy has, at a minimum, his/her access to the computer network and Internet terminated, which the District may refuse to reinstate for the remainder of the student's enrollment in the District. A user violates this policy by his/her own actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The District may also take other disciplinary action in such circumstances.

8. Warranties/Indemnification

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this policy. It is not responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the District, the Data Acquisition Site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fee or charges incurred through purchases of goods or services by the user.

The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the District and hold all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the District's network.

9. Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

10. Personal Computers

No personal computers of any type are permitted at school. This includes laptops, PDAs, desktop computers, tablet PCs, notebook PCs, etc.

[Approval date: April 24, 2006]

**No account will be issued if not completely filled out**

**STUDENT’S AGREEMENT**

**Every student, regardless of age, must read and sign below:**

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District’s computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

\_\_\_\_\_  
Student Name (PLEASE PRINT)

\_\_\_\_\_  
Student Signature Date

Student ID \_\_\_\_\_ Grade Level \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

School Year \_\_\_\_\_

User (place and “X” in the correct blank): I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

\*\*\*\*\*

**PARENT’S OR GUARDIAN’S AGREEMENT**

**To be read and signed by parents or guardians of students who are 18:**

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District’s Acceptable Use and Internet Safety Policy for the student’s access to the School District’s computer network and/or Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial material and understand my child’s or ward’s responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child’s or ward’s use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child’s or ward’s use of his or her access account if/and when such access is not in the School setting.

**I hereby give permission to issue my child or ward a building-approved account to access the School District’s computer:**

\_\_\_\_\_  
Parent or Guardian (PLEASE PRINT) Home Phone

\_\_\_\_\_  
Parent or Guardian Signature Date

[Approved date: August 16, 2016]  
Student Handbook



## Green Local School District

4070 Gallia Pike  
Franklin Furnace, OH 45629  
740-354-9221  
740-355-8975 (fax)

Jodi Armstrong  
Superintendent  
jamstrong@greenbobcats.org

Brodie J. Merrill  
Treasurer  
bmerrill@greenbobcats.org

Rachel Ramey  
Special Education Director  
/ Assistant Principal  
rramey@greenbobcats.org

Gary Arthurs  
Technology Director  
garthurs@greenbobcats.org

## Green High School

4057 Gallia Pike  
Franklin Furnace, OH 45629  
740-354-9150

Matthew McCorkle  
Principal  
mmccorkle@greenbobcats.org

## Green Elementary School

46 Braunlin Road  
Franklin Furnace, OH 45629  
740-354-9330

John Biggs  
Principal  
jbiggs@greenbobcats.org

Dear Parent/Guardian:

**PLEASE SIGN AND RETURN THIS SHEET TO YOUR CHILD'S TEACHER OR DIRECTLY TO THE OFFICE.**

There is information in this handbook that addresses the parental responsibilities, the student's responsibilities, and the school's responsibility for student supervision, and a timeline for parental response. **It is necessary that you read this handbook and discuss its contents with your child/children.**

The handbook can be found under Downloads & Links on the Green Local School District's website, [green.k12.oh.us](http://green.k12.oh.us).

If there are any questions about the contents of this handbook, please contact the office at (740) 354-9150.

Sincerely,

Matthew McCorkle  
High School Principal

I certify that I have read the 2018-2019 parent/student handbook and have discussed its contents with my child/children

Student's Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_



Green Local  
School District

4070 Gallia Pike  
Franklin Furnace, OH 45629  
740-354-9221  
740-355-8975 (fax)

Jodi Armstrong  
Superintendent  
jamstrong@greenbobcats.org

Brodie J. Merrill  
Treasurer  
bmerrill@greenbobcats.org

Rachel Ramey  
Special Education Director  
/ Assistant Principal  
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Gary Arthurs  
Technology Director  
garthurs@greenbobcats.org

Green High  
School

4057 Gallia Pike  
Franklin Furnace, OH 45629  
740-354-9150

Matthew McCorkle  
Principal  
mmccorkle@greenbobcats.org

Green Elementary  
School

46 Braunlin Road  
Franklin Furnace, OH 45629  
740-354-9330

John Biggs  
Principal  
jbiggs@greenbobcats.org

## GREEN JR. HIGH AND HIGH SCHOOL FIELD TRIP PERMISSION FORM

**NOTE:** This form will be used by all teachers and will be the only form issued for permission. Parents will be notified of each field trip scheduled for the school year by classroom teachers.

\_\_\_\_\_ has my permission to be a part of all school-related field trips that occur during the 2018-2019 school year.

\_\_\_\_\_  
(Homeroom Teacher) (Date)

\_\_\_\_\_  
(Parent/Guardian Name) (Parent/Guardian Signature)

\_\_\_\_\_  
(Phone)



# Student Contract for CAT Academy

Access to the technology utilized in online courses imposes certain responsibilities and obligations. Appropriate use is ethical, honest, and legal.

- It demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy as well as freedom from intimidation, harassment, and unwarranted annoyance.
- All district technology policies apply in this learning environment.
- These policies are available on the district websites. Please refer any questions to the local district contacts.

## Acceptable Use Policy

1. I will use resources provided for online courses for authorized purposes only.
2. I will use only legal versions of copyrighted software in compliance with licensing agreements.
3. I will use appropriate and respectful language in all communications. Inappropriate language or messages will not be tolerated. The online staff will determine whether language and/or messages are inappropriate. The following minimum disciplinary guidelines will be used when determining consequences: first offense, a warning to the student and notice to parent; second offense, a conference with the student, parent and administrator; third offense, referral to administrator. In the case of a grievous offense a student could be removed from CAT Academy even if it is a first offense.
4. I and/or my parents are liable for any improper use of the Internet and/or email. I understand that anything done on the computer can be retrieved and printed at any time. My email, chat, whiteboard and discussion privileges may be restricted or removed. I am expected to protect the privacy of students and staff, and not publish or distribute email addresses outside of the class members. Any improper use will result in loss of use of district equipment and services. I will follow rules, written and implied, pertaining to Internet etiquette (Netiquette) and communicate respectfully to everyone. I will not attempt to bypass security protocols.
5. Any software provided by instructors to be installed on their personal computer for a particular course, must be uninstalled as per the product licensing to make the resource available for future students. A grade may be withheld if equipment, materials or software have not been returned.

## Academic Honor Policy

1. I understand and agree that all work submitted must represent my original ideas and/or I will appropriately cite all relevant sources if it is not completely original. Failure to do so can result in receiving a failing grade for the assignment and possibly for the course. I may be required to complete the assignment without credit in order to continue in the course.
  2. I understand that no one other than me can complete any portion of an assignment, activity or exam or make revisions to an assignment, activity or exam. Doing so may result in a failing grade and my immediate removal from the course.
  3. I understand that I may be assigned proctored assessments, oral quizzes in person or on the phone or be asked to discuss the process used in research for a project or paper. These are standard assessment tools in online courses. All courses have a proctored semester exam or culminating activity. It is my responsibility to contact the online school or program office and give advance notice of proctored assessments or tests to set up an appointment.
  4. I understand that if I am not able to pass the semester exam, credit will not be awarded for the course no matter what grades I earned throughout the course. (Alternate assessment methods may be used at the discretion of the local district based on individual needs.)
-

**Course Progress Expectations**

1. Attendance for my online course is measured by attendance at school and successful completion of assignments and activities, communication with my teacher, participation in discussion threads, and any other teacher directed activities and interaction with the online lessons. Please see GHS Student Handbook for attendance policy.
2. I understand that all assigned work needs to be completed according to the Due Dates provided on my Pace Chart.
3. I need to plan and work ahead if family or personal activities will limit course activities at any given time.
4. I understand blank submissions are not considered submitted assignments.
5. I understand that I am expected to communicate with my teacher on a regular basis and read any emails the teacher sends.

***I have read and understand the online student expectations and consequences listed above and agree to abide by them. Failure to do so may upon investigation result in consequences up to and including being terminated from CAT Academy.***

**Student Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Parent /Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Parent Email**

\_\_\_\_\_

Office Use: CST Approval Date: _____ Guidance Signature: _____
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