

Greenon Local Schools



Come. Learn. Grow. Succeed.

Elementary Student/Parent Handbook

(Grades K – 6)

2009-2010

Index

<u>SUBJECT</u>	<u>PAGE NUMBER</u>
Mission Statement	2
Vision and Values	2
Acceptable Use for Technology Resources	18
Administering Medicines to Students	6
Attendance	4
Board Members	20
Bus Guidelines	17
Cafeteria	5
Calamity Days/Emergency Closing & Delays	3
District Contact Information	20
Emergency Removal of Students	15
Enrollment Information	3
Field Trips	8
Grading Scales	9
Homework	8
Illness and Injury	6
Interrogations and Searches	15
Latchkey Program	5
Make-up Work	8
Open Enrollment	3

<u>SUBJECT</u>	<u>PAGE NUMBER</u>
Parent-Teacher Communications	8
Playground	18
Professional Development Days	3
Prohibition Against Harassment, Intimidation, and Bullying	3
Report Cards/Interim Reports	9
Sexual Harassment	14
Reporting an Absence	5
Student Code of Conduct	9
Student Conduct on School Busses	16
Student Fees	7
Student Suspension	14
Student Well-Being	6
Textbooks and Library Books	7
Use of the Telephone	8
Visitors	8
Walker/Bicycle Safety	18



Come. Learn. Grow. Succeed.

Dear Parent:

This handbook has been prepared to provide you with information about your child's school. The information contained in this handbook is general and applies to all elementary schools in the school district. Specific building information will be sent to you by the building principal.

Please become familiar with the contents of the handbook and with your child's school. Research reflects that the most important factor in your child's education is your involvement. You are encouraged to express an interest in your child's education daily. Have your child share with you his daily activities and you, in turn, encourage and assist your child.

Communication between the home and school is an essential part of your child's education. You are requested to make frequent contact with the school and especially your child's teacher.

I hope you find this handbook beneficial. Should you have suggestions with reference to the handbook or any aspect of the district, please do not hesitate to contact the Board of Education office or one of the schools.

Sincerely,

Ms. Lori Lytle
Superintendent

Greenon Local School District

Mission Statement

Our mission is to work together with the community to provide students an educational environment that develops lifelong learners and responsible citizens.

Vision

Greenon Local is designing education to meet the needs of a changing world. We are a state-of-the-art center of academic excellence and community learning with proud, involved students, staff, parents, and community members.

Beliefs and Values

- Providing all students the opportunity for excellence
- Pride in the district
- Citizenship and developing students into responsible citizens
- Excellent, well-rounded education, with high academic standards
- Commitment to the education and development of our children
- Students first
- Fiscal accountability
- Trust and respect of the community

Prohibition Against Harassment, Intimidation, and 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 damaging of 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.

Enrollment Information

Section 3313.672 of the Ohio Revised Code requires that a pupil, at the time of his/her initial entry to a public or non-public school, shall present to the person in charge of admission the following items:

1. A certified birth certificate
2. Proof of residency
3. Proof of immunizations
4. Court papers allocating parental rights or responsibilities, or custody (if applicable)

Open Enrollment

Intradistrict Open Enrollment - The Greenon Local Board of Education believes that students who reside within the Greenon Local School District may apply to attend their school of choice within the district.

Interdistrict Open Enrollment - The Greenon Local Board also believes that students who reside outside the Greenon Local School District may apply to attend their school of choice within the Greenon Local School District.

Applications for intradistrict and interdistrict open enrollment are accepted between April 1 and April 30 of the preceding school year. Applicants must meet certain criteria. Notification of the placement decision will be mailed to the parents.

Applications for intradistrict and interdistrict open enrollment and a listing of criteria are available in the principal's office.

Professional Development Days

The district will have in-service days and early release days in order for teachers to attend important instructional/training meetings. There will be no school for students on in-service days and school will release two hours early on early release days. Please plan ahead for child care arrangements. The inservice days are noted on the annual school year calendar.

Calamity Days/Emergency Closings and Delays

There are days when it is necessary for the superintendent to delay the opening of schools or close schools due to unsafe weather conditions or other emergencies. Local radio and television stations will release this information. The announcements will be aired as soon as they are received, usually between 6:30 to 7:00 a.m. Please do not call the school office or Board of Education office.

Attendance

The school day begins the minute students arrive on school grounds. Elementary school students are able to enter the building at 8:10 A.M. and must report to their homeroom right away. Students arriving after 8:20 A.M. are considered tardy. School is dismissed at 3:00 P.M. At Indian Valley, school begins at 9:10 A.M. and is dismissed at 3:50 P.M.

Learning activities that take place in the school classroom are a vital part of the teaching and learning process. A day lost from the classroom can never be recaptured and the dialogue that has taken place in cannot be duplicated. Thus, attendance each day is very important. Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to school. The statute governing school attendance are very specific and leave little option for school authorities to excuse children from school. Senate Bill 181, the “truancy bill,” prescribes punishments for both students and parents, should a student be deemed a “habitual” or “chronic” truant by the courts. Greenon Local Schools are obligated by law to report such cases to local authorities.

Tardiness

Students shall not be late to school or to their assigned classroom. **Tardiness is a form of truancy.** The administration realizes that morning emergencies happen to everyone; therefore, every student’s first three (3) tardies (of each semester) will not be subject to discipline. Student tardiness thereafter will result in discipline that could include detention, In School Isolation, and/or Out of School Suspension. Excessive tardiness (6 or more in a semester) will result in a court referral.

Excused Absence

Definition: Absence of students from school at the request of the parent/guardian and with consent of the school authorities and in compliance with Section 3321.04 of the Ohio Revised Code. The following are considered excused absences: family calamity (bereavement), legal appointment, religious observances, doctor appointment, school-sanctioned activity, or such good cause as may be acceptable by the Principal or designee. **ABSENCES WILL ONLY BE CONSIDERED EXCUSED WHEN ACCOMPANIED BY APPROPRIATE WRITTEN DOCUMENTATION. NOTES FROM PARENTS WITH APPROVED EXCUSE LISTED WILL BE ACCEPTED AS “EXCUSED” FOR UP TO 10 DAYS PER YEAR. ANY ABSENCES BEYOND THE 10 PARENT-EXCUSED NOTES MUST HAVE A NOTE FROM A DOCTOR FOR ILLNESS, LAWYER FOR LEGAL ISSUES, ETC. OR THEY WILL BE COUNTED AS UNEXCUSED. “Excused absences” do not count when determining “Habitual” or “Chronic” Truancy (see below).**

Unexcused Absence

Definition: Absence of students from school at the request of the parent/guardian and not in compliance with Section 3321.04 of the Ohio Revised Code. After the ten days noted above in EXCUSED ABSENCE, the following are examples of unexcused absences: personal illness without a doctor’s note, family vacation, oversleeping, car trouble, missing the bus, etc. All unexcused absences count toward the determination of “Habitual” or “Chronic” Truancy (see below).

Habitual Truancy

A “habitual truant” is any child “of compulsory school age” who is absent without “legitimate excuse for absences from the public school the child is supposed to attend” for five (5) or more consecutive school days, seven (7) or more school days in one month, or twelve (12) or more school days in a school year (SB 181).

Chronic Truancy

A “chronic truant” is any child “of compulsory school age” who is absent without “legitimate excuse of absence from the public school the child is supposed to attend” for seven (7) or more consecutive school days, ten (10) or more school days in one month, or fifteen (15) or more school days in a school year (SB 181).

1) Students that reach ten (10) total days of unexcused absences in a school year shall be referred to the appropriate authorities in accordance with Section 3321.04 of the Ohio Revised Code. An informal hearing may be convened by the Principal or designee and a Court Officer.

2) Whenever a student has ten (10) consecutive days in a school month, or a total of fifteen (15) days of unexcused absences from school, the Board authorizes the Superintendent to inform the student and his/her parents of the truancy record and the District’s intent to notify the Judge of the Juvenile Court of the student’s excessive truancy.

KINDERGARTEN		GRADES 1-6
Tardy	Arrive less than 30 minutes after the start of school	Arrive less than 45 minutes after the start of school
Half Day Absence	NO ½ day absences	In attendance for at least 3.5 hours of the school day
Full Day Present	In attendance for at least 2 hours of the school day	In attendance for at least 5.5 hours of the school day
Early Release	Excused absence from school at the end of the day for less than 45 minutes	Excused absence from school at the end of the day for less than 45 minutes

A student is considered truant when his/her absence from school is in violation of the Ohio Compulsory Attendance Laws. Truancy will result in an unexcused absence, possible disciplinary action and/or possible legal action through the court system. Any discrepancies in attendance may be appealed to the building principal.

Reporting an Absence

Parents of students in grades K-6 must follow this procedure if their child is to be absent from school on that day.

- 1) A telephone call to the school office must be received no later than 9:00 A.M.
 - Husted or Enon Elementary Schools can be called between 7:00 A.M. and 9:00 A.M. on the day of absence. Messages can be left on elementary answering machines outside of school hours.
 - Indian Valley Middle School can be called between 7:30 A.M. and 9:00 A.M. on the day of absence. Messages can be left on the Indian Valley answering machine outside of school hours.
- 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 unexcused unless accompanied by a written note.
- 3) Failure to follow this procedure will result in disciplinary action for truancy.

Students who are absent from school during the day are not to participate in after school or evening activities. Special circumstances may be left to the Principal's discretion, (family funeral, medical emergency, etc.).

Elementary parents need to keep children home until fever free for 24 hours. Elementary students missing numerous days of school due to illness are encouraged to resume normal school activities as quickly as possible.

Cafeteria

The cafeteria program is planned to be enjoyed, but not abused. Because of the number of students involved, basic rules of etiquette and courtesy are necessary. Students are expected to display good manners and appropriate behavior at all times.

Prepaid monthly and/or weekly meals may be purchased. Applications for the Free and Reduced-Price Meal program are distributed to all students. If your child did not receive one and you believe s/he may be eligible, please contact the school office. Annual menus are sent home at the start of school for breakfast and lunch. The menus are available on our website at: <http://www.greenon.k12.oh.us/Departments/FoodServices/index.html>

Latchkey Program

Latchkey programs will be offered to all elementary children. The latchkey programs will continue as long as they are self-supporting. Fees must be paid on a weekly basis, and any delinquent fees that exceed two (2) weeks will result in removal from the program. Students in the latchkey program are under the Student Code of Conduct. Please contact the school for hours of operation.

PLEASE NOTE: If there is a delay in the opening of school, the morning latchkey program is cancelled. If school is closed, the latchkey program will not be available to students.

Illness and Injury

All injuries must be reported to a teacher or the office. If appropriate, the injured student will be treated and returned to class. If the injury is serious, attempts will be made to notify the parent and, if necessary, seek emergency medical attention.

A student who becomes ill during the school day should request permission from the teacher to go to the office. Office personnel will determine if the child should return to class or be sent home. No child will be released from school without parent permission.

All parents are asked to supply address, telephone and health information on the Emergency Medical Form. This information helps the school decide what to do when children become ill or have an accident. Parents are asked to keep this information up-to-date. The Emergency Medical Form is sent home at the beginning of each school year.

Elementary buildings in the district are serviced by school nurse aides. A nurse is not available at all times. Office personnel will make home contact based on their best judgment. In situations that are considered severe, the parents and/or the emergency squad will be called. The nurse schedules periodic vision and hearing checkups.

Student Well-Being

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the school office. Students who do not return their emergency medical forms in a timely manner **MAY BE EXCLUDED FROM SCHOOL ACTIVITIES**. Students with specific health needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

Administering Medicines to Students

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

- Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

- Before the student will be permitted to take medication during school hours or to use an inhaler to self-administer asthma medication, Authorization for Prescribed Medication or Treatment, or, Authorization for the Possession and Use of Asthma Inhalers, must be filed annually and as necessary for any change in medication order with the school principal and, to the School Nurse if one is assigned to the student's building.

1. Authorization for Prescribed Medication or Treatment shall include the following:
 - a. student's name
 - b. medication and dosage or procedure required
 - c. times required
 - d. special instructions including storage and sterility requirements
 - e. date prescribed medication will no longer be needed
 - f. physician's name, address, and telephone number
2. Authorization for the Possession and Use of Asthma Inhalers, shall include the following:
 - a. the student's name and address
 - b. the names and dose of the medication contained in the inhaler
 - c. the date the administration of the medication is to begin
 - d. the date, if known, that the administration of the medication is to cease
 - e. written instructions that outline procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack
 - f. any severe adverse reactions that may occur to the child using the inhaler and that should be reported to the physician

3. All medications to be administered during school hours must be registered with the principal's office. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent/guardian or other responsible adult at parental request. This should be arranged in advance. Providing the student is responsible and with parent permission, the medication may be carried to school by the student and brought immediately to the school office. Two to four (2-4) weeks supply of medication is recommended.

4. For each prescribed medication, the container shall have a pharmacist's label with the following information:

- a. student's name
- b. physician's name
- c. date
- d. pharmacy name and telephone
- e. name of medication
- f. prescribed dosage and frequency
- g. special handling and storage directions

5. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of a school year.

6. Insulin Guidelines

- a. Medication form will be completed by both physician and parent before any insulin will be administered at school.
- b. All insulin supplies will be kept in locked cabinet and/or refrigerator, as applicable, in building office/clinic unless other arrangements have been made.
- c. Insulin will be administered per student if properly educated and capable. Parent will receive from physician a signed form stating student meets these requirements.

7. Glucagon Guidelines

- a. Medication form will be completed by both physician and parent before any glucagon will be administered at school.
- b. All glucagon supplies will be kept in locked cabinet in building office/clinic unless other arrangements have been made. It may be necessary for this medication to be carried on the students own person for emergencies.
- c. Trained staff members will be responsible to administer the medication to the student. These staff members will be appointed based on school nurse and principal recommendations.

Textbooks and Library Books

Textbooks and library books are provided for students by the district. Since books must last a period of years, proper care is required. In cases of abuse or misuse of books beyond normal wear, or loss of books, fines will be charged. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Student 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 school principals. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Use of the Telephone

The school telephone is to be used for business purposes and emergency calls only. Messages may be relayed to students as long as the request is reasonable. Children may not use the office telephone except in an emergency. **PARENTS ARE REQUESTED TO ARRANGE THEIR CHILD'S TRANSPORTATION TO AND FROM SCHOOL PRIOR TO THE BEGINNING OF THE SCHOOL DAY.**

Field Trips

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental or guardian consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While Greenon Local Schools encourage the students' participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips. Students who make poor choices and/or decisions about schoolwork or behavior may be excluded from field trips.

Homework

The assignment of homework can be expected. Student's grades will reflect the completion of all work including outside assignments. Homework is also part of the student's preparation for the achievement tests. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

Indian Valley Only—Homework not submitted on the due date assigned by the teacher will only receive half credit. If the assignment is not turned in the following day zero credit may be given for the assignment.

Make-Up Work

When a student is absent from school, the student will have the same length of time as the absence to complete makeup work. For example, a pupil who is absent three days will have three days after the student returns to school to complete missed assignments. Students who miss school for vacations will be given an appropriate amount of time to make up work missed. Providing work or assignments prior to vacation will be at the discretion of the principal and teacher.

Visitors

Parents are encouraged to visit the school. Please call the school office to arrange a time for your visit. Upon your arrival, State Law requires that you report to the office and a visitor's pass will be issued at that time. Any visitor found in the building without a pass shall be reported to the principal. If you wish to confer with a member of the staff, you should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Volunteers are required to complete the Greenon Local School Volunteer packet. Please see building Principals for this information.

Parent-Teacher Communications

Parent-school communication is vital to your child's success. Scheduled conferences occur in the fall and winter. You will receive information from your child's teacher concerning the date and time of your conference. If you are unable to meet with us at your scheduled time, please notify the school office. Parents or school personnel may request a conference at any time. Once children arrive at school in the morning and instruction has begun, teachers are not available to talk to parents. We welcome you to write a note, leave a message on voice mail or with the secretary, or email your child's teacher directly. Email addresses for all staff members can be found on the Greenon Local website – www.greenon.k12.oh.us. Parent communication is important to us.

Report Cards/Interim Reports

In grades K-6, report cards will be issued four times per year at nine-week intervals. Interim reports may be sent home between grading periods to keep you informed about your child's progress. The purpose of these reports is to improve parent-teacher communication concerning your child's educational growth.

District Grading Scales

Grading Scale

99-100 = A+
95-98 = A
93-94 = A-
91-92 = B+
87-90 = B
85-86 = B-
83-84 = C+
79-82 = C
77-78 = C-
75-76 = D+
71-74 = D
69-70 = D-
0-68 = F

Elementary Grading Scale

Kindergarten, 1st Grade [1st semester], & Special Areas

S+ = 99-100
S = 85-98
S- = 77-84
N = 69-76
U = 0-68

Student Code of Conduct

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. Student must know what is expected of them and must be aware of what will happen if they fail to follow behavior prescriptions.

Teachers and administrators must be allowed to deal with misbehavior contingent upon such factors as:

- the student involved
- the factors precipitating the behavior
- the seriousness of the offense
- the number of times offense has been committed
- previous discipline record

Expectations:

- responsibility
- respect
- self-control
- character
- consideration of others

Abbreviations and Definitions of Discipline Key

A.L.C. – Students will be placed by an administrator in an alternate learning center to work on school assignments.

Det. – Detention -- will be held during recess. These detentions will be assigned by administrators for violation of the Student Code of Conduct.

I.S.I. – In School Isolation -- a student is placed by an administrator in the Administrative Office area to work on school assignments. Students will be monitored by the administrator or his/her designee.

O.S.S. – Out-of-School Suspension -- means the removal of a student from school for a period of up to 10 days for violation of Student Code of Conduct. Suspensions will be handled by administrators.

Rec. Exp. – Recommended Expulsion -- Expulsion is the removal of a student for a period ranging from 11 to 80 days, except in the case of a dangerous weapon or knife. In those situations a student may be expelled for a period of one year as defined in Board Policy 5610. This action will be taken as a result of violation or repeated violations of the Student Code of Conduct. An expulsion may extend from one school semester to another and from one school year to another.

Permanent Exclusion -- is the act of removing a student from school and barring that student from enrolling in another school in Ohio.

The following code sets forth school rules prohibiting certain types of student conduct, either:

1. on District school grounds during or immediately after school hours;
2. on District school grounds at any other time when the school is being used by a school group;
3. off District school grounds at a school sanctioned activity, function, or event or
4. off District school grounds for a threat, assault, or general abuse of staff member because of school related activities.

A student found to be in violation of any one of these rules may be suspended (in school or out of school) for a period up to 10 days, or be expelled for the remainder of a current semester. It shall be the decision of the proper school administrator after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, as to which corrective measures are appropriate or adequate.

1. DISRUPTION OF SCHOOL

A. No student or group of students, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other conduct, shall cause the disruption or obstruction of any mission, process or function of the school, or cause other students to engage in such conduct.

B. The following acts are prohibited:

1. occupying any school building, school grounds, or part thereof, to deprive others of its use;
2. blocking the entrance or exit of any school building or corridor or room therein, to deprive others of lawful access to or from, or use of, the building or corridor or room;
3. setting a fire alarm or fire causing disruption or damage to any school building or property;
4. possessing firearms, firecrackers, explosives or other weapons;
5. preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school premises;
6. preventing students from attending a class or school activity;
7. blocking normal pedestrian or vehicular traffic except under the direct instruction of the principal;
8. continuously creating noise or acting in any manner so as to interfere with a school employee's ability to maintain order;
9. taking another student's property through coercion or threat of bodily harm;
10. invading electronic mail, vandalism or destruction of computer files and the use of networks for monetary gain or other unethical purposes;
11. wearing or displaying:
 - a. excessive, unnatural or multicolor hair styles,
 - b. any item in a visible facial or body piercing other than the ear,

- c. excessive-sized items in ear piercing(s),
 - d. any item in a facial or body piercing that may inhibit student performance or speech, that may cause disruption of the educational environment, that poses a risk of health and/or safety concerns, or that may be indicative of gang or cult-related activities, including, but not limited to, a piercing of the lip, tongue, eyebrow, cheek, nose, etc., or
 - e. wallet chains, spiked or studded accessories.
12. non-directed use of profanity.

2. **DAMAGE, DESTRUCTION OR THEFT OF SCHOOL PROPERTY**

No student shall cause or attempt to cause damage to school property including defacing, stealing, or attempting to steal school property.

3. **DAMAGE, DESTRUCTION OR THEFT OF PRIVATE PROPERTY**

No student shall cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees, or steal or attempt to steal private property. This covers property owned by District employees on or off school property. Legal action may be initiated to collect damage costs.

4. **UNAUTHORIZED PHYSICAL CONTACT**

No student shall cause or attempt to cause or threaten physical injury or behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person.

5. **GENERAL ABUSE OF ANOTHER**

No student shall use, direct, or display in print or electronic networks, words, phrases, gestures, or actions which are considered to be disrespectful, slanderous, degrading, obscene, profane or inappropriate behavior as defined by the majority of our society.

6. **WEAPONS AND DANGEROUS INSTRUMENTS**

No student shall knowingly possess, handle, or transmit a knife, razor, ice pick, explosive, loaded cane, sword cane, machete, pistol, rifle, shotgun, pellet gun, ammunition, look-a-like weapon, or other object that reasonably can be considered a weapon based upon its appearance and/or use. No student shall discharge any firearm.

"Firearm" Defined For Purpose Of A Dangerous Weapon - A firearm or dangerous weapon is:

- A. 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;
- B. the frame or receiver of any such weapon;
- C. any firearm muffler or firearm silencer; or
- D. any destructive device, which means--
 - 1. any explosive (including fireworks) or incendiary or poison gas--
 - a. bomb
 - b. grenade
 - c. rocket having a propellant charge of more than four ounces
 - d. missile having an explosive or incendiary charge of more than one-quarter ounce
 - e. mine or
 - f. a device similar to the devices described in the preceding clauses;
 - 2. any type of weapon (other than a shotgun or shotgun shell...) by whatever name known which will, or which may readily be converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter and;
 - 3. any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph 6.A.1. or 6.A.2. and from which a destructive device may be readily assembled.

"Knife" Defined -- A knife is:

any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed for, or can be used for, cutting, slicing, piercing, or stabbing. This definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocketknives, switchblades, and buck knives.

Section 2923.122 of the Ohio Revised Code makes it a felony to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto any property owned by or controlled by, or to any activity held under the auspices of the school.

7. NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULATE DRUGS

- A. No student shall knowingly possess, use or transmit any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, intoxicant, cigarette wrapping paper, or paraphernalia of any kind. No student shall unlawfully be under the influence of alcohol or any drug.
- B. No student shall purport to aid or abet the transaction or transference of any stimulant, medication or drug-related substance. This policy encompasses any observation with regard to possession, participation in, exchange of any money or items.
- C. Look-a-like/counterfeit drugs -- No student shall directly or indirectly represent any counterfeit controlled substance as an illegal or controlled substance. In addition, no student shall possess, consume, make, sell, offer to sell, or deliver any substance known or not known to be a counterfeit drug.

8. FAILURE TO OBEY INSTRUCTIONS

No student shall fail to comply with any reasonable instruction or request of teachers, student teachers, substitute teachers, security personnel, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of such school personnel. Students are not to be in out-of-bound areas or no standing areas as designated by maps throughout the buildings. No student shall give false information when requested to give name, address, etc., by a staff member.

9. SMOKING TOBACCO

No student shall smoke or possess tobacco, matches or lighters in school buildings or on school property.

10. REMOVING OR ALTERING STUDENT RECORDS AND OFFICE FORMS

No student shall remove any student record from its official place of deposit without permission of the record custodian, or alter or in any way change any such record/form.

11. 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.

12. DRESS AND GROOMING

No student shall dress in a manner which presents a clear and present danger to the student's health or safety or in a manner which causes an interference with schoolwork or which creates a classroom or school disruption. Hats, sunglasses, sweatbands, tank tops, and halter-tops are not to be worn. Bare midriffs are not permitted. Printing or pictures depicting themes of a drug, tobacco, or alcohol, vulgar, sexual, threatening, intimidating or subversive nature will not be permitted. Shorts at mid-thigh length will be permitted (shorts must extend to fingertips or below when arm is held at side). Cutoffs, gym trunks and biking shorts are not to be worn at any time. **Pajamas or sleep related clothing are not permitted.**

No student, while attending school or a school related event shall wear or display:

- (a) excessive, unnatural or multicolor hair styles,
- (b) any item in a visible facial or body piercing other than the ear,
- (c) excessive-sized items in ear piercings,
- (d) any item in a facial or body piercing that may inhibit student performance or speech, that may cause disruption of the educational environment, that poses a risk of health and/or safety concerns, or that may be indicative of gang or cult-related activities, including, but not limited to, a piercing of the lip, tongue, eyebrow, cheek, nose, etc., or
- (e) wallet chains, spiked or studded accessories.

13. **DISPLAY OF AFFECTION**

Public displays of affection are generally considered in poor taste and have no place in the school. Students involved in such behavior will be asked to discontinue such behavior. If it should persist, then other measures will be taken.

14. **GAMBLING**

Gambling is illegal in Ohio and is not tolerated at school.

15. **STUDENT ACTIVITIES**

No student shall violate the rules or regulations or misappropriate funds of such school activities.

16. **HAZING**

No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by individual subjected to hazing does not lessen the prohibition contained in this policy.

17. **RADIOS, ELECTRONICALLY OR BATTERY OPERATED ITEMS**

Radios, electronically or battery operated items are not permitted except for calculators.

18. **CELLULAR PHONES & PERSONAL DATA ASSISTANTS (PDA)**

Students are permitted to possess these devices while at school. The devices must remain off and out of sight during school hours. Failure to adhere to these guidelines may result in confiscation of the device and/or additional consequences (i.e. detention).

19. **UNAUTHORIZED PUBLICATION**

No student shall print or distribute unauthorized publication through networks or other means. This includes the possession, distribution, or display of obscene or pornographic materials.

20. **GANG RELATED ACTIVITY**

- A. No student on or about school 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.
- B. No student on or about school property or at any school-sponsored activity shall engage in conduct or speech, whether verbal or non-verbal (gestures, hand signals, hand shakes, etc.) showing membership or affiliation in a gang.
- C. No student on or about school property or at any school sponsored activity shall use any speech or commit any act or omission which is disruptive, intimidating or threatening or which tends to arouse fear, alarm, resentment, anger, hostility, or violence, including but not limited to the following gang activity:
 - 1. soliciting or recruiting others for membership in any gang or soliciting others for participation in gang activities;
 - 2. requesting any person to pay for protection or intimidating or threatening any person;

3. assaulting any student or school employee or visitor (whether during school or school sponsored activity or on the way to or from school or school sponsored activity) or inciting others to act with physical violence;
4. distributing or copying any gang related material on school property or at school sponsored activities;
5. marching, congregating, massing together with the intent to disrupt or intimidate or when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility or violence. Such meetings or congregations are contrary to the purposes of the educational institution and will be considered trespassing. Trespassers will be prosecuted.
6. placing any gang related graffiti on the school or school property of others during school sponsored activities;
7. committing any other illegal act or other violation of school district policies.

Students who violate any of the provisions of this section of the policy will be subject to disciplinary actions up to and including suspension or expulsion. Repeated violations may result in expulsion. Furthermore, students may 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.

No student shall be suspended without an informal hearing in which the reason for the suspension shall be stated and the student given an opportunity to respond. All suspensions will be recorded in the student's records.

These rules apply to students when they are participating in or attending extracurricular activities.

Demerit System [Indian Valley Only]

<u># of demerits</u>	<u>Consequence</u>
3	Lunch Detention
6	Lunch Detention
9	AM Detention
12	2 AM Detentions
15	Saturday School
18	1 day ALC
21	2 days ALC
24	3 days ALC
27	4 days ALC
30	1 -3 OSS or 5 ALC
33	4 OSS or 10ALC
36	5 OSS or 10 ALC
39	10 OSS or expulsion

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is considered sexual harassment.

Student Suspension

The Superintendent or the Principal may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension will be for more than ten (10) school days. Suspensions may extend beyond both the current semester and the current school year. In the latter situation, the Superintendent may, if fewer than 10 days remain in the school year, apply any or all of the suspension to the following school year. The guidelines listed below will be followed for all suspensions, including those in-school suspensions.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within twenty-four (24) hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:
 - A. Superintendent
 - B. Board Treasurer
 - C. Student's school record (not for inclusion in the permanent record)

Suspension may be appealed to the Board of Education or its designee.

Appeal Procedure

Should a student's parent(s) or guardian(s) choose to appeal the suspension, they must do so within ten (10) days of the notice of suspension. The procedure for such will be provided in regulations approved by the Board. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

Permanent Exclusion

If the offense is one for which a school district may seek permanent exclusion, then the notice will contain that information.

Appeal to the Court

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

Emergency Removal of Students

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent, principal, or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements do not apply. In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

Interrogations and Searches

Searches of Student Property by School Personnel

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.), and the seizure of items in his/her possession:

1. Student lockers and desks, etc. are property of the district; and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board of Education to permit the building administrator to search any locker, desk, etc. as the administrator believes is necessary. These random searches may include the use of dogs trained to identify drugs or other dangerous materials. It may also include the use of such devices as metal detectors to identify dangerous weapons.
2. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
3. Search of an area assigned to a student should be for a specifically identified item, and should be conducted in his/her presence and with his/her knowledge.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety of security of others may be seized by school authorities at any time.

Searches of Student's Person or Personal Property by School Personnel

Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, computer disks/files, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

1. There should be reasonable cause to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches will be conducted by a member of the same sex as the student.
3. Searches will be conducted in the presence of another administrator or staff member of the same sex as the student being searched.
4. Parent(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search, as well as the reason(s) for the search, as soon as possible after completion of the search.
5. Where evidence indicating that a student has violated the law is uncovered, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases where school officials believe a strip search is necessary, law enforcement officials will be called prior to conducting the search.

Searches of Student Property by Police

A proper search warrant is required for any search of a student's personal property kept on school premises. However, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore:

1. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.
2. The school principal must be notified before a student may be questioned in school or taken from a classroom.
3. If possible, the parents or legal guardian of the student to be interviewed should be notified by the police before the student is questioned so that the parents may be present if they so desire.
4. To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.
5. When it is necessary to remove a student from school, after notifying the school principal, the police authorities should notify the parents. If the circumstances make it impossible for the police to make this notification to the parents, the school should do so.
6. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the school learns of this involvement, it should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle situations that are property in the realm of the police.

Student Conduct on School Buses

1. School bus transportation is a privilege in K-6. In order to maintain this privilege, students must abide by all safety and conduct rules.
2. Students shall be assigned a bus, and shall ride that bus to and from school with the exception of the following:
 - Parents shall provide transportation when students are held for detention.
 - Unassigned students may not ride a bus without written permission of both their parent and principal.
 - Students may not be discharged at any point other than their regular stop without written permission from both their parent and principal.
3. Parents are responsible for the safety and conduct of students while going to and from the pick-up points and for having their children meet the bus on schedule.
4. Parents shall be responsible for any damage to a bus by their children.
5. The following is considered proper behavior at the bus stop:
 - Wait quietly and orderly off the road
 - Respect all property
 - Respect the rights of other students

When the bus arrives:

- Line up in single file
- Watch your step
- Board the bus quickly, quietly and safely
- Pushing and shoving will not be tolerated

While riding the bus:

- Remain in your seat
- Assist the driver in keeping the bus clean
- Respect the bus equipment - report any damage
- Respect the driver
- Receive permission before opening windows
- Keep your head, hands, and arms inside the bus
- Talk quietly and use no profanity
- Do not eat or litter on the bus
- Do not distract the driver while the bus is moving
- Know your emergency duties
- Smoking or use of any tobacco product is not permitted on the bus

6. Students are not permitted to bring the following items onto the bus:

- Firearms
- Knives
- Ammunition
- Explosives (to include fireworks)
- Animals (unless prior special permission is given)
- Matches or tobacco
- Squirt guns
- Alcohol
- Glass bottles or containers
- Other dangerous objects or materials

7. The following procedures will be applicable in handling improper student behavior on the bus:

- a. On the first offense the driver will talk to the student, make a report of the misbehavior and submit the record to the school principal.
- b. On the second offense the driver shall make a report to the principal. The principal shall discuss the problem with the student, take appropriate disciplinary action, report to the parent, and make a report to the director of transportation.
- c. On the third offense, the principal shall notify the parent and the director of transportation in writing that the pupil is being denied the privilege of riding the school bus for a specified number of days.
- d. Extreme instances of misbehavior will be handled on an individual basis by the building principal, per the Student Code of Conduct.

Bus Guidelines

Please remember these important guidelines when your child rides a bus to and from school.

- All students are to be outside waiting at their assigned bus stop for their bus at least 5 minutes before the normal pick-up time.
- All students must ride the bus assigned by Greenon Local Schools.
- If your child needs to ride a different bus, or get off at a different stop on the same bus, the parent/guardian must send a note to the school.
- Phone calls to the school office for bus changes should only be made for rare emergencies. No changes will be made after 2:30 p.m.
-

Walker/Bicycle Safety

Please stress the following safety precautions to your child:

Walkers and Bicycle Riders

1. Do not allow your child to come to school before the designated arrival time.
2. Emphasize that your child should go directly to school and come directly home or to his/her designated child care provider after school.
3. See that your child knows and follows the safest route to and from school.
4. Emphasize crossing streets at crosswalks.
5. Make sure your child understands bicycle and highway safety.

Playground

All students are expected to go outside for recess unless the parent or guardian sends a note stating a legitimate health reason. Outside play will occur whenever the temperature is above 30 degrees (with a wind chill factor) and other weather conditions permit. Safety is a prime concern on the playground. Teachers will review the playground rules each year.

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
- Reposing (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 Local Schools Board of Education

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Enon, OH 45323
(937) 864-1202

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Mrs. Tammy Carnahan, Assistant Superintendent
Mrs. Dawn Weller, Treasurer

Greenon Local Schools

Enon Elementary School

120 South Xenia Street
Enon, OH 45323
Mr. Michael Weaver, Principal
864-7361

Hustead Elementary School

3600 Hustead Road
Springfield, OH 45502
Mr. Brian Kuhn, Principal
328-5360

Indian Valley School

510 Enon-Xenia Road
Enon, OH 45323
Mr. Michael Tighe, Principal Grades 5-6
864-6015
Mr. Richard Quisenberry Grades 7-8
864-7348

Greenon High School

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Mr. Bob McClure, Principal
Mr. Mark Lucas, Assistant Principal
325-7343

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Come. Learn. Grow. Succeed.

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