

**SMITHVILLE HIGH SCHOOL
GREEN MIDDLE SCHOOL**

Home of the Smithies

2019-2020
STUDENT HANDBOOK



Office Hours – Middle/High School 7:00 a.m. - 3:30 p.m.
- Central Office - 7:30 a.m. – 4:30 p.m. (Superintendent/Treasurer)

Phone - High School/Middle School: 330-669-3165
-Central Office: 330-669-3921
Fax - High School/Middle School: 330-669-2069

Mailing Address – Middle School/High School
: 200 Smithie Drive, Smithville, OH 44677

Green Middle and Smithville High School
2019 – 2020 Bell Schedule

	SHS		GMS 7th/8th		GMS 6th Grade
1st Period	7:30-8:20	HR	7:30-7:33	HR	7:30-7:33
2nd Period	8:23-9:10	1st Period	7:33-8:20	1st Period	7:33-8:20
3rd Period	9:13-10:00	2nd Period	8:23-9:10	2nd Period	8:23-9:10
4th Period	10:03-10:50	3rd Period	9:13-10:00	3rd Period	9:13-10:31
5th Period/WIN	10:53-11:23	4th Period	10:03-10:50	4th Period	10:34-11:23
6th Period/Lunch	11:26-11:56	5th Per Lunch 7/8	10:53-11:23	5th WIN	11:26-11:56
6th Period/Class	11:26-12:13	6th WIN	11:26-11:56	6th Lunch	11:58-12:28
7th Period/Lunch	12:16-12:46	7th Period	11:59-12:46	7th Period	12:32-1:02
7th Period/Class	11:59-12:46	8th Period	12:49-1:36	8th Period	1:06-2:25
8th Period	12:49-1:36	9th Period	1:39-2:25		
9th Period	1:39-2:25				

TABLE OF CONTENTS

Section 1 – Introduction and General Information

Green Middle and Smithville High School

Section 2 - Attendance

Green Middle and Smithville High School

Section 3 – Expectations of Students

Green Middle and Smithville High School

Section 4 – Green Middle and Smithville High School Academics

Section 5 – Green Middle and Smithville High School Behavior and Code of Conduct

Section 6 – Green Middle and Smithville High School Discipline

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to documents reviewed in this handbook since it was printed in 2017. If you have questions or would like more information about a specific issue or document, contact your school principal or assistant principal, or access the document on the District's website: www.green-local.org. Policy Forms are available in your school office.

SECTION 1: INTRODUCTION AND GENERAL INFORMATION

WELCOME

Welcome to Green Middle School and Smithville High School! The faculty and staff at Smithville High School/Green Middle School are committed to helping you face the challenges of today and prepare for tomorrow. It is up to you to make the best use of this time in your life. Students and parents are encouraged to become familiar with this Handbook.

The purpose of the Green Middle/Smithville High Handbook is 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. Guidelines governing non-discrimination and grievances are covered by board policy as follows: 4122, 3122, 2260, 4340, 5710 and 9130.

DISTRICT COMPLIANCE OFFICER

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").

Andy Bratcher, Principal
330-669-3165
200 Smithie Drive
Smithville, OH 44677
gren_abratcher@tccsa.net

Lindsey Welch, Dir. Curriculum, Spec Ed and Compliance
330-669-3921
100 Smithie Drive
Smithville, OH 44677
gren_lwelch@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 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), 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

No student under the age of 18 is allowed to withdraw from school without written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal 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 5130.

IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combatting the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German Measles), pertussis, tetanus, mumps, and other legally designated in accordance with the State statutes, unless specifically exempt for medical or other reasons. The Board also requires that students who start kindergarten during or after the school year beginning in 1999 be immunized against Hepatitis B or be in the process of being immunized. This 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 is provided in the student folders and online at the start of each school year. Covered by Board Policy 5341.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. 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 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, s/he 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. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- The student's parent 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 a "Dispensing of Medication" form on file, along with the medication they are to take, in the Main Office. The medication must be in its original container. The form must be signed by the parent or guardian and physician if it is a prescription. No medication will be dispensed without this form. Students are not permitted to 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

HEALTH & CLINIC

If a student gets sick during the school day, he/she must use the office phone to call home. The office may grant permission for the student to go home if parent verification is given. No assignment will be made to the clinic for an extended period of time. At no time shall an ill student remain in a school restroom or any other area without notifying the office. Students who fail to notify the office when ill will be considered truant from their scheduled class.

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: Clear Picture Cable Channel 9
WJW Fox Channel 8
Facebook

Radio: WQKT 104.5 FM
One Call Now

FIELD TRIPS

A student must secure written permission for any school trip from their parent or guardian. Students are never to drive on field trips or school-sponsored trips. They are to ride school provided transportation only unless otherwise designated by the Principal. NOTE: All school regulations apply on school trips. Students not attending a class field trip will be responsible for an assignment that would replace the information lost from not attending the trip.

LUNCH

Lunch is being provided as a service to our students and staff. The food service provides a wide variety of choices, including a well-balanced lunch. Lunch is closed at Smithville High School/Green Middle 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 may purchase food from the cafeteria during breakfast and lunch hours.

OUTSIDE OF REGULAR SCHOOL HOURS

Students are not to arrive in the building until - 7:15 a.m. and be off the school premises by 2:40 p.m., unless they are going to a supervised school activity.

Students involved in activities are to be out of the buildings and away from school premises within 30 minutes after the completion of the activity. Students found loitering on school grounds may be subject to disciplinary action. Parents having concerns should contact the Principal or supervisor.

LOCKERS

Lockers, both hall lockers and gym lockers, are the property of the Green Local Board of Education. It may be necessary to conduct random searches of student lockers and the contents thereof in order to maintain discipline, to ensure that policies adopted by the Green Local Board of Education are followed, and to see that no laws are being violated. Appropriate disciplinary action will be taken if any items found in student lockers violate the Code of Conduct, Board Policy or societal laws. Students assigned lockers will be held fully accountable for damage of any kind to those lockers, will be subject to the code of conduct sanctions, and will be directed to pay restitution to Green Local Schools for cost of repairs.

Students are to use only the locker assigned them by the office. Students are encouraged not to bring items of value to school. The school cannot be liable for loss or damage to personal items. In order to secure your possessions in your locker, you should not share your combination with anyone and do not "set" your lock. Green Local Schools is not responsible for the care/safekeeping of personal property, including musical instruments and athletic equipment brought onto school property. Students are responsible for the return of books, equipment or instruments in reasonably the same condition as issued to them; otherwise, students and parents will be held financially responsible. Refer to Board Policy 5771

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of laws or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Covered by Board Policy 5771

STUDENT RIGHTS OF EXPRESSION

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

A. Materials cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar
2. advertises any product or service not permitted to minors by law
3. intends to be insulting or harassing
4. intends to incite fighting or presents a likelihood of disrupting school or a school event

B. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access to and egress from the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

VALUABLES

Students are encouraged not to bring items of value to school. The school cannot be liable for loss or damage to personal items.

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 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 link 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.

Adult students (age 18 or older) must comply with the rules and regulations of Smithville High School, including in-school restrictions and all detentions. Parents must write the excuse for dependent 18-year-old students. We ask that, if residing at home, adult students include their parents in their educational program. Students living on their own must prove their emancipated status by providing information on the first school day of each month, as requested by the administration. Students who are 18 years old and older may be withdrawn from school for excessive unexcused absences.

Students enrolled in the Wayne County Schools Career Center and/or a local college for courses must comply with the rules and regulations of Smithville High School.

VISITORS

All visitors are to stop in at the Main Office, where they will receive a nametag for the day.

SECTION 2: ATTENDANCE

Good attendance is a cornerstone of good achievement. 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 MS/Smithville High School. Parents are encouraged to schedule appointments during non-school hours to any extent possible.

Board Policy 5200

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

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

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

Absence Intervention Team

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

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences.

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

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

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

mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

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

- A. provide counseling to the student

- B. request or require the student's parent to attend a parental involvement program

- C. request or require a parent to attend a truancy prevention mediation program

- D. notify the Registrar of Motor Vehicles of the student's absences

- E. take appropriate legal action

- F. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, one (1) school official to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

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

- B. The student is habitually truant.

- C. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the principal may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

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

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be

considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences.

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

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

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

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

ABSENCES Green Middle School/Smithville High School

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 7:00 a.m. or feel free to leave a voicemail. Please call before 8:00a.m. Please state the students name, grade and reason for absence. If we do not receive a phone call a text message will be sent via One Call Now to check on missing students. **If a parent/guardian does not call the school when a child is absent, that child will be required to bring a signed note from home explaining the absence.**

2. If a parent calls a student off on the attendance line a note will not be needed when the student returns Anytime a medical excuse can be provided please send those 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. **If a student fails to bring a note for his/her absence by the fifth day of return, he/she will be marked unexcused.**

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:

- 1. Personal illness (Note: The administration may require the validation of a physician if deemed advisable.)
- 2. Illness in the family necessitating the presence of the child
- 3. Death in the family
- 4. Quarantine
- 5. Working at home due to absence or incapacity of parents or guardians
- 6. Observation or celebration of a bona fide religious holiday
- 7. Out of state travel (up to a maximum of four (4) days per school year) to participate in a District – approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

8. Such good cause as may be acceptable by the Superintendent
9. Medically necessary leave for a pregnant student in accordance with Policy 5751

Students who are absent because of being on field trips, at school related events or in in-school restriction are excused, and these do not count towards the five permitted per semester.

*This policy applies to full-day absences, half-day absences, late arrivals, early dismissals, dismissals and returns, and tardies.

Late Arrivals, Dismissals and One-Half-Day Absences

Students arriving after 7:31 a.m. but before 9:30 a.m. will be considered tardy.

Students arriving after 7:31 and leaving before 2:25 with or without a legitimate excuse will have time counted in total absence hours per HB410.

Student must sign in at the Main Office immediately upon arrival and will receive a blue Admission Slip to enter classes missed.

TARDIES

Students tardy to school are to report to the Attendance Office or Main Office upon arrival. "Car trouble," being late while the buses made it on time in inclement weather, or being tired from a school-related event the previous night are considered unexcused (after one tardy occurs). When changing classes, students who are tardy to class should report directly to their classroom with a note from the teacher responsible for making them tardy. A tardy that is accompanied by an excuse from the school employee responsible for delaying the student, or from the Main Office, will be considered excused and not apply to the procedure below. If it happens an excessive number of times, the staff members need to address the problem. Teachers will note all tardies in their gradebooks. Tardies to school may also count as tardies to the first class, but the student will not receive double the punishment for the same tardy. After the first tardy (tardies accumulate for the semester each class period), the following procedure will take place (each with parental contact):

1- 3 Tardy---Warning 4-5 Lunch Detention 6-7 Before or After School Detention

8+ Alternative Placement

Tardies will reset after the first semester.

Dismissal and Return* -

All students must present to the attendance office a note from the doctor, dentist, or from a court appearance upon returning to school to receive an excused absence for the time they were not in school. Failure to do so will result in an unexcused absence.

Release for hair appointments, job interviewing, driving exams and most other outside activities, are not excused under Ohio school law and will not be permitted. Appointments of a sensitive or personal nature should be handled by contacting the principal to make arrangements.

Dismissal* - Student leaves school after the start of the day bell but does not return by the dismissal bell. Student must first have permission to leave from the Main Office and parent/guardian. Student must sign out just prior to leaving. Student must sign in at the Main Office upon returning, turn in a note for the absence and receive a blue Admission Slip to enter classes missed.

*The student will be considered absent from any class from which they miss more than twenty (20) minutes of the instructional period.

1. Late arrivals, dismissals and returns, or early dismissals of less than two hours will not be recorded as absences for official purposes such as perfect attendance, etc., but will be recorded in the high school Main Office for other administrative purposes.

2. Late arrivals, dismissals and returns, or early dismissals of more than two hours will be recorded as half (1/2) day absences if the student is in school at least two hours.
3. Late arrivals, dismissals and returns, or early dismissals which cause a student to be in school less than two hours will be counted as a full-day absence.
4. Late arrivals, dismissals and returns, and early dismissals shall be deemed excused or unexcused on the same basis as all-day absences as noted earlier in this policy. All will count towards the policy of five allowable absences in a semester without a medical excuse.
5. Unexcused tardiness, leaving without permission, missing class time without an excuse (skipping) and truancy are violations of the Student Conduct Code and subject to disciplinary action as determined by the Principal.

Unexcused Absences

Unexcused absences are not acceptable. Attendance is a course credit requirement. The accumulation of unexcused absences is against the law, may result in the referral of the student to juvenile court. Additional sanctions for accumulated unexcused absences are listed below; their purpose is to underscore that unexcused absences are not acceptable:

Students who accumulate excessive absences may forfeit particular privileges (field trips, college visit days, driving to school, participation in extra-curricular activities, dances, etc.) Students who are absent because of out-of-school suspension or expulsion are considered unexcused as far as work is concerned, but those do not count towards the sanctions listed above.

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.

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 without principal approval needed. 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.

MAKE-UP OF WORK

Students have one day for each day of an excused absence to make up work. Projects and term papers are due on the due date, and it is the responsibility of the student to make arrangements that the project/paper gets to the assigning teacher. When the absence is known about beforehand, the student should secure assignments from teachers ahead of time and have assignments completed upon returning to school. **Announced tests/quizzes before an absence do not excuse students from taking them upon their return from school if no new material was taught. Any work not made up on time will result in F's being issued.** Parents are encouraged to connect to the school website for assignments on Progress Book.

ATTENDANCE REQUIREMENT FOR PARTICIPATION

Students participating in extracurricular activities must be in attendance for half day. The time for half day is 11:00. Students will need to be in attendance from 7:30 until 11:00 or 11:00 until 2:25. The other half day absence must be an excused absence to be eligible for participation.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

School Related Exemption - Days that students are absent because they are being provided an education outside the class, as approved by the Principal, will not count towards the days for denial of credit. This includes days of in-school restriction.

Appeal Process: When a student has been denied credit in a course as per this policy, the student or parent may write a letter appealing that decision to the Principal. This letter of appeal should be received no later than two weeks after completion of the course. The letter of appeal must include specific reasons for every absence for the year, not just the ones over the limit, and the reason that the excessive absences should be considered the exception to this rule. A meeting then must be set up with the Principal and additional requirements (i.e., time, academics) may be required.

HUNTING

Hunting trips with the family follow the same rules and procedures as any other family vacation during the school year with a maximum of 2 days per school year.

COLLEGE VISITS

Juniors and seniors may be excused to visit prospective colleges if approved by the Attendance Officer. Students will arrange to make up all assignments missed. College visits are limited to three (3) days per school year. Signed forms from the admissions office must be brought back to the Attendance Officer to be put in the student file. These days do not count as absences.

SECTION 3: EXPECTATIONS OF STUDENTS

ASSEMBLY PROCEDURE AND CONDUCT

Students must sit in the assigned area in the gymnasium during an assembly or pep rally. All students must attend assemblies unless designated otherwise by the Principal. Conduct will always be appropriate to the type of program being observed (examples: quiet and respect shown for the Veterans' assembly and N.H.S. induction; loud, noisy and audience participation in a pep assembly). Classroom decorum will usually be in order. Remember that your entire school will be judged by your conduct. For general assemblies, classes will sit as a group with their teachers, filling the center of the bleachers first.

DRESS CODE

School officials have the right to determine what "appropriate" dress is. 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 by a committee of students, teachers and the Principal 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) 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 word(s) 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 one of its multiple meanings violating the above, it is considered inappropriate.)
- 5.) Student head coverings are to be removed upon entering the building in the morning and kept off until exiting the building. Hats, headbands and other head coverings (including sweatshirt/jacket hoods, bandanas and sweatbands) are not to be worn (exceptions: welding, agriculture, religious observances and shop classes with teacher permission).
- 6.) The only acceptable facial piercing will be the ears and nose piercing when flush with the skin. Physical education classes require all jewelry and piercing to be removed or credit is denied.
- 7.) Halters, tank tops, tube tops, transparent clothing and clothing which expose the midriff or cleavage, or in general is 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.**
- 8.) Cutout or tattered clothing with excessive holes is not acceptable above the knee.
- 9.) Mid-thigh or longer shorts, skirts and dresses are appropriate. Biker shorts, lycra spandex and pajama wear are not appropriate.
- 10.) 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.
- 11.) Sunglasses are allowed only with a prescription and a doctor's note given to the Main Office.
- 12.) For safety reasons, no chains or chain wallets are allowed.
- 13.) 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

Student Conduct on School Buses

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.

Students

1. Students should follow reasonable directions the first time they are given.
2. Students are expected to observe appropriate conduct as written in the school code of conduct while on the bus.
3. Leave and board the bus at the designated stop unless you have a bus pass signed by the building principal stating otherwise. This will be done only in emergencies, not for convenience.
4. Students are not to cross the street to enter or exit the bus until the driver motions them across.
5. Students must maintain absolute quiet at railroad crossings and other places of danger as specified by the driver.
6. 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. (ORC 4511.76)

PARENTS

1. Parents are responsible for the safety and discipline of students while 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 Transportation Department at 330-669-2100.
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 330-669-2100.

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.

Discipline Code

1. Bus Stops—improper behavior at bus stops, including physical aggressiveness and property destruction will not be tolerated.
2. Seating—pupils should go immediately to a seat or an assigned seat and remain seated at all times.
3. Obscene Language/Gestures/Spitting—these will not be tolerated.
4. 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.
5. Fighting/Pushing/Tripping—these are not permitted at any time.
6. Tobacco/Alcohol/Harmful Drugs/Weapons or look alike—the possession of tobacco in any form, alcohol or harmful drugs, any weapons or look alike will not be permitted on the school bus.
7. Food/Drink—eating and/or drinking on a bus is not permitted except as required for medical reasons.
8. Damage—a student shall not cause or attempt to cause damage to a school bus.

Discipline Procedure

1. First Violation—the student is warned by the driver. The student's name is recorded by the driver.
2. Second Violation—a written record is made by the driver. The parent will be notified by the driver. A student may be assigned a designated seat near the driver.
3. Third Violation—the principal is notified by the driver in writing. The principal can hold a conference with the driver, student and/or parent. The principal can suspend the riding privilege for a designated period of time.
- 4.

Suspension Sequence

First Suspension—suggested three days off the bus, but not limited to.

1. *Second Suspension*—suggested five days off the bus, but not limited to.
2. *Third Suspension*—suggested ten days off the bus, but not limited to.
3. *Fourth Suspension*—suspension from the bus for the remainder of the semester.
4. *Severe Clause*—a severe incident could result in immediate suspension or expulsion from the bus.

A driver can request that a student be suspended from the bus for repeated minor misbehavior such as refusal to follow directions.

If an incident occurs on the bus which according to the Student Code calls for suspension from school, the Student Code of Conduct will take precedence. The student will be suspended from school.

Suspension Appeal

A parent/guardian of a student wishing to appeal a bus suspension may do so by contacting the building principal within 24 hours.

Green Middle and Smithville High School
SECTION 4 : ACADEMICS

SCHEDULES FOR SCHOOL DAY

The normal instructional day is from 7:30 a.m. until 2:25 p.m. No students are to be in the buildings before 7:15 a.m. or after 2:40 p.m. unless under the supervision of a staff member. Students found loitering on school grounds may be subject to disciplinary action.

**Board of Education
Green Local School District
PROMOTION/RETENTION GUIDELINES FOR POLICY 5410**

The Board of Education recognized that the personal, social, physical and educational growth of students will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Grades 6 – 8

- A. Developmental progress and the ability in basic skills will be primary considerations in grades 6-8. Those considerations could include but are not limited to issues such as mastering grade level exit skills in all areas, maturity, ability to work independently, self-esteem, appropriate social skills, and reading at grade level. Any student failing two (2) or more core subjects may be retained.
- B. A student may be retained if he/she has more than 10% of the scheduled school days as unexcused absences. Retention for unexcused absences may only be overridden if the principal and teacher believe the student is academically prepared to move to the next grade level.
- C. The guidance counselor shall notify in writing parents of students who are at risk of failing at the end of the first semester and at the end of the third nine (9) weeks.
- D. Reasons for override of retention shall include:
 1. The principal and reading teacher(s) agree student is academically ready in the area of reading to be promoted to the next grade level. The rationale for an override shall be documented in written form placed in the student's permanent record file. Rationale may be included but is not limited to the following:
 - a). Performance at previous grade level
 - b). Yearlong classroom performance.
 - c). Mastery of grade level exit skills.
 - d). Teacher observation of student performance.
 2. Attending summer remediation may be considered as reason for an override as determined by the principal.
 3. A student is on an IEP which indicates exemption.
- E. Prior to the end of the third nine weeks a meeting shall be held for each student who is at risk for retention. The purpose of the meeting shall be for input and discussion. The principal, teacher, parents, and other appropriate staff members will be invited. The guidance counselor shall request, organize, conduct, and document the meeting.
- F. At the end of the school year the teacher/teachers and principal will agree upon one of the following recommendations for each student.
 1. Promotion

Occurs when a student is doing either the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410 and restated below.

2. Placement

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the IAT recommends and the building administrator concurs, that this is in the student's best interest to move to the next grade level.

3. Retention

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Intervention Team with the concurrence of the building administrator.

A student Intervention Team (IAT) is to be appointed by the principal to consider situations in which students may not be promoted to the next grade or may not graduate. Such a team should include:

1. Classroom teachers,
2. Counselors and other support staff
3. Building principal,
4. Parents.

Final decision on a student's promotion, placement, or retention rest with the building principal.

- G. Parents, once notified of the child's status for the next school year, have the right to appeal the decision to the superintendent. As prescribed by law, the superintendent's decision is final. NOTE: No appeal is available for students who have failed two or more subjects, or have failed to meet the attendance provisions.

ACADEMIC AWARDS

Students maintaining the following GPA for each of the nine week grading periods.

Academic Scholar –	GPA of 4.0
Honor Roll -	GPA of 3.51 – 3.99
Merit Roll -	GPA of 3.00 – 3.50

Year-end awards for middle school will be based upon the average of all third nine weeks current GPA averages and performance of 4th nine weeks.

GRADE CARDS

Grade cards via Progress Book will be available online four times a year. Grading periods are nine weeks in length. Interim progress comments will be available online in the middle of each grading period. Grades will be issued in each subject and comments may be issued to clarify student effort. The following criteria will apply:

A+	99-100%	C+	79-80%
A	93-98%	C	73-78%
A-	91-92%	C-	71-72%
B+	89-90%	D+	69-70%
B	83-88%	D	63-68%
B-	81-82%	D-	61-62%

**SMITHVILLE HIGH SCHOOL
SECTION 7 ACADEMICS**

ACADEMICS

Complete Program of Studies booklets are available at the Guidance Office and on our website: (<http://www.green-local.k12.oh.us/shs/>)

GRADE LEVEL PLACEMENT HIGH SCHOOL

Grade level is determined by the year the student is enrolled in the 9th grade with their expected graduation date four years later.

SCHEDULES FOR SCHOOL DAY

The normal instructional day is from 7:30 a.m. until 2:25 p.m., No students are to be in the buildings before 7:15 a.m. or after 2:40 p.m. unless under the supervision of a staff member.

ACADEMIC AWARDS

At the end of each school year, students will be recognized for having been on the 4.0 honor roll all year.

ATHLETIC ELIGIBILITY

By O.H.S.A.A. regulations, students must have passed 5 credits in the previous nine weeks in order to be eligible for athletics in the current one. Remember, Physical Education is only a 0.25 credit. Flex credit does not count toward eligibility.

EXAMS

In those classes required to administer exams, those exams will carry a value equal to 10% of the student's grade, 5% earned during 1st 9 weeks and 5% earned on a final.

GRADING SCALE

A six-letter grading scale is used. Plus and minus symbols are not included on this scale of understanding and knowledge as taught to his/her group.

"A" (100-91) - Has attained superior level.

"B" (90-82) - Has attained above average level.

"C" (81-72) - Has attained average level

"D" (71-62) - Has attained below average level.

"F" (61 and below) - Has failed to gain a minimum level.

"I" - Grade has been withheld because of incomplete work. Must be completed within the timeframe of makeup work (see attendance policy). Course requirements not fulfilled as described in syllabus will mean failure of course. Pluses/minuses may be used to indicate how "solid" the grade is but not used in determining the GPA.

GRADUATION REQUIREMENTS

Required Courses

English	4
Social Studies:	
World Studies 1750+	1
U. S. History 1877+	1
Senior Government	1
Biological Science	1
Physical Science	1
Science Elective	1
Mathematics	4
Health	1/2
Physical Education	1/2

Fine Arts	1
*All students must receive instruction in economics and financial literacy during grades 9-12 and must complete two semesters of fine arts any time in grades 7-12.	
Elective Credits	5
Total Credits	21

HONOR DIPLOMA REQUIREMENTS

Depending on whether a student is completing a college preparatory or vocational/technical education curriculum, honors diploma requirements differ slightly. College Prep students must meet 8 of the following 9 requirements:

- a) Four units of English
- b) Four units of mathematics including Algebra 1, Algebra 2 and Geometry
- c) Four units of science including Chemistry and Physics
- d) Four units of social studies
- e) Either three units of one foreign language or two units each of two Foreign languages
- f) One unit of fine arts
- g) Either one unit of business/technology and two additional units in (a) through (f) above or earn three additional units in (a) through (f) above
- h) Maintain overall grade point average of at least 3.5 through senior year
- i) Obtain a composite score of 27 on the ACT or an equivalent composite

Score on SAT

See your Guidance Counselor for further details.

HONOR ROLLS

At Smithville High there are two levels of honor rolls:

- 3.5 Honor Roll - 3.5 GPA and above, but less than 4.0 for 9 weeks
- 4.0 Honor Roll - 4.0 GPA and above for the 9 weeks

Latin Honors – Our highest achieving students will be recognized based on the weighted grade point averages below. This additional recognition will begin with the Class of 19-20.

Latin Honors:

4.4 and above	Summa Cum Laude
4.2 to 4.39	Magna Cum Laude
4 to 4.19	Cum Laude

Valedictorian/Salutatorian Selection

Class of 19-20:

- ***The student with the highest class rank will be recognized as the valedictorian and the student with the second highest class rank will be recognized as the salutatorian. A student's weighted GPA is used to determine class rank, which is on a 5.0 scale.***

Class of 20-21 and Beyond

- ***Students who fall in the Summa Cum Laude (4.4 GPA and above) classification will be eligible for Valedictorian and Salutatorian recognitions. The student with the highest ACT score within the Summa Cum Laude classification will be recognized as the valedictorian. The student with the second highest ACT score within the Summa Cum Laude classification will be recognized as the salutatorian.*** (In the event more than one student is recognized as Summa Cum Laude and has an ACT score that is the same as another student(s), a tie would be broken by looking at the weighted GPAs. The student with the highest GPA, and has tied with another student's ACT score within the Summa Cum Laude recognition, would become the valedictorian. The student that is tied with the highest ACT score and receiving Summa Cum Laude recognition but has the second highest

weighted GPA, would become the salutatorian. Should students be within the Summa Cum Laude classification, have the same ACT and also have the same weighted GPA, a tie would occur and there would be more than one valedictorian. Salutatorian would default then to the student with the second highest ACT within the Summa Cum Laude classification. Many students take the ACT several times and the highest individual composite score will be used for this selection process. The last opportunity for a senior to submit an updated ACT score will be from the national administration in April. Students need to submit their updated scores to the guidance office by May 10.)

Class Rank:

- **Class rank will be identified on the transcript. This includes 5.0 ranking and 4.0 ranking.**

HIGH SCHOOL TRANSITIONS/WORK STUDY

Only students who have the Principal's approval to be within a supervised school-related work experience are excused to leave school to work with the following criteria;

Communication Path

1. Approval from Teacher(s)
2. Approval from Guidance Counselor
3. Approval from Administration
4. Communication with parent(s)

Criteria to be Checked

- No credit recovery needed
- Passing their current classes
- No behavioral issues
- Attending class regularly
- In compliance with their IEP
- No conflict with athletics

VIOLATIONS OF THE STUDENT CONDUCT CODE

The following list of examples in each area is not intended to be exclusive. Violations of the Student Code of Conduct may be placed at different levels based on severity and administrative investigation

STUDENT CONDUCT

The Ohio Revised Code (3313.661) specifies that the school has the right to expect reasonable behavior from students. A teacher stands in loco parentis to students in his/her charge and may exercise such powers of control, restraint, and correction over them as may be reasonably necessary to enable him/her to perform his/her duties as a teacher and accomplish the purpose of education. Students are expected to respect the right of other students and the reasonable authority of the adult staff. . Each classroom teacher has the Code of Conduct posted in his/her classroom and students are in-serviced on the handbook. Parents please read and review this handbook with your child.

CELL PHONE USAGE

Cell phone use for academic purposes will be determined and communicated by the **individual classroom teacher**.

If a student is sick or has an emergency, he or she can use the office phone. If parents need to get a message to students, the parent can call the school and we will get the message to the student.

Students and parents must arrange all attendance-related matters through the office (appointments, early dismissal, etc.) Students should not arrange to go home (i.e. due to illness) or notify a parent to bring something in via cell phone/text without the office knowing.

GREEN MIDDLE SCHOOL

Section 5 Behavior & Code of Conduct

1. **Disruption of school environment-** A student shall not by his/her words, actions, dress or appearance disrupts the normal operation of the school. The student shall not engage in any act that may be harmful to the health, welfare and safety of him/her or others. All cases based upon Administrative review. .
2. **Disrupt the normal school atmosphere** through the use of pranks, inappropriate gestures, bomb threats, setting off of fire alarms. Place or maintain any article of a non-school nature in a school locker that is disruptive, obscene, sexually suggestive, or destructive. False 911 calls are illegal and a police report will be taken.
3. **Assault, threaten, or show disrespect to students, school employees, visitors,** or other school persons on the school premises while in the custody or control of the school or in the course of school-related activities. These include any assault, cyber-bullying, threat, or show of disrespect to school employees while away from school. Includes cell phone calls on school grounds.
4. **Students will not bully others.** This includes but is not limited to harassment (physical/sexual) intimidation, cyber-bullying, or bullying by electronic means. These will be considered offenses and may result in suspension from school. Anonymous reports can be made to the Guidance Counselor, teachers or main office. The making of false reports could be subject to disciplinary actions based on administrative review.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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.

Harassment, intimidation, or bullying means:

- a. 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); or
- b. Violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy **5517 -Anti-Harassment**.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above. Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. The District shall implement intervention strategies to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into

the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy () to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy **8462**, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed. Covered by Board Policy 5517.01

5. **Green Middle Schools Anti-Bullying Rules**
 1. We will not bully others.
 2. We will help students who are bullied.
 3. We will include students who are left out.
 4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home

6. **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 used, or 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 rack etc. Green Local Schools has a zero tolerance for use of dangerous objects used in ways not authorized by 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.
7. Possess, transmit, conceal, *alcohol, or *drugs, including look-a-like or counterfeit drugs, in any manner or form on school property. This includes all home or away school functions. No student shall possess, transfer, sell, attempt to sell or deliver, alcohol, drugs, over-the counter/prescription medication or related paraphernalia while on school grounds or while attending any school function. Students violating these regulations may be required to undergo professional assessment and follow prescribed treatment/counseling programs in order to be fully reinstated into school. **Parents and students are reminded that NO medication, including aspirin/Tylenol, shall be administered or distributed to students unless the parents, guardians, or family doctors have sent a signed written request form to the school principal. All prescription and non-prescription drugs are kept and dispensed in the school office. (Green Local Board of Education Policy 5530, pages 1 and 3.) Volatile inhalants, including liquid white out, are prohibited to be in the possession of students at Green Middle School. ** (Police Reports may be filed and court action may result from this).
 8. Tobacco (Use/Possession)
Ohio law (O.R.C. 3313.751) prohibits students from displaying, possessing, transmitting or using tobacco products or tobacco paraphernalia including vapor pens on school property or at any school-sponsored function either at the home school or at the location where the home school is participating. Students violating this section will be suspended for at least three days. This includes any illegal substance found in a student's vehicle, locker, pockets or backpack.
 9. Produce, distribute or maintain printed materials or petitions on school grounds that are disruptive to the school or slanderous to anyone. NOTE: Student publications (newspapers, yearbooks, etc.) are a part of the school curriculum and editorial control remains with school authorities.
 10. **Anti-Harassment – See high school section**
 11. Possess any, and other articles determined to be inappropriate by building principal during regular school days (these will be confiscated).
 12. Falsely use, in writing, the names of another person or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school or school personnel. Additionally, cheating or unauthorized copying of the work of a fellow student is prohibited. LEVEL 2 Violate any law or ordinance of civil, state, or federal law while under the jurisdiction of the school. NOTE: ORC 2909.07 states, "(A) no person shall: (4) Without privilege to do so, knowingly move, deface, damage, destroy, or otherwise improperly tamper with any safety device,....(B) As used in this section, "safety device" means any fire extinguisher, fire hose, or fire axe, or any Emergency escape equipmentFalse 911 calls. (C) Whoever violates this section is guilty of criminal mischief, a misdemeanor of the third degree."Falsely report incidents or make accusations, or give false testimony to authorized school personnel. Repeatedly disobey or flagrantly violate the Code of Conduct. This could result in an out-of-school suspension.

Smithville High School Behavior & Code of Conduct

The following list of examples is not intended to be exclusive. Violations of the Student Code of Conduct may be placed at different levels based on severity and administrative investigation.

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

The District may offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment. For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Other Violations of the Anti-Harassment Policy

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

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

Bullying- Also refer to the middle school section.

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

- a. Teasing;
- b. Threats;
- c. Intimidating;
- d. Stalking
- e. Cyberstalking;
- f. Cyberbullying
- g. Physical violence;
- h. Theft;
- i. Sexual, religious, or racial harassment;
- j. Public humiliation; or
- k. Destruction of property.

Harassment

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

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

Sexual Harassment

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

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

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

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

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

- a. Unwelcome sexual propositions, invitations, solicitations, and flirtations
- b. Unwanted physical and/or sexual contact
- c. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- d. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- e. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- f. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- g. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- h. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- i. Inappropriate boundary invasions into a student's personal space and personal life.
- j. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

Race/Color Harassment

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

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

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

Disability Harassment

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

Reports and Complaints of Harassing Conduct

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

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

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal

believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Green Middle and Smithville High School Section 6

Discipline

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board has zero tolerance of violent, disruptive or inappropriate behavior violation of Code of Conduct/Student Disciplinary Code by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed annually.

Types of Disciplinary Assignments

Emergency Removal: "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

Lunch Detention: A lunch detention has been established for students who have violated rules and regulations in the school.

After-School Detention: An after-school detention is a 1-hour detention (2:30-3:30) and used as an alternative to Alternative Placement and in-school suspension. An after school detention has been established for students who have violated rules and regulations in the school.

Morning Detention: Morning detention (6:45-7:15) is used as an alternative to Alternative Placement and progressive to previous disciplinary actions. A morning detention has been established for students who have violated rules and regulations in the school.

Alternative Room Placement: Students assigned to the Alternative Placement Room will be required to attend a supervised area to study and complete materials they would otherwise miss in the classroom. Students assigned to this placement will be provided the opportunity to complete all class work and receive credit.

Saturday School: Saturday School (8:00-11:00) can be assigned as an alternative to other disciplinary consequences.

Community Service: Community Service can be assigned as an alternative to other disciplinary consequences.

In-School Suspension: The student is denied the privilege of attending regular classes. The student will study in a supervised educational environment. The student is not permitted to attend any school activities or functions. There is no academic penalty for ISS.

Out of School Suspension (BOE 5610): The student is denied privileges. He/she is not to be in the building or around any Green Local School campus, nor shall the student participate in or attend any school functions or activities.

Expulsion (BOE 5610): The student is recommended to the superintendent or his designee for possible permanent removal from school.

NOTE: Any student failing to complete any assigned consequence will be subject to additional consequences.

NOTE: Students are not permitted to participate in extracurricular activities while under in-school or out of school suspension.

- Cheating
- Disobedient/ Disruptive Behavior
- Dress Code Violation
- Failure to Serve Other Disciplinary Actions
- False Alarms/ Bomb Threats
- Fighting/ Violence: Fighting/ Violence is mutual participation in an incident involving physical violence.
- Firearm Look-a-Like
- Forgery or intentionally giving incorrect information to school personnel
- Harassment/ Intimidation/ Bullying
- Insubordination/ Disrespect
- Possession of Matches or Lighters on School Premises or School Transportation.
- Profanity or Inappropriate Language of Any Form
- Provoking or Assaulting a Student, Visitor, or School Employee
- Public Display of Affections, Sexual Activity or Indecent Exposure
- Serious Bodily Injury
- Tardiness
- Theft/ Stealing Personal or School Property
- Threats, Menacing Remarks
- Truancy: unexcused absence from school
- Unauthorized Touching, Hitting, Inciting, or Encouraging Others to Fight
- Unwelcome Sexual Conduct:
- Use, Possession, Sale or Distribution of a Dangerous Weapon other than a Firearm, or Explosive, Incendiary or Poison Gas
- Use, Possession, Sale or Distribution of a Firearm
- Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol

- Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages
- Vandalism/ Damage to School or Personal Property

Anti-Harassment Compliance Officers

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

Andy Bratcher-6-12 Principal	Lindsey Welch, Dir. Curriculum, Spec Ed and Compliance
200 Smithie Drive	100 Smithie Drive
Smithville, OH 44677	Smithville, OH 44677
gren_abratcher@tccsa.net	gren_lwelch@tccsa.net
330-669-3165	330-669-3921

The names, titles, and contact information of these individuals will be published annually:

- In the parent and staff handbooks
- On the school district's website

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

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

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

Investigation and Complaint Procedure

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

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

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

Investigation and Complaint Procedure

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

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

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

Informal Complaint Procedure

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

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

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

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

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

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

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

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

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

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

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

Formal Complaint Procedure

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

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District

employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

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

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

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

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

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

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

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

- a. Interviews the complainant;
- b. Interviews the respondent.
- c. Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations.

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

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the

complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

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

The decision of the Superintendent shall be final.

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

Privacy/Confidentiality

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

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

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

Sanctions and Monitoring

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

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

Retaliation

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

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

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

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate. Covered by Board Policy 5517

13. **BULLYING** – Please refer to pages 21-22 in the middle school section.

SECTION 9: SMITHVILLE HIGH SCHOOL DISCIPLINARY ACTIONS

STAFF SANCTIONS

When students have begun to demonstrate a lack of cooperation in the maintenance of a positive learning environment, the following sanctions will be followed (this list is not exclusive; additional actions may apply):

Sanction I - Verbal Warnings

Sanction II - Parental Contact by Staff Member

Sanction III - Detentions (Tuesdays and Thursdays at 6:45 a.m. or as scheduled by assigning teacher)

Sanction IV - Emergency Removal from a Class for the Day

Sanction V - Teacher/Principal Conference

Sanction VI - Office Referral to Principal

SANCTIONS FROM THE PRINCIPAL AND SUPERINTENDENT

It is the responsibility of the Principal to investigate alleged violations of the Student Conduct Code and act upon what he/she believes to be the truth based upon the evidence. Guilty of violating the Student Conduct Code does not need to be proven beyond the shadow of doubt.

A. Revocation of Privileges - May result from failure to comply with established rules and regulations applicable to those activities.

B. In-School Restriction - At the discretion of the Principal, the student may be detained on school premises during school hours but denied the opportunity to participate in classes. The student is responsible for completing class work missed/assigned to him. The student will not participate in extracurricular activities on days of multiple in-school restriction. Be prepared with materials, be on time, be on task, and be quiet and cooperative with supervisor.

C. Saturday School - Saturday school will be used as assigned by administration and/or staff. Saturday school will be monitored by Green Local and staff beginning at 8:00am and ending at

12:00pm. No transportation will be provided our students assigned to Saturday School. Be prepared with materials, be on time, be on task, and be quiet and cooperative with supervisor.

D. Suspension - Students may be suspended from school attendance for up to ten (10) days in accordance with the Ohio Revised Code. The Principal, Assistant Principal and Superintendent can suspend. The student will be given written notice of the intent to suspend and will be provided with an informal hearing to challenge the reasons for and/or explain his/her reasons for the action(s). The hearing may take place immediately. The student or parent may appeal the decision to the local Superintendent. The student has a right to be represented in this appeal.

E. Expulsion – Students who commit a violation against the Smithville High School code of conduct in the section referenced under dangerous objects or weapons may be expelled by the Superintendent for up to one school year. For all other violations, students may be expelled from one to 80 days of school by the Superintendent. Students expelled will receive no credit for class work missed, are denied participation in all activities during the time of expulsion, and will be forbidden to be on school premises during the expulsion.

F. Permanent Expulsion - When a student 16 years of age or older is being considered for permanent expulsion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is a convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school.

1. Any possession or involvement with a deadly weapon
2. Drug trafficking
3. Murder, manslaughter, assault or aggravated assault
4. Certain sexual offenses
5. Complicity in any of the above crimes

This process is formal and will usually follow an expulsion and the proper notification of the parents.

Note to Parents - Green Local Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it cannot be appealed. Should a student or parent have questions regarding the propriety of such actions, they should contact the Principal.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or subject to appeal. Board Policy 5611.

OTHER PREVENTIVE, CORRECTIVE AND DISCIPLINARY MEASURES

(This list is not exclusive)

1. Conflict mediation
2. Rehabilitation
3. Alternative placement
4. Community service
5. Legal action (i.e., referral to law enforcement, pressing charges)

CLASSROOM AND STUDY HALL

Expectations will reflect the 5 Be-Attitudes:

1. Be on time in your assigned seat when bell rings.
2. Be prepared with everything required to be on task and as requested by the staff member in charge (this includes homework, paper, pen, books, etc.).
3. Be on task. No sleeping or putting heads down will be allowed in classes or study hall. No card playing.
4. Be respectful to others and their things; in Study Hall and Library be quiet).
5. Be cooperative with all staff members. Follow their reasonable requests.

DRIVING TO SCHOOL

Driving to school is a privilege, not a right.

1. Students must have permission, and vehicles registered, in order to drive to school. This is to be shown by displaying a parking permit so that the permit number is visible from front. Permits are available through the Guidance Office. Students must complete a vehicle information form and show proof of driver's license to receive parking tag. Permits are not transferable directly between students.
2. Follow all other driving and parking regulations as directed. This includes the 10 mph speed limit, stop signs, yield signs and traffic pattern.
3. Students are to park only in designated student parking places. Students are not to park in other places on school property at any time (including behind or in front of the Berkey Fieldhouse), nor on the grass. Violators of this rule will result in the loss of their parking privilege.
4. Yield to right-of-way to pedestrians at crosswalks. Drive safely and defensively.
5. Do not loiter in or near cars. Leave vehicle promptly upon arrival. Leave promptly in vehicles when dismissed. Students are to clear the premises by ten minutes after dismissal (while there is still parking lot supervision). Students are not allowed to go to vehicles during the day without permission from the Main Office.
6. No horseplay in and around the vehicles, including throwing snowballs.
7. No vandalism of cars or parking lot. No littering. Do not drive on grass. Search and seizure policy also applies to vehicles driven to school. The school is not responsible for losses by theft or for damage to vehicles. Vehicles damaged will be reported to police and charges possibly filed.
8. Freshman and sophomores are to park in the lower lot next to the Berkey Fieldhouse.

Disciplinary Action

*NOTE: Students in possession of tobacco products, alcohol, drugs, or weapons may also be referred to law enforcement officials in accordance with the law and police report taken. Drug or alcohol counseling may be required. (At the expense of the student)

Students assigned to detention are to report to the assigned room on Tues. and/or Thurs. 6:45 – 7:15 a.m. at the high school and 2:30-3:30 for middle school Detention may be assigned for the noon hour or after school. Students serving noon detention will be expected to eat lunch in the assigned room.

We appreciate your support of Green Middle School and Smithville High 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.

Thank You