

# GREEN ELEMENTARY SCHOOL

Home of the Smithies

2023-2024

## Student/Parent Handbook



This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education. Those Board Policies are periodically updated in response to changes in the law and other circumstances. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District's website: [www.green-local.org](http://www.green-local.org). Policy Forms are available in your school office.

## **SECTION 1: INTRODUCTION AND GENERAL INFORMATION**

Welcome to Green Elementary School! The faculty and staff here are committed to helping you face the challenges of today and prepare for tomorrow. It is up to us to work together to make the best use of this time in your child's life. Students and parents are encouraged to become familiar with this handbook to facilitate a common understanding of the practices.

The purpose of the Green Elementary Handbook is to share information in order to maintain an appropriate educational climate.

### **NON-DISCRIMINATION**

We pledge to conform to standards established regarding non-discrimination. The Green Local School district does not discriminate against students or employees on the basis of race, color, national origin, sex, religion, handicap or age. Anyone having inquiries or complaints pertaining to this policy should contact the Superintendent, Title VI, Title IX and Section 504 Coordinator, Superintendent's Office, P.O. Box 438, 100 Smithie Drive, Smithville, OH, 44677; phone: 330-669-3921. Non-discrimination and grievances are covered by board policy as follows: 4122, 3122, 2260, 4340, 5710 and 9130.

### **DISTRICT COMPLIANCE OFFICERS**

The Board designates the following individuals to serve as the District's 504 Compliance Officers/ADA Coordinators (hereinafter referred to as the "District Compliance Officers").

**Lindsey Welch Andy Bratcher** Director of Special Ed. and Principal

330-669-3921 330-669-3165 100 Smithie Drive 200 Smithie Drive Smithville, OH 44677  
Smithville, OH 44677 [gren\\_lwelch@tccsa.net](mailto:gren_lwelch@tccsa.net) [gren\\_abratcher@tccsa.net](mailto:gren_abratcher@tccsa.net)

**Amanda Framstad**, Director of Curriculum

330-669-3921

100 Smithie Drive

Smithville, OH 44677

[gren\\_afamstad@tccsa.net](mailto:gren_afamstad@tccsa.net)

## **STUDENTS WITH DISABILITIES**

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

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

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

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

A student can access special education and related services through proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. and Section 504 and state law. Contact the Green Local School District at 330-669-3921 to inquire about evaluation procedures, programs and services. Covered by Board Policy 2260.01.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. Covered by board Policy 5111.01.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

Parents must notify the secretary about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parent's notice or request. Covered by Board Policy 5320.

## **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, chicken pox, meningococcal and other legally designated in accordance with the State statutes, unless specifically exempt for medical or other reasons. This

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policy pertains to both students who currently attend school in the District and those eligible to attend. Covered by Board Policy 5320.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic or extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form will be filled out online at the beginning of the school year. Covered by Board Policy 5341.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher, school nurse or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents or guardians.

A student who becomes ill during the school day should request permission to go to the office. The school nurse or an appropriate adult in the office will determine whether the student should remain in school or go home. Covered by Board Policy 5340.

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

The school district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. Covered by Board Policy 8453.01.

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

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

Whenever a student has contact with blood or other potentially infectious material, he/she must immediately notify his/her teacher, who will contact the school nurse.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by his/her physician.

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The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

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

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus in cooperation with his/her physician.

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

### **MEDICATION**

Students requiring medication during the school day must have an Authorized Medication form on file, along with the medication they are to take, in the clinic. The medication must be in its new, unopened, and original container. The form must be signed by the parent or guardian and physician if it is a prescription. Medication cannot be dispensed without this form. Students are not permitted to carry or share medicine, either prescription or over-the-counter, at any time. Sharing or distributing medicine or any mood-altering substance may lead to suspension or expulsion. Covered by Board Policy 5330.

### **ELECTRONIC SURVEILLANCE**

Electronic surveillance equipment is in place at a number of locations on campus. This equipment is intended to serve as a deterrent to crimes that may be committed against our school property, our students and our staff. Covered by board policy 7440.01.

### **CLOSING/DELAY INFORMATION**

Severe weather conditions, mechanical failure or other emergency conditions may at times make it necessary for the Superintendent to close and/or delay school. Here are the stations you should listen to for school closing and/or delay announcements:

**Television:** Channel 3 Cleveland, Channel 5 News Cleveland, and Channel 19 News Cleveland

**Radio:** WQKT 104.5 FM and online at: <http://wqkt.com/closings-delays/>

**Parent Square:** (District Communication Software)

**Green Local Schools Webpage** <http://www.green-local.k12.oh.us/>

**Facebook**

**COMMUNICATION TO SCHOOL**

Green Elementary School  
200 Smithie Drive  
Smithville, OH 44677  
Phone: 330-669-3501  
Fax: 330-669-2974  
Office Hours: 8:00 a.m.-4:00 p.m.

**LUNCH**

Daily lunches can be paid on students EZPay account or money can be turned into the office to place on lunch account. All money sent to the office MUST be labeled with students name and what it is for. All students are to eat in the cafeteria and remain there until the end of the lunch period. Lunch is closed at Green Elementary School, therefore students are not allowed to leave the campus for lunch, and visitors are not allowed to come in unless they have permission from the main office.

While in the cafeteria, individuals are expected to behave in an orderly manner, respecting the rights of others. The following regulations are to be adhered to at all times:

1. Students are not to charge lunches.
2. Students are to show respect to all staff, including cafeteria and custodial.
3. After eating, clean up the area in which you were eating, dispose of all trash in the receptacles provided, and place trays in tray returns.
4. Students are to ask permission to go to the restroom.
5. Students will use voice level 2 unless instructed otherwise.

**VALUABLES, CELL PHONES or PERSONAL COMMUNICATION DEVICES (PCD)** Students are encouraged not to bring items of value to school. The school cannot be liable for loss or damage to personal items. The use of cell phones and PCD's by students is restricted at school. We do understand the need for some students to carry these devices to use after school hours. These students must turn them off during the day and keep them in their book bag. Teachers can hold these devices for students but it will be the student's responsibility to ask for it at the end of the day. Students that violate this policy will have the device taken away by the teacher until the end of the day, and repeat violations would require a parent to come pick up the device. If you need to contact your child during the school day, or if your child needs to contact you, this needs to be done through the school office.

**STUDENT RIGHTS AND RESPONSIBILITIES**

All students have a right to an education. That right carries with it responsibilities, primarily to respect the rights of others. The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students will be expected to follow

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teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way communication with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### VISITORS

All visitors are to stop in at the main office where they will sign in and receive an identification tag. ID may be requested as needed.

## SECTION 2: ATTENDANCE

Students must be in school whenever possible. Regular school attendance shall be defined as participation in all activities assigned to a student during specified school hours when classes are being conducted. Regular class attendance is critical for the student to receive the full benefit of the educational program at Green Elementary School. Parents are encouraged to schedule appointments during non-school hours to any extent possible. Covered by Board Policy 5200.

### ABSENCES

Procedure to Follow:

1. Parents/guardians must phone the school to report absences, as required by the State of Ohio. Calls will be taken beginning at 7:30 a.m. or feel free to leave a voicemail anytime. Please call before 9:00 a.m. **State the students name, grade and reason for absence.** If we do not receive a call, a text message will be sent via Parent Square to check on the missing student. If a parent/guardian doesn't call the school when a child is absent, that child will be required to bring a signed note from home explaining the absence or the absence will be unexcused.
2. If a parent calls a student off via the office, voicemail or email a note will not be needed when the student returns. Anytime a medical excuse can be provided please send those medical notes to the attendance office. After 60 hours of absences medical documentation will be required. An unexcused absence will be listed for all absences other than those which are excused under Ohio law, regardless of any note brought in upon a student's return. Note: Excuses submitted by the Wayne County Fair Board will be honored and regarded as field trip days and will not be logged as an absence.

Excused Absences and Tardies: The only tardiness or absence that will be excused is that provided for in Ohio Law and confirmed by parents or by legal guardian. Examples of this are:

- Personal illness (Note: Administration may require the validation of a physician if deemed Advisable.)
  - Death of a relative
  - Quarantine
  - Working at home due to absence of parents or guardians
  - Observance of bona fide religious holidays
  - Emergency or circumstances judged as sufficient cause by the school

## Late Arrivals, Dismissals and Half-Day Absences

In alignment with House Bill 410, students not in attendance will be counted absent based on hours missed.

- Any student leaving for a doctors appointment less than two hours will not be counted absent if a doctors excuse is turned in within 60 hours of absence.
- Students arriving after 8:40 a.m. but before 9:15 a.m. will be considered tardy. -Students arriving after 8:40 a.m. and leaving before 3:15 p.m. with or without a legitimate excuse will have time counted in total absence hours per HB410.
- Finally, students leaving after 2:45 will be counted as a p.m. tardy....

Students are not to arrive at the building until 8:30 a.m. and be off the school premises by 3:30 p.m. unless they are going to a supervised school activity.

## **TARDIES**

Students tardy to school (arriving after 8:40 a.m.) are to be accompanied by a parent or guardian to the main office to be signed in. The procedure for tardiness is as follows:

- 3 Tardies: Warning
- 4 Tardies: Lunch/Recess Detention
- 5-6 Tardies: After School Detention
- 7-8 Tardies: In-School Alternative Placement

Tardies will reset after the 2<sup>nd</sup> grading period

## **Definition of Truancy and Excessive Absences**

**Definition of “habitual truant” changed from days to hours. The new definition is:**

- absent 30 or more consecutive hours without a legitimate excuse;



- absent 42 or more hours in one school month without a legitimate excuse; or -
- absent 72 or more hours in one school year without a legitimate excuse.

**Includes "excessive absences":**

- absent 38 or more hours in one school month with or without a legitimate excuse; or -
- absent 65 or more hours in one school year with or without a legitimate excuse.

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When a student exceeds the allotted number of unexcused hours, the district is required by law to hold a meeting with the Parent/Guardian to create an intervention plan with the purpose of improving attendance. If attendance does not improve and the student continues to accumulate unexcused absences, the district is required to file a truancy complaint in the Wayne County Juvenile Court. See Board Policy 5200 under Attendance

**VACATIONS CAUSING ABSENCES FROM SCHOOL**

Parents are encouraged to plan vacations during times when school is not in session. However, to accommodate families who find it necessary to take their vacations during the school year, parents must contact the Principal at least two (2) weeks prior to the vacation and submit a written request with dates of absences. Students are to be on vacation with their family, defined as immediate parent, step-parent, legal guardian or approved relative. Work assigned to the student prior to vacation shall be presented to teachers upon return. Students will have one (1) day for every two (2) days absent to turn in additional required work and to complete exams. A maximum of 5 days per school year will be approved by the principal as excused. Days missed in excess of the 5 may be unexcused. Vacation days will not be granted and may be marked unexcused during state mandated tests and the first five or last five days or a grading period.

**SECTION 3: EXPECTATIONS OF STUDENTS**

**DRESS CODE**

**School officials have the right to determine what they feel is "appropriate" dress.** Pupils are to be clean and neat and wear appropriate clothing. The Board of Education believes that the responsibility for seeing that the child is appropriately dressed is the parents' and not the schools. Extreme clothing and hairstyles are discouraged at school and at school-sponsored activities. The following specific regulations have been set forth to clarify the general concepts set forth by the Board of Education:

1. Sweatpants are permitted and must be worn at waist level.
2. Pajamas are not permitted unless sanctioned by the school (i.e., pajama day) and any item that may be perceived as pajamas will be considered pajamas and will not be permitted.
3. Apparel, jewelry and/or accessories portraying items or activities considered illegal for young people and/or related to drug, alcohol or tobacco use are not permissible. Likewise, any garment with any obscene work or symbol, sexual connotation, racial slur, or ethnic or sexist attitude is

inappropriate. Clothing that has writing, pictures or attached symbols which depict, suggest or promote violence, weapons, death, hate, obscenities or activities against school regulations is prohibited. This includes items that show sponsorship by companies described above (e.g.,

NASCAR drivers sponsored by alcoholic beverage companies or sporting events sponsored by tobacco companies).

4. Clothing or apparel (including hats) that makes an inappropriate statement for a school setting is not to be worn. (If any apparel has multiple meanings violating the above, it is considered inappropriate.)
5. Appropriate footwear should be worn (no flip-flops at the elementary level November 1 – April)
6. Students are expected to have a clean pair of tennis/gym shoes for use during physical education. These shoes will be left at school.
7. Hats and other head coverings (**including sweatshirt/jacket hoods, bandanas and sweatbands**) are not permitted unless sanctioned by the school (i.e. hat day).
8. The only acceptable facial piercing will be the ears and nose piercing when flush with the skin. Eyebrow/lip piercing and nose rings are not permitted while in school.
9. Halters, tank tops, tube tops, transparent clothing and clothing which expose the midriff or cleavage, or in general are revealing, are not acceptable for school. Undergarments must not be visible. No strapless or thin "spaghetti" strap attire is appropriate for young ladies at school. Straps should be at least 1" in width.
10. Cutout or tattered clothing with excessive holes is not acceptable.
11. Mid-thigh or longer shorts, skirts and dresses are appropriate. Biker shorts, lycra, spandex and pajama wear are not appropriate.
12. Shirts must cover armpits and shoulders, cut off sleeves are not permitted. Pants are to be worn at appropriate waist level with no undergarments showing.
13. Sunglasses are allowed only with a prescription and a doctor's note given to the main office.
14. For safety reasons, no chains or chain wallets are allowed.
15. Other dress adjustments may be required if the principal/staff member determines the attire is not acceptable according to community standards. Students who do not abide by this code will be required to phone home for a change of clothes or will be sent home and counted as unexcused. Students may be required to wear donated clothes, if none other can be found that is

appropriate. **Students who repeatedly do not abide by this code, as with all rules and regulations, will be considered insubordinate and dealt with accordingly.**

### **BUS RULES and GUIDELINES**

Transportation is a service provided by the Green Local School District Board of Education and should be regarded as a privilege by students and parents. It is expected that those who ride the school buses will observe classroom conduct at all times. Students and parents both must exercise these responsibilities.

If a bus accident occurs, the district is responsible for providing a list of all student riders on the bus to the responding law enforcement officer. Therefore, Green Local Schools' bus drivers have a list of all bus riders for morning and afternoon routes. The district honors requests for children who need to be transported to a "regularly scheduled" babysitter or after school program. However, each building has requirements of processing requests for "non-routine" changes in bus stops for after school care. **Transportation changes must be called into the elementary office by 1:00 p.m.** If your child wants to go home with another student for studying, social get-togethers etc., please plan for transportation needs accordingly between families and do not ask our bus drivers to deliver your child to a different location. This helps maintain correct rosters at all times for emergencies and keeps your children safe.

### **Students**

1. Students should follow directions the first time they are given.
2. Leave and board the bus at the designated stop unless you have a transportation change form on file or an approved note from home. This will be done only in emergencies, not for convenience.
3. Students are not to cross the street to enter or exit the bus until the driver motions them across.
4. Students must maintain absolute quiet at railroad crossings and other places of danger as specified by the driver.
5. Students are not permitted to bring on the bus items larger than those which can be held on the lap. Animals, glass or liquids are not permitted. (OH revised code 4511.76)

### **Parents**

1. Parents are responsible for the safety and discipline of students going to and from the bus stop.
2. Parents are urged to have their children at the bus stop five minutes ahead of time as buses operate on a time schedule. This schedule will not permit waiting for tardy students. If your bus is more than 15 minutes late, call the elementary school at 330-669-3501.
3. Parents will be monetarily responsible for any damage done to a bus by their children.
4. The school does not enter disputes involving parents and students prior to pick-up or after return to the bus stop.
5. Please do not discuss bus problems with the driver while he/she is on the route. This delays the schedule of the bus. Call the Transportation Department at 330-669-3921 ext. 5006.

**BUS DISCIPLINE**

Proper conduct on a school bus is necessary to insure the safety of students and the driver. When a student does not display proper conduct on a bus, suspension and/or expulsion from the bus can be the result of the misbehavior. School personnel will make every effort to protect the rights of the student through the use of due process procedures when suspension or expulsion is used.

- Bus Stops - improper behavior at bus stops, including physical aggressiveness and property destruction will not be tolerated.
- Seating - pupils should go immediately to a seat and remain seated at all times.
- Obscene language/gestures/spitting - these will not be tolerated.
- Objects - head, arm or legs must be kept inside the bus at all times; no objects are to be thrown on or out of the bus.
- Fighting/Pushing/Tripping - these are not permitted at any time.
- Tobacco/Alcohol/Harmful Drugs/Weapons or look alikes - the possession of tobacco in any form, alcohol or harmful drugs, any weapons or look alikes will not be permitted on the school bus.
- Food/Drink - eating and/or drinking on a bus is not permitted except as required for medical reasons.
- Damage - a student shall not cause or attempt to cause damage to a school bus.

**SECTION 4: CODE of CONDUCT & BEHAVIOR****CODE OF CONDUCT**

The Green Local Board of Education, superintendent, principals, and teachers feel the following rules and regulations are necessary for the successful operation of our school.

Failure to obey any of the following will lead to disciplinary action which could include any of the following: verbal reprimand, communication with parents, detention, and suspension or expulsion of the student. Procedures safeguarding students' due process rights and rules regarding suspension and expulsion are covered by Board policy numbers 5600, 5610, 5610.01, 5600a and the Green Local School District Non-Discrimination Policy.

The following rules apply to students coming to school, at school, at school activities, or going home from school.

1. Students will treat other students and adults with kindness and respect.
2. Students will not do anything to prevent their classmates or themselves from learning.
3. Students will not cause injury to or threaten other students or adults.
4. Students will keep our school clean and neat and will not destroy school or personal property.

Dangerous Objects or Weapons - No student shall bring, have, give, throw or hide any object which could reasonably be considered a weapon or capable of injuring himself/herself or others. The term “weapon” means any object which, in the manner in which it is used, is intended to be

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used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. It includes objects converted from original use to objects used to threaten or injure another. This includes but is not limited to padlocks, pens, pencils, chairs, jewelry, guns in gun racks, etc.

Green Local Schools has a zero tolerance for use of dangerous objects used in ways not authorized by the school. Violating students could be suspended for up to 10 days and recommended for expulsion. Criminal charges may be filed for this violation of Student Conduct Code. Possession of a gun may result in permanent exclusion from all Ohio schools. Any student who has reason to believe that a person has or will violate this portion of the handbook shall report such information to the school principal or the supervisor of the activity immediately. Covered by Board Policy 5572.

### **ANTI-HARASSMENT**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school district operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. Covered by Board Policy 5517.

### **BULLYING**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, district employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy. Covered by Board policy 5517.01.

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Harassment, intimidation, or bullying means: Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

### **School Building Guidelines**

#### **Before School**

1. Students should not arrive at school before 8:30 a.m.
2. Students should enter the building through designated areas.
3. Parents who are dropping off students are not to park in the fire lane before 8:25 a.m. and all traffic should run continuously.

#### **Halls**

1. Everyone should walk up or down the stairs and in the hall on the right side.
2. We all use a voice level 0 in the hallways.
3. We walk with our hands by our sides not touching the walls or other students.
4. All students will remove their hats upon entering a school building.
5. Walk at all times, do not run.

#### **Restrooms**

1. Each of us shall keep the restrooms neat and clean.
2. We always wash our hands after using the restroom.
3. We are at a voice level 1.
4. Students may not sit on the sink or stand on toilet seats.

#### **Cafeteria**

1. Stand in line quietly while waiting to be served.
2. Demonstrate good manners.
3. Enter and exit in an orderly manner.
4. Keep your area clean.
5. Stay in your seats until dismissed.
6. Follow the directions of the cafeteria workers.
7. Students may not return to the classroom during lunchtime.
8. Students will use the restroom before going to lunch.
9. Food will be eaten in the cafeteria or designated areas only.
10. Lunch boxes and bags will be stored in an assigned area.

## **Playground Rules**

1. Students are to keep hands and feet to themselves at all times. The “hands off” policy is enforced at all times and includes pulling and “tugging” at clothing, play fighting and wrestling.  
Verbal Altercation - any attempt to cause, or threaten hard or physical injury to another student will not be tolerated.  
Inappropriate Language - will not be used or tolerated.
2. When the whistle blows all students must immediately stop playing and walk to their line.
3. No running on the sidewalks when coming out or going in from your recess.
4. Put all equipment (balls, jump ropes, etc.) back when finished using them.
5. Any student needing to complete homework or assignments from a teacher must complete this work inside under the supervision of a teacher.
6. All lunch boxes must be placed in the designated area outside.
7. If you remove your jacket at recess you must tie it around your waist. If you leave it lying around it will be taken to the lost and found.
8. Tag is allowed in designated areas on the grass only. No tag is allowed on playground equipment.
9. Students are not permitted to bring toys trading cards, or balls of any kind from home to recess.

## **Parent Guidelines**

1. Send a note with your child when plans vary from the ordinary. Include where they are going, who will pick them up, and what time they will be picked up. All persons picking up a student must be listed in Final Forms. Parents are urged to make all doctor and dentist appointments after school hours.
2. Sign in and sign out procedures: Whenever a child enters school late or leaves early, parents must come in to the office to sign the student in or out.
3. Notes are required from both parties when taking home a student who is not yours.
4. Put money that you send to school in an envelope marked with the student's name, teacher's name, what the money's for, and how much is enclosed.
5. Update Final Forms of any new phone numbers, home addresses, new employers and their phone numbers.
6. Give us a copy of any custody papers so that we may properly follow the law. 7. Send the teacher a note if there is a medical reason why your child is to stay in at recess, noontime, or miss physical education. A note from the doctor is required if a child is to miss physical education for more than a week.
8. Schedule a conference or call any teacher or the principal if you have questions or concerns. Please make arrangements through the office.

### **NEVER:**

1. Assume that your child will correctly remember at the end of the day what you tell them in

the morning. Always send in a note.

2. Go directly to the classroom without first checking in at the office.

We appreciate your support of Green Elementary School. The safety and education of all our students is our number one priority. Feel free to contact us if you have any questions or concerns.