

Grades 7 – 12

Student/Parent

Handbook

2019 - 2020

Note from the 2019-2020 Handbook Revision Committee

This handbook revision is the result of study over the 2018 - 2019 school year made through the joint effort of Greenon Local parents, teachers, and administrators.

We feel this revised edition should be viewed, now and in the future, as a work in progress. You may find that some changes and improvements are still needed. It is our hope that this will be viewed as a sincere effort to improve a working document and that you, the staff, students, and parents will make a likewise sincere effort to help next year's committee continues to improve on what we have started.

We, the Handbook Committee, along with the Board of Education, especially want to encourage parents and community members to offer comments and recommendations for improvements in this document.

The 2018-2019 Greenon Local Handbook Review Committee:

Central Office:.....	Brad Silvus Darrin Knapke
Greenon Junior/Senior High School:.....	Tim Hale Jared Shore
Indian Valley Intermediate:.....	Sarah Easterling Darrin Knapke
Enon Primary:.....	Brad Silvus

Welcome to Greenon Local Schools. The staff is pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes an updated Student/Parent Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this handbook with their children. Teachers will also review this handbook with students at the beginning of the year.

*Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please contact the appropriate principal.
Have a safe and enjoyable year!*

Brad Silvus
Superintendent, Greenon Local Schools

**PARENT & STUDENT RECEIPT OF BUSING RULES & INFORMATION
GREENON LOCAL SCHOOLS 2019 - 2020**

STUDENT: _____ Building: _____ Grade: _____

This receipt must be returned *to your bus driver* by Friday, August 17, 2018. If this signed receipt is not returned by that date, your child or children *will not be permitted to ride the school bus*. If you have any questions or concerns, please contact the Transportation Supervisor at (937) 340-6352. Bus regulations & rules are under Sections 3-7 & 3-8 in the Student/Parent Handbook.

I have read the school bus rules and reviewed them with my student.

Parent/Guardian _____ Date _____
signature

I have read the school bus rules and agree to comply.

Student _____ Date _____
signature

CUT HERE-----CUT
HERE

**RECEIPT FOR STUDENT & PARENT HANDBOOK
GREENON LOCAL SCHOOLS 2018 - 2019**

Dear Parent or Guardian:

Please sign this receipt and *return it to your child's Building Principal.*

I, _____ (parent/guardian) and my

student _____ *have received and reviewed the Greenon Local School District 2018 - 2019 Student/Parent Handbook. We have read and understand the Acceptable Use Policy for Technology Resources found under Section 3-16.*

_____, OH _____
address city zip

phone

cell phone

date

parent or guardian signature

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1- Part 1: Board Members, Administrative & Support Staff

1-1. GREENON LOCAL BOARD OF EDUCATION MEMBERS

Dennis Henry – Board President
2812 Fowler Road
Springfield, OH 45502
937-323-3486

Keith Culp
5400 Fairfield Pike
Springfield, OH 45502
937-864-1338

Dr. Stacey Hundley
1010 Cardinal Drive
Enon, OH 45323
937-925-5018

Mark Remmetter - Vice President
4690 Bolin Avenue
Springfield, OH 45502
937-322-6465

Deena Hardy
92 Mathews Avenue
Enon, Ohio 45323
937-864-1711

1-2. GREENON LOCAL CENTRAL OFFICE STAFF

Address..... 120 South Xenia Street, Enon, OH 45323
Phone.....864-1202

Superintendent..... Brad Silvus
SecretarySusie Buddenberg

Treasurer..... Brad McKee – Ext. 1002
EMIS Secretary.....
Payroll Clerk.....Kathi Brentlinger – Ext. 1006
Bookkeeper..... Kathi Brentlinger – Ext. 1006
Technology.....
Garrett Mefford - Ext 1008
Psychologist..... Carrie Henry – Ext. 1009
Maintenance..... John McCarty – Ext. 1010

GREENON LOCAL SCHOOLS

Enon Primary School

120 S. Xenia Street
Enon, OH 45323
864-7361

Principal: Darrin Knapke
Counselor: Lindsey Poland
Secretary: Leslie Renner
Nurse Aide: Kristen Cowan

Indian Valley Intermediate School

510 Enon-Xenia Road
Enon, OH 45323

Grades 2-4 864-7348

Grades 5-6 864-6015

Grades 2-4 Principal:

Secretary: Karen Hamilton
Counselor: Lindsey Poland

Grades 5-6 Principal:

Nurse Aide: Stephanie Alexander
Guid. Secretary:

Greenon Junior/Senior High School

3950 South Tecumseh Road
Springfield, OH 45502
340-6372 Fax 340-6371

Principal: Jared Shore
Asst. Principal: Adam Billet
Athletic Director: Kevin Finch
Guidance: Melinda Shong
Andrea Maxson

Building Secretary/
Guidance Secretary : Vicki Spink
Attend. Secretary: Karen Shaffer
Accounting Clerk: Susan Smith
Nurse: Carolyn Agresta, R.N.

GREENON LOCAL SUPPORT STAFF

Bus Garage

4059 Dayton Road
Springfield, OH 45502
340 - 6352

Transportation Supervisor: Elmer Beard
Secretary: Heather Votaw
Mechanic: Howard Brentlinger

Cafeteria Supervisor: John Gummel
Maintenance Supervisor: John McCarty

2- Part II: GREENON LOCAL POLICIES: Local, State and Federal Regulations

2-1. EQUAL EDUCATIONAL OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or at a school activity should immediately contact the School District's Compliance Office, the Superintendent, at 937-864-1202.

Complaints will be investigated in accordance with the procedures described in Board policies and procedures. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

2-2. HARASSMENT/BULLYING

Harassment, intimidation, or bullying behavior by any student/school personnel in the Greenon 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 act, including electronically transmitted acts, i.e. Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited 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:

- A. Causing mental or physical harm to the other student/school personnel, including placing an individual in reasonable fear of physical harm and/or students' personal property; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Anti-Harassment Complaint Coordinators

The following individuals shall serve as “Anti-Harassment Complaint Coordinators” for the School District, hereinafter referred to as the “*Complaint Coordinators*”.

Enon Principal
937-864-7361
120 S. Xenia Street
Enon, OH 45323

Indian Valley Principal
937-864-7348
510 S. Enon-Xenia Road
Enon, OH 45323

2-3. STUDENT RIGHTS

Students attending the Greenon Local School District shall have the right to:

- enjoy freedom of inquiry, speech, expression, and assembly subject to reasonable limitations upon the time, place, and manner of exercising such rights;
- be secure in their persons, papers, and effects against unreasonable searches and seizures;
- present petitions, complaints, grievances, and opinions about the development of the curriculum through student council to school authorities and have the right to prompt replies subject to reasonable limitations upon the time, place, and manner of exercising such right;
- be instructed on rules and regulations as related to their rights and responsibilities;
- have equal educational opportunity and freedom from discrimination because of race; religion; sex; national origin; economic status; marital status; pregnancy; previous arrest or incarceration; or a physical, mental, or sensory handicap;
- consult with teachers, counselors, administrators, and other school personnel at reasonable and appropriate times;
- receive fair and equitable treatment from school authorities;
- view the contents of their cumulative academic record and be apprised, with parental permission, of the contents of their supplemental record at reasonable times during school hours upon request;
- know the requirements of a course of study and know on what basis their grade will be determined;
- be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations;
- receive procedural due process whenever they are subject to disciplinary action, to placement in Thursday After School, or to suspension or expulsion by school authorities;
- act on their own behalf in matters which affect their role as students at the time they become eighteen years of age, except that parents or guardians of a dependent student shall receive notification of matters affecting such students.

2-4. STUDENT RESPONSIBILITIES

Students attending the Greenon Local School District shall have the responsibility to:

- attend school daily, be on time to all classes, pursue their course of studies, and complete assigned work;
- be aware of all rules governing student behavior and conduct themselves accordingly;
- submit to reasonable corrective action or punishment imposed by school authorities;
- express their opinions and ideas in a respectful manner so as not to libel or slander others;
- dress in a manner which is not disruptive to the educational process and is not threatening to the health and safety of themselves or others;
- conduct themselves in a manner which will not disrupt or deprive others of their education;
- follow established procedures in seeking changes in those policies, rules, or regulations which affect them and with which they disagree;
- comply with the lawful instructions of school personnel in the performance of their duties;
- identify themselves, upon request, to any School District personnel or authority in the school building, on school grounds, at school sponsored events, or on school buses;
- respect others regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economical background. SEE 2-2. HARASSMENT/BULLYING on PAGE 3.

2-5. DUE PROCESS RIGHTS

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the District will assume the student has delivered a copy of the Notice of Intended Action to the parent(s) within one day of the action. Parents will also be notified of the suspension by regular U. S. mail. The suspension may be appealed to the Superintendent or designee within fourteen days of receipt of the suspension notice. The request must be in writing. During the appeal process, unless extenuating circumstances are present, the appeal shall be conducted in a private meeting, and the student may be represented. Recorded testimony may be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

2-6. ACCESS TO SCHOOL PROPERTY

Student lockers and/or desks are the property of the Board of Education, and it is the policy of the Board of Education to permit the building administrators to search any Board of Education owned property and its contents as the administrator believes necessary.

2-7. STUDENT DIRECTORY INFORMATION

Ohio Revised Code 3319.321 permits school districts to release directory information without the permission of the parents as long as it is not to any person or group for use in a profit making plan or activity. It also states that parents have the right to object, in writing, to the release of directory information.

Directory information includes: student's name, address, telephone listing, and date & place of birth, major field of study, participation in officially recognized activities (which may include photos), weight & height of members of athletic teams, dates of graduation, dates of attendance, and awards received. If you do not wish your child's directory information to be released, please request a form from the school office and file it with the school secretary.

2-8. ATTENDANCE POLICY

SCHOOL DAY

The school day (6.5 hours) begins the minute students arrive on the school grounds. At Greenon Junior/Senior High School, students are to report to their first class after the initial bell rings at 7:25 AM and prior to 7:30 AM. Students will be considered tardy if they arrive to class after 7:30 AM. Failure to comply with this rule will result in disciplinary action. School is dismissed at 2:30 PM.

ATTENDANCE PHILOSOPHY

Learning activities that take place in the school classroom are a vital part of the teaching and learning process.

TRUANCY/TARDINESS

This is defined as absence of students from school without the permission of the parent/guardian or school authorities. This includes leaving the building and coming back without permission. Once students arrive at school (even if they arrive early for athletics or clubs) they must remain unless they have permission from their parents and school officials. Tardiness is a form of truancy. Tardies are assessed from 7:30 am - 7:45 am; refer to the attendance matrix for disciplinary action related to truancy and tardiness to school or class. Tardiness will start over with the beginning of each quarter. Truancy/Tardiness also affects athletic eligibility (see the athletic code of conduct).

NOTIFICATION OF ABSENCE

Parents of students in grades 7-12 must follow this procedure if their child/children will be absent from school on that day:

- 1) A telephone call to the school attendance office (937-340-6373 Ext. 5012). **This call must be received in the office by 9:30 AM to avoid the School Messenger One-Call.** This can also be done the night before school by leaving a voicemail. A phone call and or note from the parent or guardian will excuse a student's absence.
- 2) A note from the parent, doctor, lawyer, etc., confirming absence, along with the reason for absence **must** be received *within two days* of the student returning to school. All absences are considered habitual unless accompanied by a written note. (see "Attendance Matrix" below)
- 3) Failure to follow this procedure will result in disciplinary action for truancy.

MAKE-UP WORK

It is primarily the responsibility of the student, *with the assistance of the teacher*, to arrange for make-up work following an absence. Arrangements to complete this work must be made within two (2) school days following return to school or the make-up privilege is forfeited. Students shall have the number of days missed to make up missed work. If work is requested prior to, or during your absence, work is due upon your return. For *habitual absence* cases, no make-up work is allowed and the student will receive a zero (0) on any work due those days.

When a student misses only the day of a previously scheduled test or assignment, that student may be required to make up the assignment on the first day back in school.

Please See Attached Attendance Matrix

Students who are unexcused tardy (no court documentation or doctor's note) will receive a "0" for work missed.

Parents and guardians are encouraged to help students remember to present their documentation to the attendance office within 48 hours. Parents and guardians, please help students remember to present necessary documentation for extenuating circumstances in a timely manner, so that truancy charges can be avoided.

2-9. VACATIONS/EXTENDED ABSENCES

Every attempt should be made by students and parents to schedule trips and vacations during periods of time when school is not in session. If not possible, however, parents are to contact the school a minimum of five (5) days prior to the trip and complete the "Extended Absence Vacation" form, found in the back of this handbook. If work is requested prior to or during your extended absence, work is due upon your return. The days do count as part of the number of parent-excused note policy. **Vacation leaves are discouraged during any period of state mandated testing.**

2-10. VISITORS

Parents are welcome to visit the school. Please call the school office to arrange a time for your visit. Upon your arrival please report to the attendance office (Library), and a visitor's pass will be issued at that time. If you wish to meet with a member of the staff, call for an appointment before coming to the school in order to schedule a mutually convenient meeting time.

2-11. UNAUTHORIZED SELLING/DISTRIBUTION

No student shall be involved with any sales except those connected with school activities and/or approved by the school administration. Sales for personal gain are never permitted.

2-12. PUBLICATIONS

Student publications and distributions can play an important role in supplementing the school's academic program. They help to serve as a public relations media; assist in developing skills in communicating through the mass media; and teach ways of developing methods for preserving the constitutional provisions of free speech. The decision on publication and distribution shall be made by the advisor, with appeal to the principal and superintendent.

Authorized (school sponsored) publications and distributions include school yearbooks, school newspapers, and/or school events advertising such as flyers, signs, and posters.

2-14. ATTENDANCE AT SCHOOL EVENTS

GLS encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone. GLS will continue to provide adequate supervision for all students who are participants in a school activity.

2-15. MEDICATIONS

Parents should first consult with their physician to see if the medication schedule can be adjusted to avoid administration during school hours. If in-school medication cannot be avoided, school personnel must be present to supervise the taking of prescribed medication in accordance with the instructions written by the doctor on the *Authorization to Administer Prescribed Medication* form. This form must be signed by both the doctor and the parent for all **prescription drugs**.

- All medication brought to school must be registered in the office where it will be kept until needed by the student (including oral, injectable medications, inhalers, emergency medication). Students are not permitted to keep any form of medication in their possession while at school (except asthma inhalers, which are allowed under ORC 3313.716 when properly documented on the *Asthma Inhaler Authorization* form, which

contains an “authorization to carry inhaler” section and Epinephrine Autoinjectors (EPI-PEN), which are allowed under ORC 3313.718 when properly documented on the *Authorization for the Possession and Use of Epinephrine Autoinjector (EPI-PEN)* form).

- Students may not transport medications to school. Parents should bring the medication, in its original container, labeled with the student’s name and administration instructions to the main office secretary. School personnel **are not** permitted to administer non-prescribed, over-the-counter medications to students.
- Headache medicines, etc. may only be administered by a parent or guardian directly. Students who are found to have unauthorized medications on their person in school will be subject to disciplinary action.

2-16. DRUG PREVENTION POLICY

2-16.1. Policy Statement

The Greenon Local Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. The Board of Education believes that it has a two-fold responsibility with regard to chemical use/abuse by students:

1. The first is to safe-guard the learning environment for **ALL** students.
 - The Board prohibits the use, possession, concealment, or distribution of any drug on school grounds, on school vehicles, and at any school-sponsored event.
 - It further establishes a drug free zone within 1000 feet of any facility used by the district for educational purposes.
2. The second is to assist any student who exhibits participation in chemical use/abuse. To these ends, the Board of Education pledges to help students in the following ways:
 - To provide a strict alcohol, drug, and narcotics code of conduct to establish the safe learning environment expectations.
 - To provide an intervention process whereby any student can experience emotional and physical health assistance *and*
 - To release students from class for approved treatment and/or attendance in group interaction support groups (make-up work would be expected).

2-16.2. Terminology

1. For the purposes of this policy, “drugs” shall mean
 - a. all dangerous controlled substances as so designated and prohibited by Ohio statute
 - b. all chemicals which release toxic vapors
 - c. all alcoholic beverages
 - d. any prescription or patent (over the counter) drug, except those for which permission to use in school has been granted pursuant to Board policy
 - e. anabolic steroids

- f. Non alcoholic beers and wines
- g. any substance that is a ***“look-alike”*** to any of the above, and/or is portrayed as being such

2. *Under the Influence is defined as manifesting signs of chemical use such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.

3. **Prescription Drug is defined as a drug authorized by a medical prescription from a licensed physician and shall not be considered a violation of this rule as long as a parent’s statement, signed physician’s statement, and/or prescription label is presented to the school nurse or principal’s office.
Such medication shall be kept in the security of the school officials.

4. *Counterfeit Controlled Substance or “Look Alikes”** (as defined in the O.R.C. § 2925.01) means any of the following:

Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark;

a. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person who manufactured, processed, packed, or distributed it;

b. Any substance that is represented to be a controlled substance, but it is not a controlled substance or is a different controlled substance;

c. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold, or offered for sale.

2-16.3. Code of Conduct Statement

Whoever violates any or all parts of this section may be reported to the Clark County Sheriff’s Department for possible prosecution.

1. Medication needed by students at school All medication needed by a student must be transported to the school office by parents or guardians before that medication can be dispensed. SEE 2-15. “MEDICATIONS,” PAGE 11.

2. Alcoholic Beverages, Drugs, and Narcotics No student shall possess (including but not limited to purses, wallets, lockers, desks, cars, etc.) consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be *under the influence of

any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, **prescription drug, alcoholic beverage, intoxicant, solvent, gas, or mood-altering chemical, or any ***counterfeit controlled substance of any kind.

3. Paraphernalia No student shall possess, use, handle, conceal, offer to sell, sell, deliver, transmit, buy, or make any instrument used for drug abuse, or paraphernalia (not limited to hypodermic needles, syringes, pipes, roach clips, rolling papers, lighters, etc.).

4. Counterfeit or “look alike” Controlled Substances No person shall possess any counterfeit controlled substance. No person shall make, offer to sell, or deliver any substance. No person shall make, possess, sell, offer to sell, or deliver any punch, die, plate or stone, or other device knowingly or having reason to know that it will be used to print or reproduce trademark, trade name, or other identifying mark upon a counterfeit controlled substance. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance. No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance.

2-16.4. Steps to Address Violations

a. Procedure involving Alcohol, Drugs, Narcotics:

***possession *consumption *use *making *concealing *storing - handling *under the influence *giving – distributing -**

First Offense:

1. An investigation will be conducted by school authorities as to the source of the drug.
2. Parent/guardian (hereafter referred to as parent) will be notified immediately and the student may be removed from classes or the school event for the remainder of the day.
3. Law enforcement officials may be notified and, at their discretion, conduct an investigation. In any instance in which it is illegal for a school official to possess or dispose of a mood-altering drug, law enforcement will be notified. School officials will notify law officials in the jurisdiction in which the offense occurs.
4. Parents will meet with the principal or the principal’s designee that day, if possible.
5. The student shall be assigned: Ten days out-of-school suspension with a recommendation for expulsion. The superintendent *may* waive five of the ten days out-of-school suspension provided that the student has an appointment for an assessment with a certified chemical dependency counselor within five days and

notifies the superintendent or superintendent's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessments will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended, it must be with an Ohio-certified chemical dependency counselor. The student must waive his or her rights of confidentiality so that verification of this assessment and a written report can be given to the superintendent or the superintendent's designee. It is the responsibility of the student and parents to keep the superintendent or the superintendent's designee apprised of the student's progress throughout this entire process.

Second and Subsequent Offenses:

1. An investigation will be conducted by school authorities as to the source of the drug.
2. Parents will be notified immediately and the student may be removed from classes or the school event.
3. Law enforcement officials may be notified and, at their discretion, conduct an investigation. School officials may file charges in the appropriate court.
4. Parents will consult with the principal or the principal's designee.
5. The principal will suspend the student for not more than ten days with a recommendation for expulsion.

Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia is a serious offense.

First Offense and Subsequent Offenses:

1. Will follow the process described in Subsequent Offenses and receive a ten day suspension with a recommendation for expulsion.

2-17. WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, at school and any setting that is under the control and supervision of the Board for the purpose of school activities, including, but not limited to, property leased, owned, or contracted for the Board, a school-sponsored event, or in a Board-owned vehicle. A weapon includes conventional objects like guns, of any type whatsoever, whether loaded or unloaded; pellet guns; knives; clubs; electric weapons; metallic knuckles; martial arts weapons; ammunition and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, chains,

jewelry, and so on. Charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.

It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

2-18. VOLUNTEERS

Greenon Local Schools value the contributions that volunteers make to the schools of our District. There are endless varieties of activities that volunteers can perform to help our students. Specific jobs are established by the school staff, based upon the needs of the students, as well as the abilities of the volunteers.

Additional information, including requirements for becoming a volunteer, is available at each building. Please call or stop by the school you are interested in volunteering to pick up a Volunteer Handbook.

Volunteers are required to complete the Greenon Local School Volunteer packet, which can be downloaded from the district website or picked up from the office.

3- Part 3: Board Members, Administrative & Support

3-1. DISTRICT GRADING SCALE

GRADES

98 -100 = A+

93 - 97 = A

90 - 92 = A-

88 - 89 = B+

83 - 97 = B

80 - 82 = B-

78 - 79 = C+

73 - 77 = C

70 - 72 = C-

68 - 69 = D+

63 - 67 = D

61 - 62 = D-

0 - 60 = F

3-2. HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the school. A student's goals for homework should be to complete it according to the criteria of the given assignment and then to turn it in to the teacher on time. This insures that the student will receive the highest credit possible. Specific homework policies/procedures will be stated in the teacher's syllabus and given to the students to take home.

7th & 8th GRADE STUDENTS - HIGH SCHOOL CREDIT

If a student decides to take a high school class prior to entering the 9th grade, *that grade will count toward their cumulative high school GPA, unless the student takes the class over as a "high school student". In that case, the grade taken during HS will be counted toward the high school GPA.*

3-3. MAKE-UP WORK

It is the responsibility of the student, with the assistance of the teacher, to arrange for make-up work following an absence. Arrangements to complete this work must be made by the student within two (2) school days following return to school or the make-up privilege is forfeited. Students shall have the number of days missed to make up missed work. For any habitual absence, no make-up work is allowed, and the student will receive a zero (0) on any work due that day. When a student misses only the day of a previously scheduled test or assignment, that student may be required to make up the assignment on the first day back in school.

3-4. INTERIM REPORTS/REPORT CARDS

Progress reports are issued every 4 to 5 weeks of the grading period to students who are experiencing difficulties or who are in danger of failing. Other notification will be at the discretion of the teacher and/or principal. These reports are intended to provide parents with information concerning the student's progress. *If your child has a "D" or lower on his/her progress report, that is considered by the administration as notification that your child is in danger of failing the class. You should contact your child's teacher as soon as possible.* 7-12 Report cards will be distributed following the end of quarters 1-3. Fourth quarter report cards need to be picked up at the school or will be mailed if the student provides a self-addressed stamped envelope. Reports may be withheld from students with outstanding fines, fees, or obligations.

3-5. HONOR ROLL

Honor Roll recognition will be given to students attending Greenon High School after every grading period and will be awarded under the following conditions:

- 1) Three point (3.0) avg. on 4.0 scale is achieved; F's in any subject will prohibit honor roll attainment

7th and 8th grade students will receive Honor Roll recognition after every grading period and will be awarded under the following conditions:

- 1) Straight A's
- 2) A's & B's

3-6. GREENON 7-12 GRADING POLICY

A student will not receive credit for a high school level class if they fail both the final quarter of the course AND the final exam.

Board policy states “completion of the exam is required for completion of the course” unless they are exempt. Teachers reserve the right to require a student to take the final exam based on the individual student’s academic standing.

Failure to take an exam will result in failing the class, regardless of their grade average.

3-7. GREENON 7-12 GRADING POLICY OF SUSPENDED STUDENTS

A suspended student shall receive an excessive absence for each class missed during the OUT of SCHOOL SUSPENSION days.

- Work assigned prior to the suspension and is due during or after the out of school suspension may be turned in for a grade upon return. Students have up to one day upon their return to turn in work.
- Students may receive assignments assigned during the time of an out of school suspension; however, they *will not receive credit for this work*.
- In the event of an out of school suspension, and with the assistance of their parents, students are strongly advised to communicate with their guidance counselor and their teachers. Students should request, attempt to complete, and turn in, all class work assigned during their out of school suspension upon their return to school.
- During the suspension period, the student is prohibited from attending any and all extra-curricular activities, and is not to be on any school premises during the period of suspension.

3-8. SCHOOL CLOSINGS/DELAYS/EARLY DISMISSAL

In case of severe weather or other calamity that causes a school delay or closing, an announcement will be made through our automated calling system and is also placed on local television/radio stations. Announcements are also placed on the district’s website:

www.greenonschools.org

No student will be allowed to leave school prior to dismissal time without either

- a. a written request signed by the parent, whose signature is on file in the school office, or
- b. the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without permission note signed by the custodial parent(s) or other legal authorization.

18 year old students cannot sign themselves out unless documentation is provided that they are emancipated or your parent completes and files with the school an over compulsory education age form.

3-9. BUS REGULATIONS AND POLICIES

The purpose of a school transportation system is to safely deliver students to and from school and to authorized curricular and extra curricular events; therefore, the same conduct that is expected within the school programs is expected on the bus. This applies to loading points on and off school property. Behavior, which interferes with the driver's safe operation of the bus or is detrimental to the welfare of the other students on the bus, will not be tolerated. Infractions of the rules could lead to immediate bus removal. Riding is a privilege. ***ALL SCHOOL POLICIES AND PROCEDURES APPLY TO STUDENTS AT THE BUS STOP.***

Policies for Bus Pick-up and Drop-off

- ***Students will have only one pick-up and drop-off location.*** The pick-up location may be different from the drop-off location only due to child care needs.
- ***In an emergency situation only,*** a parent/guardian may contact the Transportation Office, 340-6352, to request a change in pick-up or drop-off locations. **No changes will be made after 10:00 a.m.**
- Students must be at their pick-up location 5 minutes before the bus is scheduled to arrive.
- Student drop-off times may change due to a variety of reasons: weather, traffic, the number of students riding the bus that day, etc.

Bus Carry-Ons

Parents need to be aware that it is not always possible to accommodate the transportation of over-sized items such as bass drums, tubas, large class projects, etc. on the bus.

Items that cannot be held by the student during the bus ride without the possibility of injury to the student or damage to the item cannot be transported. Extra space availability for musical or athletic equipment cannot be guaranteed unless it can be held by the student when the bus is fully loaded. Skateboards, scooters, etc. are not to be transported.

3-10. BUS RULES

1. Cooperate with the bus driver.
2. Observe same conduct as in the classroom.
3. Stay seated at all times.
4. Quiet at railroad crossings.
5. Bus driver is authorized to assign seats.
6. Keep head, hands, feet & all other items inside bus.
7. Do not eat, drink, or chew gum on the bus.
8. Do not smoke or use tobacco products.
9. Do not vandalize bus.
10. Keep bus clean. No throwing of objects in or out of bus.
11. Be courteous: Use no profane language.
12. Students are responsible for all personal items.

13. Students may possess cellular phones, but they may only be used with permission from the driver and/or coach. Devices used to play music may be permitted if headphones are used. Items are the sole responsibility of the owner.

3-11. CAFETERIA/LUNCHROOM POLICY

The purpose of the School Lunch Program is to provide a nutritious lunch that meets the Child Nutrition Guidelines for all students.

No Charges – School policy is to allow no charges for lunch. We will not let a student go without something to eat. We will offer a PBJ or a cheese sandwich and milk.

Prepaying – Students are encouraged to prepay for their lunch by adding funds to their lunch account. Applications for the Free and Reduced-Price Meal program are available to all students; if your family did not receive one and you feel you may be eligible, please contact the office.

3-12. FEES

There is a fee for consumable materials [workbooks, agendas, etc.] used in connection with a student's work at school. Fees vary depending on the grade level. Payment plans may be made with the office. Failure to pay fines, fees, or charges may result in the withholding of grades, credit, and transcripts.

3-13. TELEPHONE USE

Students may use the office telephone if needed before school, after school, and during lunch with permission from the office staff. Emergency situations will be handled on a case-by-case basis with the permission of the principal or principal's secretary.

3-14. LOCKERS (7-12 grade students)

Each 7-12 grade student is assigned a lock and locker. Students may not change lockers or locks without permission of the principal. *Students are encouraged NOT to bring valuables to school, such as expensive jewelry, as the school cannot be financially responsible for their theft or loss.*

3-15. CHAIN OF COMMAND

Greenon Local Schools has an established chain of command for addressing questions and concerns that may arise during the school year. By following this process, we can ensure that the situation will be addressed with those closest to the issue(s).

Extracurricular Concerns:

Coach/Advisor > Athletic Director (if applicable) > Principal > Superintendent

Academic/Classroom Concerns:

Teacher >Counselor >Principal >Superintendent

Discipline Concerns: Teacher (if applicable) >Principal >Superintendent

3-16. The GREENON LOCAL ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES

The Greenon Local School District provides students access to a variety of technological resources. The use of computers, cameras, televisions, DVD's, etc. is intended to support the learning process and to enhance instruction. At times, students and teachers will utilize computer networks and the Internet so those classrooms may take advantage of the wealth of information made available via electronic media. Use of electronic devices, computing facilities, and all associated networks and hardware is a privilege that will be revoked in the event of any violation of the below listed guidelines for acceptable use of these resources. Additionally, disciplinary actions may be taken where deemed appropriate.

Users, and parents of users, must understand that the Greenon Local School District cannot control the content of the information available on the Internet. An extremely small amount of information may be encountered that could be considered controversial and/or offensive. The district does not condone the use of such materials and takes all reasonable precautions to limit access to these materials by using software programs which effectively block inappropriate materials by providing adult supervision and by training students K-12 to reasonably utilize information services. Within reason, freedom of speech and access to information will be honored. School employees, students, and parents must be aware that access to informational resources will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations as set forth by the Greenon Local School District.

Acceptable Use

Greenon Local School District's networks are to be used in a responsible, efficient, ethical, and legal manner and in support of the educational objectives and student behavior guidelines of the district. General school rules for behavior and communications apply. Transmission of any material in violation of any federal or state regulation is prohibited.

Unacceptable uses include, but are not limited to, the following:

- Violating copyright laws
- Reposting (forwarding) personal communications without the author's prior consent
- Using or viewing threatening or obscene material
- Distributing material protected by trade secret
- Utilizing the network for commercial purposes
- Providing political or campaign information

Network Etiquette

Users must adhere to the rules of network etiquette which include, but are not limited to, the following:

- Be polite; rudeness is never acceptable
- Use appropriate language; do not swear, use vulgarities, or any other abusive or inappropriate language
- Do not reveal personal information about yourself or anyone else (i.e. address, phone number) to anyone at anytime
- Never reveal credit, checking account information, or social security account numbers across the Internet
- Do not disrupt the use of the network

- Do not attempt to gain unauthorized access to any computers or systems either within the district or remotely located

Security

Attempts to access any computer system using login information that is not your own or sharing your password with any other user will result in cancellation of privileges. If a security problem is identified, notify the system administrator at the school. Do not demonstrate the problems to other users. Note that electronic mail is not guaranteed to be private. System operators have access to all mail, and any messages relating to or in support of illegal activities may be reported to law enforcement authorities.

Vandalism

Vandalism will result in cancellation of user privileges and school disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment, programs, and/or the data belonging to anyone connected to the server and/or Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

Privacy

Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not assume that files stored on district servers and hard drives of personal computers will always be private. Network administrators will conduct themselves professionally and will make no intentional attempts to violate reasonable levels of privacy unless it becomes necessary to investigate inappropriate use or criminal activity.

Penalties

Violations of any of the above guidelines may result in any or all of the following sanctions:

1. Loss of access to technological resources
2. Notification of parents or guardians
3. Additional disciplinary action may be determined at the building level in line with the student code of conduct
4. When applicable, law enforcement agencies will be notified

Disclaimer

The Greenon Local School District will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained or delivered via the network, including the sharing of personal information such as home address, checking account and credit card information.

GREENON JUNIOR/SENIOR HIGH SCHOOL ELECTRONIC DEVICE POLICY

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of

the school. Greenon Local Schools has therefore created this policy to govern the possession and use of personal and school issued electronic devices on school premises, during school hours, at school sponsored activities, and on school transportation.

Definitions

For the purpose of this policy, "Electronic Device" means a privately or school-owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument. Electronic Devices may include but are not limited to:

- Existing and emerging mobile communication systems, and smart technologies
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting, receiving, storing, etc., e.g., any and all versions of the Kindle, IPAD, etc.

Rules of Use

Students may possess personal electronic devices at school subject to the following:

- Students may carry on their person electronic devices at school and school sponsored activities. Students are responsible for maintaining the security of such devices, be they personal or school issued devices for use in the classroom.
- Use of any electronic devices during the school day, **including pass-time between classes is strictly prohibited**. Personal devices are to be silenced and kept out of sight, except for educational use in classrooms and at the teacher's discretion. For all electronic devices, the teacher and/or principal/assistant principal or his/her designee are authorized with determining the manner in which the device was used, if appropriate. If any question persists as to the appropriate use of the device (other than for educational purposes), the teacher may confiscate the device. The disciplinary measures outlined below will be followed as if the policy had been violated. A student's refusal to cooperate with the teacher; a student's attempts to delete any information in any way to avoid discipline; the students attempt to lock the device; a student's effort to otherwise inhibit the investigative efforts of school officials will result in a violation of this policy and will be subject to disciplinary measure.
- At no time may any electronic device be used in restrooms or locker rooms.
- Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals or be used to exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of the audio recording and/or camera functions of any electronic device is strictly prohibited on school premises at all times. Cameras and the use of audio recording devices for educational purposes will be part of the educational process and property of Greenon Junior/Senior High School. Unlawful publication of such materials by any means is strictly prohibited and will be treated as a violation of the electronic device policy, subject to disciplinary actions, and submitted to law enforcement officials for possible prosecution.

- No electronic device shall be used on school property or with school property in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Those using electronic devices for such activities will be subject to Board of Education adopted penalties, as outlined in this policy or in the student code of conduct, and criminal prosecution as set forth in the Ohio Revised Code.
- No electronic device may be used during any performance assessment system or during any student assessments in the classroom unless specifically allowed by law, student IEP, or teacher directions.
- As a courtesy to all in attendance, electronic devices of all attendees are to be silenced during all musical, dramatic, and guest/stage performances.
- The use of any electronic device which invades an individual's personal privacy will result in an out of school suspension and referral to the appropriate law enforcement agency.
- The use of electronic device for the purpose of cheating will result in the loss of credit on the test or assignment, possible suspension, possible removal from the class (with a failing grade) and the loss of the privilege to use electronic devices at school for the remainder of the year.

ELECTRONIC DEVICES/CELL PHONES

- For security reasons and to ensure a productive educational environment, laser pointers, hand-held games, etc. are not to be brought to school.
- Personal music devices are allowed in the building, but must be turned off and put away upon entering the building.
- The Cellular phone/Electronic Devices policy is as follows:
 - Cellular phones/Electronic Devices ***must be turned off once the student arrives at school and must be put away at all times, with the exception of high school lunch.***
 - Cell phones may not be holstered or worn on clothing or carried openly.
- ***Greenon Local Schools ARE NOT responsible for loss, theft, or damage that may come to students' personal electronic devices.*** Misuse of any electronic device will result in their confiscation for a period of time determined by the administration and may result in disciplinary action. Parents/Guardians may be required to pick-up any cellular phones or other electronic devices which are confiscated.
- **Absolutely no headphones/ear buds are to be worn within the hallways.**
- Ninth through twelfth grade students are permitted to use their cellular phones during lunch in the cafeteria only, before and after school officially begins and ends. Students using their cellular phones/Electronic Devices at other times may be subject to school discipline. At the building leadership's discretion, students' confiscated cellular phones may only be returned to their parent or guardian.
- Exceptions to the above rules are permitted only under direct teacher supervision. Permission will be granted only in context of specific academic goal. Violations of these rules will result in disciplinary action.

Confiscation

If a student violates this policy, his/her electronic device may be confiscated.

All electronic devices issued to the student as part of the Board of Education adopted curriculum are subject to random and necessary investigations at the discretion of the Greenon Local Schools. All students should expect the device will be continuously monitored to ensure appropriate use and that no privacy rights exist while using school issued equipment. Violations of the acceptable use policy and/or the electronic device policy using equipment issued by the Greenon Local Schools will result in the appropriate disciplinary measure and/or referral to the appropriate law enforcement agency.

The parents, guardians, and students should all be aware that school officials are permitted access by state law to stored materials/files on a student's personal electronic device. Reviewing the device may be necessary to investigate a violation of the student code of conduct, the acceptable use policy, the electronic device policy, and the commission of potentially criminal activity while at school, and/or activity that occurs off-campus but continues to disrupt the educational process.

Security of Devices

Students shall be personally and solely responsible for the security of any electronic device brought to school. The school shall not assume responsibility for theft, loss, damage, and authorized calls, text, social networking post, etc., made with electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s). Replacement and/or repair costs due to negligence or intentional damage to school issued devices are the sole responsibility of the student/parent to whom the device was issued. Such costs will be a part of the student's school fees.

Exceptions

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- the use is specifically required to implement a student's current and valid IEP or 504 plan;
- the use is at the direction of a teacher for educational purposes;
- the use is determined by the principal to be necessary for other special circumstances, health related reasons, or emergency

Violation of this policy, in whole or in part, is considered a violation of the policy and a disciplinary infraction and will result in disciplinary measures up to and including suspension or expulsion, and notification of law enforcement authorities for possible prosecution.

This policy does not take the place of, in whole or in part, the Greenon Local Schools Acceptable Use Policy or any other section of the student code of conduct.

4- Part IV: DISTRICT CODE OF STUDENT CONDUCT

CODE OF CONDUCT

This section of the handbook contains the District Code of Student Conduct and other district policies and procedures. Both parent/guardians and students need to familiarize themselves with these district policies since parent/guardians and students, regardless of educational setting, are expected to follow them.

In addition to policies and procedure, this section contains descriptions of a variety of student services and programs which are available. If there are any questions about anything contained in this handbook, please contact the building principal.

The board approved Code of Student Conduct is presented below. A major intent of the code is the establishment of a standard for acceptable behavior. A violation of the rule(s) in the Code of Student Conduct may result in disciplinary action, including, but not necessarily limited to, suspension and/or expulsion from school and/or the referral to appropriate legal authorities. (Ohio Revised Code 3313.20, 3313.66, 3313.61)

If a specific behavior or action is not listed, it should NOT be assumed there is no consequence.

DETENTION - Detention is served from 2:35-3:05 PM. Students are notified of the infraction, and are to serve the detention on the "to be served" date. Students will be given 24 hour notice to serve the assigned detention. Transportation home after detention is the responsibility of the student/parent.

The following rules must be followed in detention:

1. No talking or moving from assigned seat.
2. No headphones or electronic devices.
3. Students need to bring schoolwork or reading material.
4. No sleeping.

Failure to serve assigned detention will result in further disciplinary action.

ALTERNATIVE LEARNING CENTER (ALC) - Students serving in ALC shall be permitted to make up and receive credit for assignments during assignment in the ALC room

1. Students are to bring schoolwork.
2. Parents will be notified of ALC assignment.
3. Guidelines for ALC will be issued and discussed upon assignment of the student to this assignment.

THURSDAY AFTER SCHOOL – Students assigned to a Thursday After School will serve from 2:35-5:35 PM.

1. Students serving TAS must bring school work with them to be completed while serving the TAS assignment.
2. Parents will be notified of TAS assignment.
3. Failure of the student to serve TAS assignment will result in 1 days OSS.

Guidelines for TAS will be issued and discussed upon assignment of the student to their TAS.

OUT-OF-SCHOOL SUSPENSION (OSS) - Removal of a student from school for a period of one to ten days. Students who are suspended out of school may:

- make up work in accordance with policy 3-7.
- Parents will be notified of OSS assignment.
- Students assigned to an out-of-school suspension are not permitted on school property or at school activities until ending date of suspension.
- The administration reserves the right to suspend students from extracurricular activities if those activities occur before the starting date of the suspension.

EXPULSION - Removal of a student from school for a period of up to eighty (80) school days unless the incident involves a firearm, destructive device or knife, in which case the expulsion may be for a period of one year. An expulsion from Springfield/Clark County Career Technical Center is also an expulsion from Greenon Junior/Senior High School.

EXPULSION FOR FIREARMS, DESTRUCTIVE DEVICES, & KNIVES - If a student brings and/or possess a firearm, destructive device, or knife on school property, in a school vehicle, or to any school sponsored activity, he/she may be expelled for one year unless the superintendent reduces the punishment for reasons related to the specific circumstances. The specific circumstances under which a superintendent may modify a one year expulsion could include:

- a) A recommendation from the group of persons knowledgeable of the student's educational needs.
- b) The student was unaware that s/he was possessing a firearm or knife.
- c) The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife.

If, at the time of an expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the superintendent may apply any or all of the remaining period to the following school year. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any pointed or cutting instrument.

PERMANENT EXCLUSION - As authorized by Ohio law, the Board of Education may permanently exclude any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the following offenses while on school grounds, which are considered to be crimes when committed by an adult:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordinance on school premises.
2. Carrying a concealed weapon, municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.
3. Aggravated murder, murder, voluntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, or felonious sexual penetration, if a victim is an employee or school board member.
4. Complicity in any violation described in items 1, 2, or 3 above, that was alleged to have been committed in the manner described in items 1, 2, or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held under the auspices of a school board, including extra-curricular activities, the joint vocational schools, and postsecondary options locations.

EMERGENCY REMOVAL - A student may be removed from school property for up to 24 hours if the student's continued presence poses a risk to the safety or security of others, or their property, or the disruption of the educational process.

JUVENILE COURT/LAW ENFORCEMENT - The Juvenile Court System and/or law enforcement may be involved in a student's attendance problems or any serious infractions of the code of conduct.

APPEAL - The pupil, parent, guardian, or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education, or designee, by filing a notice of appeal in writing with the treasurer/superintendent within fourteen (14) calendar days of the formal written notice of suspension or expulsion to the parent, guardian, or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.

SEARCHES – Random searches may include the assistance of dogs trained to detect the presence of drugs. If the school official has reason to believe that mood-altering or controlled substances, drug paraphernalia, or instruments are concealed in a school locker, on a student, in a purse, wallet, book bag or in a student's vehicle, the following applies:

1. Locker Search: Lockers supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random searches at any time, without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal status.

2. Personal Searches: The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his/her person, in a purse, wallet, or book bag. If the student refuses, the school official may ask the student or the student's parent for permission to conduct a search. The school official, at his/her discretion, may call the local law enforcement agency to investigate.

3. Student Vehicle: When illegal or dangerous items are suspected to be in the student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle.

ZERO TOLERANCE - The Code of Student Conduct governs student behavior at all times, on or near school grounds, while riding school transportation, during all curricular and/or extracurricular activities in any location and at all times during school related trips. Criminal Code 2901.01 defines “school safety zone” as a school building, school premises, school activity, school bus, and vicinity of a school. Further, it includes those students who assist or in any way participate in the violation of rules of the code.

The Board has “zero tolerance” for violent, disruptive, or inappropriate behavior by its students; i.e., the Board will not tolerate violent, disruptive, or inappropriate behavior by its students, and such behavior is prohibited as set forth in the Student Code of Conduct.

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

The Code of Conduct is a general guide for behavior. The goal of any code of conduct is to prescribe the parameters of acceptable behavior and the consequences of disruptive behavior. Students must know what is expected of them and must be aware of what will happen if they fail to follow behavior policies and guidelines.

CODE

01 Attendance

No student shall fail to comply with state attendance laws and district policy, including, but not limited to, truancy from a specific class and tardiness to school, in general, or to a specific class.

01.a. Tardy to school

01.b. Tardy to class

01.c. Habitual absence (see attendance matrix)

01.d. Truant from class

01.e. Truant from school

01.f. Truant from TAS

01.g. Truant from detention

03 Fighting/Violence/Inappropriate Conduct

1. No student shall cause physical injury or behave in such a way that could threaten or cause physical injury to school personnel, students, or visitors while on school property, at an interscholastic competition, extracurricular event, or any other school program. No student shall direct an act at a board official or employee, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property, regardless of where or when that act may occur.

2. Physical assault on a staff member, student, or other person associated with the district, which may or may not cause injury, may result in charges being filed and will subject the student to expulsion.

03.a. Fighting/Violence (two active participants)

03.b. Unauthorized Physical Contact with a Student

03.c. Unauthorized Physical Contact with a Staff Member

04 Vandalism/Damage to School or Personal Property

No student shall, at any time, destroy or deface property, or equipment, of the school district or the personal property of another person. Students and their parents or guardians will be held responsible for any vandalism, damage, graffiti, or destruction caused by the student at an interscholastic competition, extracurricular event, or any other school program or activity regardless of the location.

Payment of the damage will be required. According to ORC 2913.04, the unauthorized use of property could be considered a felony.

05 Theft/Stealing Personal or School Property

Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the right of reporting thefts to local authorities.

06 Use, Possession, or Distribution of a Firearm

Bringing a firearm onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory (1) year expulsion under Ohio law.

07 Use, Possession, Sale, or Distribution of a Dangerous Weapon (other than a firearm or explosive device)

A weapon is any device that may be used for offensive or defensive purpose, including, but not limited to, conventional objects, such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as

a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

Students are required to report knowledge of dangerous weapons or threat of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Should a student have knowledge of a weapon, or dangerous instrument, on school property, in a school vehicle, or at a school sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator.

09 Use, Possession, Sale, or Distribution of Tobacco Products

Smoking on school grounds or near school property, on school transportation, on school-sponsored field trips are expressly forbidden. Tobacco products in any form include, but are not limited to, cigarettes, e-cigarettes, cigars, clove cigarettes, rolling papers, look-alike tobacco products, chewing tobacco, and snuff.

No student shall possess, sell, distribute, or use any type of tobacco product and/or tobacco related materials on school property, including during school activities that may be held off of school property.

10 Use, Possession, Sale, or Distribution of Alcoholic Beverages

Use of alcoholic beverages on school grounds or in school is a violation of district policy. “Under the influence” is defined as showing signs before a school official of alcohol misuse, such as, but not limited to, staggering, reddened eyes, odor of alcohol, nervousness, restlessness, memory loss, and/or abusive language.

No student shall possess, sell, distribute, or use any type of alcoholic beverage and/or alcoholic beverage related materials on school property, including during school activities that may be held off of school property.

11 Use, Possession, Sale, or Distribution of Drugs (Narcotics, other than prescribed medications)

Use of drugs/narcotics, other than prescribed medications administered in accordance with district policies, on school grounds or in school is a violation of district policy. *All medication needed by a student must be transported to the school office, in its original container with dispensing information and doctor’s name/contact number, by a parent or guardian before that medication can be dispensed.*

No student shall possess, sell, distribute, or use any type of illegal drug/narcotic or “look-alike” and/or drug/narcotic related paraphernalia on school property, including during school activities that may be held off of school property.

14 False Alarms/Bomb Threat -

Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property or to harm students and staff.

18 Disobedient/Disruptive Behavior -

Student displays unwillingness to submit to authority, refusal to respond to a reasonable request or any act or behavior that disrupts the orderly learning environment or the orderly conduct of a school function.

18.a. Cell Phone/Electronic Device

Refer to cell phone/electronic device policy

18.b. Computer/Technology Use Policy Violation

Refer to 3-16 Policy for technology resources

18.c. Dress Code

Students of Greenon Local Schools are expected to dress and groom themselves in good taste. Any fashion (outfit, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. As deemed by school staff, attire and/or appearance that is considered unsafe, unclean, immodest, vulgar, or offensive will not be permitted. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. *The school staff reserves the right to question dress and, if necessary, take proper action. Ultimately it is the responsibility of the parents to ensure that their son/daughter comes to school dressed appropriately for the educational setting.*

The following styles or manners of dress are prohibited:

- Immodest clothing: no bare midriff, pajamas, low-cut blouses (no cleavage), tube tops, halter tops, open-back tops, bare shoulders, or other dress deemed immodest by the school staff.
- No tank tops.
- Shorts, skorts, or skirts must be no higher than midthigh.
- Underwear should never be visible (including bra straps); pants are to be worn appropriately and may not be excessively baggy.
- All clothing should be clean, in good repair, with no holes or fraying above fingertip length. Holes below fingertip length should be reasonably sized and not distract from student learning nor endanger the student's safety.
- Sandals are prohibited in lab classes.

- No clothing and accessories labeled with objectionable material, including references to drugs, tobacco, alcohol, sex, racial discrimination, profanity, and/or offensive pictures. **This includes shirts with inappropriate double meanings, implied messages, or innuendo.** Other clothes deemed inappropriate for a school setting are also prohibited. Determination of objectionable material will be at administrative discretion.
- No hats or other head apparel worn or carried anywhere in school during the school day, or clothing that denotes association with a gang (whether it is real or imitated).
- No shoes with wheels or retractable wheels.

18.d. Leaving Class/Building Without Permission

Students may not leave class and/or the building without permission of school authorities. Students who choose to do so will be considered truant and subject to disciplinary action.

18.e. Non-compliance/Disrespect/Insubordination

No student shall be disrespectful or disobey directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, or any school personnel at any time. Students who choose to do so will be considered non-compliant/disrespectful and subject to disciplinary action.

18.f. Plagiarism/Cheating

Includes:

- the unauthorized use of the work of another person as one's own.
- the unauthorized copying of information from another student's quiz, test, examination, theme, book report, workbook, computer program, speech, homework assignment, or term paper.
- using another person's idea, expression, or words without giving the original author credit. (plagiarism)
- preparing for cheating in advance. Such action involves having in one's possession an unauthorized copy of a quiz, test, or examination to be given or using unauthorized notes during a quiz, test, or examination.
- unauthorized communication, either verbal or nonverbal, before or during quizzes, tests, or examinations.
- failing to follow quiz, test, or examination procedures or instructions announced by a teacher (such as talking, eyes on own paper, no turning around in a seat, raise hand to ask questions, etc.).

18.g. Public Display of Affection

Displays of affection are not appropriate in the school. In the event such behavior occurs, disciplinary action may result.

18.h. Use of Profanity/Abusive Language/Verbal Abuse

No student shall use, direct, or display words, phrases, gestures, or actions which are considered to be intimidating, bullying, disrespectful, slanderous, degrading, obscene, profane, harassing, or inappropriate toward any student or staff member.

18.i. Bus Violations

The purpose of school transportation is to safely deliver students to and from school and to authorized curricular and extracurricular events. The same conduct that is expected within the school programs is expected on the bus. This applies to loading points (bus stops) on and off school property. Behavior which interferes with the driver's safe operation of the bus or is detrimental to the welfare of the other students on the bus, will not be tolerated. Riding is a privilege.

18.j. Driving/Parking

No student shall operate his/her vehicle in a reckless manner. This includes, but is not limited to, speeding and peeling tires. At any time during the school day, students shall not sit in cars, vans, trucks, etc. and shall not operate their vehicles.

18.k. Extortion

No student shall obtain money or personal property from another student or staff member by use of force, intimidation, undue or illegal power.

18.l. Forgery

No student shall falsely and/or fraudulently create or alter a document. This includes a signature of a parent/guardian.

18.m. Gambling

No student shall participate in gambling of any kind. Decks of playing cards for the purpose of gambling are not permitted.

18.n. Gang-Related Activities

No student on, or about, school property or at any school-sponsored activity shall wear, possess, use, distribute, display, or sell any clothing, medallions or other jewelry, emblem, badge, patch, symbol, insignia, sign, tattoo (whether permanent or temporary), scar or mark, haircut, or other things which identify a gang or which are evidence of membership or affiliation in any gang or which otherwise disrupts the academic process.

No student on, or about, school property or at any school-sponsored activity shall engage in conduct, or use any speech, whether verbal or non-verbal (gestures, hand signals, handshakes, etc.) showing membership or affiliation in a gang when such conduct or speech is intended to cause disruption or when one knows, or has reason to know, that such conduct or speech arouses fear, alarm, resentment, anger, hostility, or violence. No student, during school or at any school-sponsored activity, shall place any gang-related graffiti on the school or school property. Students who violate any

of the provisions of this section of the policy will be subject to disciplinary action up to and including suspension or expulsion. Repeated violations will result in expulsion. Furthermore, students will be prosecuted to the fullest extent of the law for any criminal conduct, including but not limited to, any trespassing, vandalism, or assault in violation of this section.

18.o. Removing/Altering Records

No student shall remove a student record, file or alter a school form in any way.

18.p. Threats – verbal or written

No student on or about school property or at any school sponsored activity shall engage in conduct or use any speech intended to cause another person to believe s/he may be in danger.

18.q. Unauthorized Publications

No student shall publish or distribute any type of publication which is considered as libelous or offensive.

18.r. Unauthorized Sales

No student shall be involved with any sales except those connected with school activities and/or approved by the school administration.

18.s. Other Disruptive Behavior Violation, Potential Disruptions, not listed above (including rough play, providing false information and repeated violations of the student Code of Conduct).

19. Harassment, Bullying, Cyber-Bullying, Intimidation, and/or Hazing

Harassment, intimidation, or bullying behavior by any student/school personnel is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying” means any intentional written, verbal, graphic or physical act, including electronically transmitted acts, i.e. Internet, cell phone, or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited 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 other student/school personnel, including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property;

- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

20. Firearm Look-a-likes

Includes the use or possession of any item that resembles a firearm, but does not have the explosive characteristics of a firearm. This may include, but is not limited to, air guns, pellet guns, bb guns, cap guns, or toy guns.

21. Unwelcome Sexual Conduct/Harassment/Gross Misconduct

No student shall use, direct, display words, gestures, or actions which have the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of unwelcome sexual advances, request for sexual favors, and verbal or physical contact of a sexual nature, and lewd behavior.

22. Serious Bodily Injury

Includes any substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss of impairment of the function of a bodily member, organ, or faculty.

23. Unauthorized or Unsupervised Areas

Students may not be in areas in which they have not been authorized or areas that are unsupervised.

24. General Misconduct

Students shall refrain from throwing objects, being abusive, or being excessively disruptive in their behavior. Respect the rights and feelings of others.

25. Inducing Public Alarm

No student will cause the evacuation of the school or otherwise cause serious public inconvenience or alarm.

26. Dance Policy (Grades 9-12)

26.a. Student Dance Agreement Form

- Each attendee must read the Dance Guidelines and sign the Student Dance Agreement Form prior to purchasing tickets
- Parents and students must also acknowledge and accept the policy by signing the agreement.
- This form must be submitted to the ticket seller at the time of purchase.

26.b. Ticket Sales

- All tickets will be available for purchase one week in advance of the dance.

- Upon purchasing tickets, the ticket seller will record the names of both attendees on a spreadsheet.
- Upon entering, students must initial on the attendee sheet to confirm entrance.

26.c. Outside Guests

- Students choosing to bring a student from outside of the school population must complete the Outside Guest Form and the Student Dance Agreement Form prior to purchasing tickets.
- Both the GHS student and the guest must each complete the Student Dance Agreement Form.

26.d. Dance Dress Code

- Girls may wear strapless, spaghetti straps, or halter-top dresses; the dresses may reach no higher than the mid-thigh.
- Students are expected to maintain a high level of self - respect in both dress and behavior at all times.

26.e. Dancing Policy

- Each student must have their hands visible and not on the floor.
- For slow-tempo songs, dancing partners must face each other. For fast-tempo songs, dancing partners may face each other or face back to front. However, you cannot grind or touch in ways associated with grinding.

26.f. Breathalyzer Policy

- Students who attend Greenon High School dances will be subject to a random Breathalyzer. The Breathalyzer devices can detect any presence of alcohol. Upon entering the dance, students will pick a chip out of a bag. If a red chip is pulled, the student will be required to take a Breathalyzer in order to enter the dance. If a student pulls a white chip, the student will not be required to take a Breathalyzer and will be permitted to enter the dance.
- If a Breathalyzer test comes back positive, the student will be escorted to the office where the matter will be handled accordingly. A student, who had a positive test and denies being under the influence of alcohol, can request to have another Breathalyzer done. After tests have been completed, if alcohol is being detected and the student still denies they are under the influence of alcohol, the student can request law enforcement administer a Breathalyzer.
- If a student refuses a Breathalyzer test, they will not be permitted to enter the dance. Those students will not be allowed to leave until having a meeting with a school official and contact has been made with the parent/guardian of the student.
- All outside guests may be subject to take a Breathalyzer test. Refusal to take the test will result in the guest and the Greenon student not being permitted to enter

the dance. The Greenon student will not be permitted to leave the dance until their parent/guardian comes to the school and picks them up.

- This process is designed to provide a safe and enjoyable environment for our students.

27. Dance Policy (Grades 7-8)

Only 7th and 8th grade Greenon students may attend 7th and 8th grade dances. They may NOT attend grades 9-12 dances.

28. Graduation Expectation

Any student not in good standing regarding the code of conduct may be denied the privilege to participate in the graduation ceremony.

APPLICATION FOR EXTENDED ABSENCE, DUE TO VACATION

Steps for completion of this form:

- 1. Parents/Guardians complete top part of this form & return to teacher at least 5 days before absence.*
- 2. Teacher will complete bottom of the form and submit it to the principal.*
- 3. A copy of this signed form will be sent home with the student.*

VACATION LEAVES DURING ANY PERIOD OF STATE MANDATED TESTING ARE HIGHLY DISCOURAGED. EXTENDED ABSENCE LEAVES ARE LIMITED TO 5 DAYS OF EXCUSED ABSENCE.

Student name: _____

Homeroom Teacher's Name: _____ Grade: _____

Number of absences for the student, to date: _____

Number of days requested for this extended absence: _____

Dates of extended absence: _____ to _____

Destinations: Points of Interest:

Student Signature Parent Signature Date

We believe that "making up" assignments does not constitute the same quality of learning that occurs when a student attends school. While it is possible for the student to receive make-up work, teachers cannot assume responsibility for in-class discussion and material missed while the student was not in attendance.

When students return from their extended absence (vacation), he/she will be given the work they missed and will have the number of days equal to their absence to complete and submit the work they missed. Some teachers may choose to give some (or all) alternate assignments to be completed in lieu of some (or all) of the in-class work, which can be completed during the extended absence. (An example might be writing daily in a journal about the vacation.)

Assignments to be completed during extended absence:

OR _____ All assignments will be given to student upon his/her return to school.

Homeroom Teacher's Signature _____ Date: _____

Principal's Signature _____ Date: _____

Comments: _____

5- PART V: CONSEQUENCES OF MISCONDUCT

5-1. CONSEQUENCES OF MISCONDUCT JUNIOR/SENIOR HIGH SCHOOL (7-12)

After carefully weighing the facts and circumstances pertinent to the incident, the principal will make the decision at what level students will be placed on the consequences grid, based upon the severity of the infraction and/or the number of prior infractions. **SUGGESTED** guidelines to be followed for such incidents and consequences will be as follows:

ASD = After School Detention

TAS = Thursday After School

ALC = Alternative Learning Center

Det. = Detention

OSS = Out of School Suspension

Please see attached Discipline Continuum