

**GREEN SPRINGS SCHOOL STUDENT
HANDBOOK 2014-15**

FORWARD

We would like to welcome you and your child to Green Springs School.

This parent/student handbook was compiled to inform both the student and the parents of the rules, regulations, and policies for grades K-5 of Green Springs School.

The faculty and administration hope this booklet will serve to promote a spirit of mutual cooperation between the school and the home, making the student's educational goals more easily attainable.

Respectfully yours - Green Springs School Staff

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MISSION STATEMENT

The mission of the Clyde-Green Springs School District is to provide a safe learning environment that will meet the individual needs of every student by utilizing instructional methods that: are research based best practices, respond to change, and foster effective community partnerships.

DISTRICT PHONE NUMBERS

Board of Education Office	547-0588
Clyde High School	547-9511
McPherson Middle School	547-9150
Green Springs School.....	547-4902
Clyde Elementary	547-9868
Bus Garage	547-4901
Food Service.....	547-9659

ARRIVAL AND DISMISSAL

Arrival at School- Any student who walks or is dropped off should not arrive at school before 8:40. These students may enter the building from the main entrance located in the front of the building. No students will be permitted in the building until 8:40 with the exception of those students eating breakfast. Any student eating breakfast may enter at 8:30, but must report directly to the cafeteria. Students being transported to school by a bus will enter the building through the back entrance off of the bus loop at 8:40 or when their bus arrives.

Dismissal from School- Afternoon dismissal will begin at 3:15 and takes the cooperation of anyone picking a student up. Anyone parking on the pickup loop should pull forward to the final available spot and should remain with your vehicle to continue pulling ahead to fill any empty spaces. Not pulling ahead will result in a traffic backup and frustration for anyone entering from the street. Students will exit the building through the west doors (facing

Broadway) at the end of the building and make their way to awaiting rides along the pickup loop. No student may cross the pickup loop except at the crosswalk. Ground floor early bus students will report directly to their bus at the 3:15 bell. 4th grade walkers, bike riders, and pickup students will exit through the west doors at 3:15. Top floor early bus students will report directly to their bus at the 3:17 bell. 5th grade walkers, bike riders, and pickup students will exit through the west doors at 3:17. Remaining early bus students report directly to their bus at 3:27. K-3 walkers, bike riders, and pickup students will exit through the west doors at 3:27. At 3:30 all remaining bus students report to the gym and are dismissed as their bus arrives.

ATTENDANCE

Parents of absent students must notify the school in person or by telephone before 9:00 a.m. the day of their child's absence and report the reason for the absence. Upon returning to school, the student must produce a dated, written excuse signed by the parent/guardian stating the number of days absent and the reason for the absence.

When parents fail to come in or call the school the morning of their child's absence, the school will make a reasonable attempt to call the parents to verify the student's absence.

Failure to report or confirm an absence with a written excuse will result in an unexcused absence. All excuses with the reason for the absence shall be placed on file for the school year.

Letters regarding non-compliance with the written attendance policy will be sent to inform parents of pending action.

Any student identified by the administration with truancy or tardy issues may be referred for a truancy mediation hearing through the Sandusky County Juvenile Court. Attendance at this meeting would include the student, parents, school official, and the probation officer.

A. Excused Absences

The Ohio Revised Code lists the following as the only legal excuses for absence from school:

1. Personal illness: The school may require the certificate of a doctor on return to school.
2. Illness in the family: All schoolwork should be kept current.
3. Quarantine at home: A three (3) day limitation on this unless contacted by parents or public health officials.
4. Death of a relative: The absence arising from this condition should be limited to three (3) days under normal situations.
5. Observance of a religious holiday: A student shall be excused if the absence was for the purpose of observing a religious holiday consistent with the family's creed or belief.
6. Any other reason that is approved by school officials prior to absence.

B. Miscellaneous Excused Absences

The parent should visit the school to obtain an excused absence for the following: out-of-town vacations, business trips, or to attend athletic events in which a brother or sister may be participating. All this should be done prior to the absence.

C. Unexcused Absences

Unexcused absences are those that have not been covered in the excused absence category. A student with an unexcused absence will be subject to disciplinary action which may include, but not be limited to: loss of make-up privileges, detention, suspension, or referral to the Juvenile Court.

D. Family Vacations

Students may be excused for family-oriented vacations (with at least one parent/guardian) not to exceed five (5) school days. Such planned absence requires a written excuse prior to the absence. Advance notice shall be given to the Principal five (5) days prior to the first day of planned absence. Arrangements for completing the missed schoolwork shall be made with each teacher after approval has been given by the Principal prior to the absence. Completion of the missed schoolwork shall be the responsibility of the student and parent. If such a request is not submitted, the absence will be considered unexcused unless school officials determine there are extenuating circumstances based on a written statement from a parent or guardian that explains the reason why proper procedures were not

followed. These five (5) allowable days for a family vacation will be counted as absences.

BREAKFAST

E. Make-up of Excused School Work

The student is responsible to turn in required work to appropriate staff within the allotted days. Those days are determined by the number of days approved as excused. A student who is absent has one day to complete make up work for each day they have been absent. A grade of zero will be recorded for all incomplete required class work. Exceptions are made only by prior approval of the Principal.

F. Progressive Procedures for Excessive Absence

After the 5th absence from school in a semester, a letter will be sent notifying parent(s)/guardian(s) of the number of days the student has missed and reminding them of our attendance policy.

After the 7th absence from school in a semester, either a doctor's excuse or a conference with the Principal will be necessary for an excused absence.

After the 7th absence in a semester, if the parent(s)/guardian(s) has not complied with this policy, the student may be referred to juvenile court.

All absences beyond the 7th absence in a semester may result in disciplinary action that may include any of the following: after school detention, Friday School, or in-school restriction.

G. Progressive Procedures for Excessive Tardies

After the 4th tardy to school in a semester, a letter will be sent notifying parent(s)/guardian(s) of the number of tardies and reminding them of our attendance policy.

After the 5th tardy to school in a semester, the student may be assigned an after-school detention.

All tardies beyond the 6th tardy in a semester may result in disciplinary action that may include Friday School, in-school restriction, as well as a possible referral to juvenile court.

Payment- Breakfast may be prepaid in the school cafeteria prior to 9:00 a.m. Payment may also be made on-line at lunchprepay.com. If breakfast cost is not prepaid, students may purchase their breakfast with cash or by having an approved application for the free and reduced lunch program on file at the school. Students will be issued a PIN number for use in the cafeteria computer system. This PIN number should be memorized by the student as quickly as possible and should NOT be shared with others. Each student will enter his/her PIN number at the end of the serving line to access prepay lunch accounts and to compile information to be provided for National School Lunch Program reporting.

Serving Time

Breakfast will be served from 8:30-8:50 each day. Any student wishing to eat breakfast should arrive at 8:30 so they may eat breakfast and be in their classroom by 9:00. Exceptions would be those students who may arrive on a late bus.

CELL PHONES

If a child brings a phone to school, it should not be in use during school hours unless under the direction of a teacher. If a phone is out and visible during school hours, it is considered in use. This would also include any ringing or vibrating phone. Any student with a phone in use during school hours will have their phone removed and held in the office until it can be picked up by a parent/guardian. A second violation will result in the phone being removed and held in the office for the remainder of the school year.

COMPUTER NETWORK

Any student accessing the district's computer network is required to return the completed "Acceptable Use Policy Agreement." form, signed by a parent, in order to use the district network.

CUBBIES

Each student will be assigned a cubbie for the storage of books and supplies. The cubbies are school property and any cubbie may be inspected by

school officials at any time. Do not keep money or valuables in your cubbie.

Search and Seizure

The Board of Education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner.

School authorities are charged with the responsibility of safeguarding the safety and wellbeing of the students in their care. In the discharge of that responsibility, school authorities may search the person or property of a student, with or without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender.

CUSTODY

The law states that a certified copy of a child's custody order or decree or modification of an order or decree is to be added to the other admission documents to be presented by a pupil at the time of his/her initial entry to school. Also, it is the duty of the custodial parent to notify the school of custody arrangements resulting from a divorce, dissolution of marriage, or other order pertaining to a child who is a pupil in a public or nonpublic school. This must be done by providing the person in charge of admission at the pupil's school with a certified copy of the custody order.

It is extremely important that we have the above information on file in the school office. This information will help us determine if we are releasing a child to the right person. All custody information will be kept confidential.

DRESS CODE

Personal attire must be in good taste and in keeping with community standards. Hair is to be clean and well groomed. Clothing that tends to draw attention

to the individual, clothing that is excessively worn, clothing that distracts students, or otherwise disrupts class is not permitted. Students must be reasonably dressed at all times. The administration shall determine if a student meets this requirement.

Clothing items not permitted to be worn in the buildings of the C-GS Schools include: pajamas, hats, headscarves, sunglasses, and sweats (except in grades K-5). Students may wear tank tops so long as all tops fit tight under the arms and have no less than 1 1/2" wide straps over the shoulders. Pants and jeans should be in good repair and may not have holes. Shoes or sandals must be worn at all times. Because students in K-5 have outdoor recess and weekly gym classes, students must wear shoes that are secured with a back strap. Flip flops are not permitted for students. Clothing that advertises or promotes the use of alcoholic beverages, tobacco or tobacco products, and/or drugs are not permitted. Clothing that contains pictures or statements that are obscene, suggestive (even by implication or double meaning), promote violence, or contains profanity is not permitted. Students may wear shorts if they conform to the standards of good taste and appropriate length. Students may not wear biker shorts or other spandex-type shorts, boxer shorts, sweat shorts, or cutoffs of any kind. All shorts worn must be hemmed and in good repair. All dresses, skirts, and shorts must extend below the fingertips when arms are held straight down. Even if tights or leggings are worn under these items, the shorts, skirt or dress must still meet the length requirements. Students that wear full-length tights, leggings, or other full-length spandex-type clothing, must also wear clothing that meets the standards established above including the standard on length. A student's back and midriff must be covered. Clothing designed to be worn at the waistline with a belt must be worn at that height. No temporary hair color may be worn at school. Students, who come to school with such dyes in their hair, will be asked to rinse it out or may be sent home from school.

When necessary and possible, the office will provide a change of clothing for students not dressing in compliance with the above stated dress code. Parents will be contacted to bring a change of clothing if the office cannot provide appropriately sized clothing for students to wear. Students with repeat dress code violations may receive disciplinary action that may include loss of

privileges, detention, Friday School, or in-school restriction.

ELECTRONIC DEVICES

The use of electronic devices such as, but not limited to, Game Boys, Nintendo DS, PSP, digital cameras, MP3 players, iPads, and iPods are discouraged at school unless directed for instructional use by a teacher. If a teacher requests these items to be used for instructional purposes in the classroom, students and parents will be made aware of the appropriate devices and their usage at that time. Students are encouraged to interact with their peers when they have free time. The use of these devices should be restricted to indoor recess and bus dismissal at the end of the day only. When not authorized for use, all electronic devices must be turned off and out of sight while at school. Confiscated items will be turned in to the office and must be picked up by a parent. Repeat violations will result in progressive discipline and the item will be forfeited to the office the remainder of the school year. Lost, stolen, or damaged items are not the responsibility of the school.

EMERGENCY DELAYS & CLOSINGS

During inclement weather it may be necessary for our schools to be delayed or closed. Please listen to your radios. The following stations will announce our delays or closings:

- WNCG - 101 FM Clyde
- WFRO - 900 AM or 99 FM
- WSPD - 1370 AM Toledo
- WOSE - 94.5 FM Sandusky
- WCPZ - 102.7 FM Sandusky
- WNNR - 92.1 Bellevue
- WMHE - 92.5 FM Toledo
- WTTF - 1600 AM or 103.7 FM Tiffin
- TV Channel 13 Toledo
- TV Channel 11 Toledo

A One Call Now message will also be sent notifying of the delay or closing.

Please do not call the school office. These lines need to be left open for emergency purposes and school business.

EXCUSING STUDENTS WHILE SCHOOL IS IN SESSION

All students entering the building after the start of a regular school day need to be signed in by their parents in the school office.

All students leaving the building for any reason during the school day must be signed out in the school office. We will not allow a student to leave the building on a note or telephone call. Parents must come into the office and sign the student out. Exceptions will only be made at the Principal's discretion.

FEES

The Board of Education requires that students pay a fee to help offset the costs of consumable items such as workbooks, supplies, and technology. The fee for kindergarten through fifth grade students is \$30. In addition there is a technology fee for students in grades K-4 of \$15. The technology fee for fifth grade students is \$50 which includes a district issued Chromebook, charger, and protective case. Total fees for students in grades K-4 is \$45. Total fees for grade 5 is \$80. We strongly encourage you to pay the school and technology fee before the end of September. Any parent who is financially unable to pay the school fee in a lump sum should contact the building Principal to arrange an alternate payment plan.

Students may also be charged fines or additional fees for lost or damaged textbooks and library books.

Unpaid fees are not dropped at the end of the school year. These fees carry over from year to year and accumulate on a student's record. The total amount owed must be paid before a diploma will be granted for graduation.

GRADES AND GRADING

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60 - 69%
- F = Below 59%

In some situations these letters may be used to represent the following degree of achievement:

- M = Mastered
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
- I = Incomplete
- P = Progress Made

A. Academic Awards

1. Grades 2-5 High Honor Roll: In order to be eligible for the GS High Honor Roll a student must have an “A” in every graded subject.
2. Grades 2-5 Honor Roll: For a student to qualify for the GS Honor Roll the student must have at least a B average with no “C” grades.

B. Primary Awards

1. Focused Fliers: is given to students who have worked hard for good grades, showed good effort, and demonstrated an excellent attitude.
2. Frequent Fliers: is given to students with perfect attendance for the nine weeks.

HOMEWORK

Homework is a valuable learning activity that has many forms and many applications. Homework can range from a first grader reading a story to a parent, to a fifth grader doing a long-term science project. In all its forms, two things remain constant in all types of homework. One, homework extends learning opportunities beyond school days. Two, homework requires students to accept some responsibility for their own learning.

Exact rules governing the frequency and length of homework assignments are not practical. Teachers will assign homework of the type and amount appropriate to a given grade level. This may vary slightly even within a grade level depending on the style and philosophy of a given teacher. Disciplinary action may be taken for homework that is not completed.

Requests for Homework

If a child is confined at home, the school feels that recovery of the child is more important than

schoolwork. However, if the child is physically able to do some work, parents may arrange to pick up such work from the school office after 3:30 p.m. and before 4:00 p.m.

To ensure that homework requests can be met, requests need to be made by 9:00 a.m. for pickup that same day. Homework requests made after 9:00 a.m. may not be available until the following day.

If homework is to be picked up for a student by a brother, sister, or friend, they may pick the work up in the office between 3:00 and 3:15 p.m. Parents need to tell the sibling or friend they are to pick up the homework.

LRC (LEARNING RESOURCE CENTER)

The LRC is open for student use concerning overdue, damaged, or lost books at 9:00 a.m. Student checkout and research hours are from 9:30 a.m. - 3:00 p.m.

Grades 1-5 may have two books checked out. Books are checked out for two weeks, but may be returned any time before the two weeks are up.

Encyclopedias and other reference materials are checked out only for overnight. These materials are used frequently in the LRC and must be available all day. They may be checked out between 2:45 - 3:00 p.m. and must be returned before classes start the next day. Students with overdue materials may not check more materials out until overdue materials are returned.

After students have chosen their books, they should proceed to the checkout desk and give their first and last name to the LRC aide. Their books will be scanned into the computer under their name. A laminated date due slip will be placed in one of their books. This due date slip should remain in the book and be returned on or before this date.

Students must be “on task” in the LRC. The LRC is not to be used as a homework center unless reference material is necessary to complete the assignment. Students may be asked to leave and LRC privileges withheld if they are disruptive. Our LRC should have a pleasant, quiet atmosphere where everyone can read, choose materials, or do research.

LOST AND FOUND

Lost articles should be turned in at the school's office. Students seeking lost articles may find them by inquiring at the office or checking the lost and found area in the hall.

LUNCH

Payment

The cost for an elementary lunch is \$2.35. The cost for milk is \$0.55. Lunch may be prepaid in the school cafeteria prior to 9:00 a.m. Payment may also be made on-line at k12paymentcenter.com. If lunch cost is not prepaid, students may purchase their lunch with cash or by having an approved application for the free and reduced lunch program on file at the school. Students will be issued a PIN number for use in the cafeteria computer system. This PIN number should be memorized by the student as quickly as possible and should NOT be shared with others. Each student will enter his/her pin number at the end of the serving line to access prepay lunch accounts and to compile information for National School Lunch Program reporting.

Lunch Charges

Lunch charges are discouraged; however, should a student forget and lose his/her money, he/she will be allowed to charge the cost of the lunch. No charges are permitted for extras or for ala carte items. Each student may have a maximum of two outstanding lunch charges at one time. In the event a third charge is requested the student may be permitted to charge a milk and be given a peanut butter sandwich in place of lunch. ***Prepayment of lunch cost is strongly encouraged to avoid the need to charge.***

MEDICAID

The Medicaid Program now allows Ohio School Districts, including Clyde-Green Springs Schools, to receive Medicaid funding for eligible services provided to students with disabilities. The services covered include: occupational and physical therapy, speech/language therapy, audiology, nursing, school psychology, and counselor and social work services. This program is known as the Ohio Medicaid

School Program (OMSP) and Clyde-Green Springs Schools is a designated healthcare provider under this program.

If your child is covered by Medicaid health insurance through Ohio Healthy Start, the Medicaid Assistance Program, Healthy Families, or the WIC Program, this notice applies to your family. No action, however, is required on your part, and your Medicaid insurance benefits are not reduced or affected by this program (per Ohio Administrative Code 5101:3-34-01.2).

Under Federal Education law, we must inform you of two things:

1. In order to be paid for the services we provide to your child, we must send the Ohio Medicaid Agency the following information: Your child's name, Medicaid number, and birth date, service code (numerical code that identifies the service(s) provided, and service time spent with your child (number of minutes)

2. We need your permission to send this information to the Ohio Medicaid agency. If you signed the "One-Time Parent Consent" form, no action is need by you.

Please be assured that your child's Medicaid benefits and limits are NOT reduced or affected in any way by the Ohio School Medicaid Program. Your consent for Clyde-Green Springs Schools to obtain payment for Medicaid services provided to your child is voluntary and can be discontinued at any time. If you do withdraw your consent, the district is still obligated to provide your child with the services authorized by his/her Individualized Education Program (IEP).

If you have questions about this information, or do not want the district to bill the Medicaid program for your child's services, please contact your school's building administrator. We appreciate your support as we continue to provide your child with the services he/she needs.

MEDICAL INFORMATION

A. Emergency Medical Forms

Parents are to complete and return to school the Emergency Medical Authorization Form within 24 hours. The school does not assume responsibility for treatment beyond first aid and emergency care for accidents and illness during school hours and

encourages parents to contact their family physician for consultation in all questionable cases. Please notify the school immediately when any emergency information changes. Ohio Revised Code Section 3313.712 states: (A) Annually, the board of education of each city, exempted village, local, and joint vocational school District shall, before the first day of October, provide the parent of every pupil enrolled in schools under the board's jurisdiction an emergency medical authorization form that is an identical copy of the form contained in division (B) of this section. Thereafter, the board shall, within 30 days after the entry of any pupil into a public school in this state for the first time, provide his parent, either as part of any registration form which is in use in the District or as a separate form, an identical copy of the form contained in (B) below. When the form is returned to the school with Part I or Part II completed, the school shall keep the form on file and shall send the form to any school of a city, exempted village, local or joint vocational school District to which the pupil is transferred. Upon request of the parent, authorities of the school in which the pupil is enrolled may permit the parent to make changes in a previously filed form or to file a new form. If a parent does not wish to give such written permission, he shall indicate in the proper place on the form the procedure he wishes school authorities to follow in the event of a medical emergency involving this child. Even if a parent gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires medical treatment while under school authority or while engaged in an extracurricular activity authorized by the appropriate school authorities, the authorities of the school in which the pupil is enrolled shall make reasonable attempts to contact the parent before treatment is given. The school shall present the pupil's medical authorization form or copy thereof to the hospital or practitioner rendering treatment. Nothing in this section shall be construed to impose liability on any school official or school employee, who, in good faith, attempts to comply with this section. (B) The emergency medical authorization form provided for in (A) above is as follows: (see actual card). Section 3321.01 AS USED IN THIS CHAPTER, "parent," "guardian," or "OTHER PERSON HAVING CHARGE OR CARE OF A CHILD" means parent as defined in section 3313.64 OF THE REVISED CODE.

B. School Accidents

In the event of an injury or accident while under school authority, the following procedure will be followed:

1. Minor Injury (small cuts, bruises, scrapes, etc.)
Appropriate first aid measures will be administered. Parents could be notified if deemed necessary by a member of the staff or principal.
2. Serious Injury
 - a. The child will be transported to the hospital by EMS. A school official will accompany the student and the Emergency Medical Card will be given to the medical personnel in charge.
 - b. The parents will be notified by phone (at home or at work), or, if contact by phone is impossible, an attempt to make personal contact will be made by a school official or the law enforcement agency having jurisdiction.

C. Required Immunizations

An immunization record must be kept on file for all pupils. Each student should have the immunizations required by law or have an authorized waiver. If the student does not have the necessary shots or waivers, the Principal may remove the student if required compliance is not met within 14 days. This is for the safety of all students and in accordance with state law.

D. Medication Policy

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child. Before any medication or treatment may be administered to any student during school hours, the Board shall require the written authorization of the parent. This document shall be kept on file in the school office.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, name of medication, time and route of administration, and the exact dosage will be administered and only in the presence of another adult. Parents, or students authorized in writing by a physician and parents, may administer medication or treatment. No medication will be given that is improperly labeled or in the wrong container.

It is the parent's/legal guardian's responsibility to provide the school with an adequate supply of medication. All medication will be kept in a locked area, except for refrigerated medicines.

Students with a history of asthma shall be allowed to keep their inhalers on their person and use them when needed. However, if a student should abuse the use of his/her inhaler, it will then be kept in the school office for proper disbursement. Written physician authorization is also required.

Medication prescribed three times daily will not be given at school unless specifically requested by the physician.

Aspirin, Tylenol, and other non-prescribed medicine shall not be administered to students by school personnel without a physician's signature.

A record for each dispensed medication will be maintained, which will note the personnel giving the medication, the date, and the time of day. The record will become a permanent part of the student's record.

Unused medications are to be picked up by the parent/guardian within one week of the end of the school year or after the medication is discontinued. Medication not claimed will be discarded.

When giving or applying medication or performing a nursing procedure, school personnel shall utilize the universal precaution concept and shall take

measures possible to reduce the risk of exposure to and the spreading of communicable disease.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the school office and administered in accordance with this policy.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

Teachers in Grades K-5 will be responsible for dispensing cough drops to their students provided a signed permission slip is received from the parent/guardian. Parents will be responsible for supplying cough drops for their children. The cough drops must be in their original package and labeled with the student's name. Daily dispensing of cough drops per student will be held to a period of three (3) days per illness.

E. Treatment and Control of Head Lice

Upon occasion, students may be found to have head lice. Students with live lice will be excluded from school until corrective action is taken by parents.

1. Treatment of Head Lice

a. Shampoo - Purchase from your pharmacist a lice-killing shampoo or have your family doctor prescribe a lice-killing shampoo. Use the shampoo as directed.

b. Combing - To remove head lice eggs (nits), the hair must be carefully combed. The special comb needed to do this is usually included with the shampoo you will purchase. Many times the nits must be stripped out of the hair with the fingernails.

c. Laundry - All clothing, sheets, and linens are to be laundered. Items that cannot be laundered, such as stuffed toys or dry cleanable items, can be sealed in a plastic bag for 10 days.

d. Vacuum - Carpet, beds, and furniture should be vacuumed thoroughly and dispose of inner paper sweeper bag into plastic bag and remove as garbage.

2. Remittance to School

Your child will be readmitted to school after having head lice if he/she is free of live lice as determined after an examination by our school nurse. Students should report to the office before going to homeroom.

Students excluded from the school because of head lice have three (3) days in which to complete treatment and return to school. Students not returning within three days shall be considered truant.

ONE CALL NOW

One Call Now is an automated call system that allows our schools to communicate with parents in our District. This system allows for notification of delays, cancellations, emergencies, and special events. Parents can maintain their own personal accounts to determine the manner in which information is received. Parents need to update any phone number changes in their account.

PARENT/TEACHER CONFERENCES

A parent/teacher conference may be initiated by the parent, teacher, or Principal. If you find it necessary to schedule a parent/teacher conference with your child's teacher, please call the school office and set up an appointment.

PROGRESS BOOK

Grades for all students are maintained on Progress Book and are updated weekly. All parents and guardians will receive a Parent Access account that allows a constant and updated look at your student's current grades, past and future assignments, and any insights shared by the teacher. The Parent Access Homepage for the Clyde-Green Springs EVSD can be found at <https://parentaccess.noeca.org/General/HomePage.aspx>

RULES AND REGULATIONS

A. Focused Flier Plan

1. Purpose of a School Wide Discipline Plan
Keep students and staff safe.
Provide consistent and equitable standards.
Maintain a focus on learning and teaching.
Encourage good choices.
Reinforce responsibility for actions.

2. The Flier Pledge

I believe in myself and I am here to succeed.

I am responsible, respectful, safe, and prepared.
I will do all I can to help myself and others learn.
I will do my best because everything I do today will affect my tomorrow!

3. Flier Four School Rules

1. Be respectful.
2. Be responsible.
3. Be safe.
4. Be a problem solver.

4. Classroom Management

Green Card- Great Day! Keep it up!

Yellow Card- 1st offense - Warning

Orange Card- 2nd offense - Lose 10 minutes of recess

Blue Card- 3rd offense - Loss of entire recess and complete a "Think Sheet." This must be signed by student, parent, and teacher.

Red Card- 4th offense - Sent to Principal - Possible action may include detention, in-school restriction, Friday school, or out-of-school suspension. Severe behaviors may result in an immediate red card.

B. Specific Rules and Regulations

Dishonesty - Any act of dishonesty by a student (cheating in class, thievery, fraudulent notes, etc.) shall be cause for disciplinary action.

Cheating - Any form of cheating will result in appropriate disciplinary action.

1st Offense: A "0" grade for the work being done or the option to do the work over but with a lowered grade. Detention may be assigned.

Repeat Offenses: A grade of "0" will be assigned for the work. A grade of "F" for the subject matter involved may be assigned for the immediate grading period. Additional disciplinary action may be taken.

Theft - In cases of theft, parents will be notified and appropriate disciplinary procedures will be enacted.

Gum Chewing - Gum chewing is not permitted during the school day.

Insubordination - Students are expected to accept orders and requests from authorized school personnel as respectfully as they would in any well managed home.

Inappropriate Language - Profanity or foul language in or around the school building or at any school-sponsored activity is prohibited.

Threatening, Harassing and/or Assaulting School Personnel Including Substitutes - Striking a staff member will be cause for emergency removal and will be cause for suspension and/or recommendation for expulsion with possible criminal prosecution.

Substitute Teachers - Students are to show each substitute teacher the same respect shown a regular staff member. It is a difficult task to assume another teacher's class responsibilities and, therefore, student cooperation is expected.

Vandalism and Defacing School Property – Any student found guilty of any form of vandalism (or the intent to vandalize) to the defacement of school property shall be cause for disciplinary action.

Inappropriate Conduct - Public displays of affection will be considered inappropriate in the school setting.

*The above policy applies to any school-sponsored activity, be it academic, athletic, or social, day or night.

C. In-School Restriction Rules

When a child is placed in In-School Restriction, the following rules apply: Students should report directly to the office. Students should begin working quietly on the assignments they have been given. Students may not sit idle or sleep. Students may not go to recess, specials, or talk to others in the hallway. If a question arises while in ISR, the student should contact the Principal.

D. Student Discipline

The staff at Green Springs School recognizes that an orderly learning climate is necessary for all children to be provided sufficient opportunity to learn.

The types of disciplinary actions may include but are not limited to the following:

- Teacher/Student/Principal Conference

- Loss of Recess
- Withholding of Privileges, Including Not Going on Field Trips
- Special Assignments
- Conference with Principal
- Referral of Student to Counselor
- Parent/Teacher Conference
- After School Detention
 - Up to one (1) hour per day after school in a supervised study situation.
 - Parents will be notified at least one day in advance.
 - Students may be assigned after school detention for poor attendance, incomplete homework, and other justifiable reasons. If the detention is not served, detention time will double. If that detention time is not served, suspension from school, including activities, will result.
- Lunch Detention - Students will report to the office for their lunch period. Students will not be permitted to eat in the cafeteria or participate in recess.
- Friday School – Students will report to the office at dismissal of the school day. At that time, students will be bussed to the high school to serve Friday School. Students will not be excused from Friday School.
- Emergency Removal - A student may be removed from the classroom, school, or school activity in circumstances where his/her presence poses continuing danger to persons or property or an ongoing threat of disrupting the school program.
- In-School Restriction
- Out-of-School Suspension
- Juvenile Court Referral
- Expulsion

Part 2

In accordance with Section 3313.661 of the Ohio Revised Code, violation of any one or more of the following rules of conduct may result in disciplinary action, including detention, suspension, emergency removal and/or expulsion.

A. Disruption of School - A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction of the educational process, including all curricular and extra-curricular activities. Examples of disruption would include unusual dress and appearance, bomb threats, setting off fire alarms, walkouts, the impeding of traffic within the school, etc.

B. Damage to School Property - A student shall not cause damage to school property, including building, grounds, equipment or materials.

C. Damage to Private Property - A student shall not cause damage to private property whether on or off school premises or at any school activity.

D. Assault and/or Fighting - A student while under the jurisdiction of the school, shall not cause physical injury or behave in such a way which could threaten or cause physical injury to school staff, other students, or visitors. Jurisdiction includes the school day and any school related activities. Fighting may result in an automatic three-day out-of-school suspension.

E. Dangerous Weapons and Instruments - A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence such as guns, rifles, knives, ice picks, switch blades, brass knuckles, etc. Included into this provision would be the use of chemicals, gases, and/or explosives.

F. Tobacco - A student shall not be in possession of tobacco including smokeless tobacco, or use tobacco within any school building, on school property or when participating in any school activity. The penalty for those found to be in violation of the no-smoking policy shall be as follows: first offense - three (3) day suspension in or out of school; second offense - five (5) day suspension; third and subsequent offenses - ten (10) day suspension and/or recommendation for expulsion.

G. Alcohol and Drugs - A student shall not knowingly possess, use, or have used, transmit, sell, or be under the influence of any drug. It is unlawful to deliver, attempt to deliver, or cause to be delivered any form of alcohol, drugs, narcotics, or

non-controlled substance that may be considered to be harmful to the health or morals of oneself or others. This includes counterfeit controlled substances or “look-a-like” drugs. A student shall not appear at school or school related events after having consumed any of the above. The exception is a student who is taking a prescription medicine under a doctor’s direction and follows school-approved procedures for taking medication at school.

H. Harassment - It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school District while on District property or at any school-related event on or off District property.

I. Threats of Violence - Threats of violence, such as but not limited to the following statements, verbal or written, “I will beat you up.”, “I’ll get someone to hurt you.”, “I’ll kill you,” “You are dead meat.” etc. will NOT be tolerated.

J. Sexual Harassment

1. Verbal - Written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.

2. Nonverbal - Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment, or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.

3. Physical Contact - Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the body, or coerced sexual intercourse.

K. Gender/Ethnic/Religious/Disability/Height/Weight Harassment and Bullying

1. Verbal - Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

2. Nonverbal - Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.

3. Physical - Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should promptly take the following steps:

1. If the alleged harassed is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact the Principal.

2. If the alleged harasser is the student's Principal, the affected student should contact the Superintendent as soon as possible.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken to prevent the continuance of the harassment or its recurrence.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.

Some forms of sexual harassment of a student by another student or staff member may be considered a form of child abuse that will require that a report be made to proper authorities.

*The above policy applies to any school-sponsored activity, be it academic, athletic, or social, day or night.

L. Playground Rules

1. All students are expected to go outside each day for recess, unless outside recess is canceled by the office. It is a parental responsibility to see that students are dressed appropriately for the weather. The decision to stay inside or go out will be made by the principal based on weather conditions at the time. If a student is ill and needs to stay in from recess, a note from the attending physician may be requested. Otherwise, it will be deemed that a student healthy enough to attend school is well enough to go outside if dressed appropriately.
2. Keep hands to yourself. No pulling or grabbing of jackets or clothing.
3. No rough "gang-like" games or "wrestling" games.
4. No profanity, nicknames, name-calling, or fighting.
5. Do not leave the playground for any reason without the duty person's permission. When the whistles blow to signal the end of recess, all play stops and students should go directly to their class lines. Students will not enter the building until they are quiet and orderly.
6. Report all injuries to the duty person. The procedure under "School Accidents" shall be enacted.
7. No kicking of 4-square balls or basketballs.
8. No "gangs" of any type are permitted.
9. Sit on swings, one person at a time.
10. Hard bats and balls such as baseballs and softballs are not allowed. Batons are not allowed. Superballs are not allowed.
11. Only adults may go outside of the designated playground area to retrieve balls or other play items.
12. Students should not play on, open, or close the gates.

M. Cafeteria Rules

Every effort will be made to make the lunch room a pleasant place in which to eat. Emphasis will always be on the development of proper dining habits, both in terms of etiquette and nutrition. Manners displayed here should be the same as those displayed at home or when eating in public places. To make the lunch room a neat, clean, mannerly place, students are to observe the following:

1. Students will conduct themselves in a respectful and mannerly way.
2. Students are encouraged to eat a well-balanced lunch following prudent nutrition guidelines.
3. All food must be consumed in the cafeteria. Food is not allowed on the playground or at inside recess.
4. Students will be given 15 minutes to each lunch before being dismissed for recess.

N. Bus Rules

Proper discipline is necessary on the school bus in order to assure the safety and wellbeing of all children on the bus. Responsibility for maintaining the discipline lies primarily with the driver, and in more severe problems, requires the support of the building Principals. The following procedures shall be used to deal with bus discipline violations.

Step 1: The bus driver will issue a verbal warning, change seating assignment, etc. It is also suggested that contact be made with the parent.

Step 2: The bus driver will submit a Driver's Warning Form describing the offenses. One copy will be mailed to the parent/guardian, one copy sent to the building Principal, and one copy retained by the driver. No action is required by the Principal. More than one warning slip may be issued.

Step 3: If discipline problems persist, the bus driver will submit a bus discipline referral to the building Principal. The first referral may result in a suspension, upon recommendation of the Principal.

Step 4: The driver will submit a second bus referral to the Principal that may result in a 10-day suspension.

Step 5: The third referral may result in a recommendation to the Superintendent for expulsion from the bus.

Severity: Any violation of the student code of conduct or the bus code of conduct on all school buses at all times may result in suspension/expulsion from the bus and/or school.

SAFETY PRACTICES AND REGULATIONS

Emergency Fire Equipment - Students are not to handle any fire equipment at any time. It is imperative that all fire equipment be in working condition in the event of an emergency. Students

caught disturbing any fire equipment will be disciplined accordingly.

Fire Drills - Drills will be conducted monthly. Every room shall have a directional sign conspicuously posted so as to give proper directions to the students in the respective classroom at the time of an emergency.

The following procedures will be adhered to:

1. Move swiftly; do not run.
2. Follow signs and directions.
3. Absolutely no talking will be allowed.
4. Move out of the door and away from the building.
5. Return to the building only upon directions from school personnel.

Any student causing or contributing to a false fire alarm shall have established cause for suspension, expulsion, and/or the filing of a criminal charge.

Emergency Procedures - (tornado warnings, intruder, etc.) - Drills of this nature will be held. The students will be directed to the assigned area. The same guidelines will be applied as those listed under fire drills.

SCHOOL HOURS

8:00	School Office Opens
8:30	Breakfast Begins
8:40	Students May Enter and Should Report to the Classroom
9:00	K-5 Classes Begin
11:00 - 1:10	K-5 Lunch
3:15	Ground Floor Early Bus Students, 4th Grade Walkers, Bike Riders, and Students Being Picked Up Are Dismissed
3:17	Early Bus Top Floor Students, 5th Grade Walkers, Bike Riders, and Students Being Picked Up Are Dismissed
3:27	Other Early Bus Students, K-3 Walkers, Bike Riders, and Students Being Picked Up Are Dismissed
3:30	Remaining Students Come to the Gymnasium and Are Dismissed as Buses Arrive
4:00	School Office Closes

SCHOOL PARKING

School buses will park and load from the bus loop behind the school. Cars are not permitted on the bus loop. Walkers will be dismissed out the front doors of the building. We ask parents to parallel park in the spaces provided around the parent drop off loop in front of the school. Students are asked to enter the vehicles from the curb side to avoid walking between cars in the parking lot.

SCHOOL VISITATION

We welcome visitors to the school at any time; however, we must request, according to Ohio law that you register at the school office before proceeding to a classroom or anywhere else in the building. All visitors will need to enter through the main entrance in the front of the building as all others will be locked. We will gladly give you a Visitor's Pass which must be displayed on your shirt as you enter the building. Anyone without a Visitor's Pass properly displayed will be asked to return to the office.

We invite parents to visit the classroom. Please notify the teacher of your intent and a visitation schedule can be arranged.

SCHOOL STORE

The School Store will operate several days each week from 8:40 to 8:55 AM. Regular school supplies and other items may be purchased. Flier Buck Fridays will be held at the school store for student incentives.

SPECIAL SERVICES

Several special services are offered by the school for the children's benefit. Parents who feel a need for special services should feel free to call and discuss the matter with the Principal.

School Psychologist - helps children with emotional and learning problems. Referrals to the psychologist are made by the teacher or the Principal with parental permission.

Title I Reading - assists children in grades K-4 who have reading difficulties or are falling behind in regular class or reading groups. Referrals are made by the teacher or Principal.

Speech & Hearing Therapist - assists children who have a speech or hearing problem. These specialists meet regularly with students.

Specific Learning Disability Classes - for students who show a severe discrepancy between achievement and ability. The discrepancy might exist in listening, thinking, speaking, reading, math, spelling, or writing.

Multiple Disabilities Classes- for students with a combination of two or more areas of disability or a severe or profound deficit in communication or adaptive behavior.

Cognitively Delayed Classes - for students with below average intelligence, deficits in academic performance, and the inability to be adaptive when it comes to behavior.

Gifted and Talented - testing may be requested by parents throughout the school year.

School Nurse - assists children with actual or potential health conditions. Referrals can be made by the teacher or Principal.

STUDENT RECORDS

Extensive educational records are maintained for each student (in accordance with Ohio law and Federal requirements.) Parents do have the right to view their child's permanent record. Requests to view records must be in writing and will be granted within seven calendar days. No records may be removed from the school; a Principal, teacher, or other qualified school personnel must be present to explain any of the tests or other materials. The information in these files is considered confidential and will not be shared with outside agencies or organizations without the legally required releases.

TELEPHONE USE

Parents, please be advised that students will be permitted to use office phones only under extreme circumstances. Students may not be permitted to call home for items such as homework or lunch money that they have forgotten. Any message for a student needs to be called into the office prior to 3:00. Messages received after 3:00 may not reach the student prior to dismissal.

TITLE ONE

Title I is a federally funded program and is regulated by the legal requirements of No Child Left Behind and Individuals with Disabilities Education Improvement Act. In the Clyde-Green Springs School District these funds are used to provide supplemental reading instruction to those elementary students having difficulty in that area. The classroom teachers make referrals; and placements are made after parents have been notified and are in agreement. Parents with a child in the Title I Reading program have the right to request information concerning the program as well as the professional qualifications of any teachers working with their students.

TOYS AND NOVELTIES

We do not recommend that students bring toys or personal property to school. Students, who do bring such items to school, must comply with their teachers' rules governing use of these items. Lost and stolen items are NOT the school's responsibility.

TRANSFERS

When a student is moving to another school District or another building in the Clyde-Green Springs System, parents should contact the school immediately. The school needs to account for each pupil each day. Parents are reminded that registration in a school outside the Clyde-Green Springs District will require a birth certificate, social security card, shot record, and custody papers if applicable. Also, parents will need to sign a transfer request form at the new school to have the child's records sent. The more quickly this can be done, the smoother the transition for the child. Students must turn in all textbooks, library books, classroom materials that belong to the school, etc. before they leave.

VALUABLES

Students may occasionally bring money or valuable articles to school. It is recommended that the money or valuable articles be placed in the school office for safekeeping.

1:1 CHROMEBOOK PROGRAM HANDBOOK

2014-2015

The mission of the 1 to 1 program at Clyde-Green Springs Schools is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities based on integrative professional development for teachers so that this program enhances classroom environments implementing high-quality instruction, assessment, and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher, it only enhances it. The Board of Education, district staff, and community members will all play a key role in the development of effective high quality educational experiences.

Device Purpose

The Clyde-Green Springs School District is supplying students with Chromebooks for educational use. This device is property of the district. The supplied instructional device's function will be to provide each student access to required educational materials needed for success. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing. The device is to be used solely by the student to which it was issued, and not other family members. Failure to adhere to these guidelines and expectations will result in disciplinary action, including referrals and possible suspension of privileges.

Expectations for Chromebook Use

Be Responsible

- Use the internet and school network for classroom-related activities only.
- Use email and social networks as part of class curriculum only.
- Use only your assigned accounts.

Be Respectful

- **Respect** and protect your privacy and the privacy of others.
 - Represent yourself truthfully.
- **Respect** and protect the integrity, availability and security of all electronic resources.
 - Observe all network security practices.
 - Conserve, protect, and share these resources with other students and internet users.
 - Treat digital technologies with care, report damages, security risks, or violations to an administrator or teacher.
- **Respect** and protect the copyrighted/intellectual property of others.
 - Cite all sources appropriately.
 - Follow all copyright laws.
- **Respect** and practice the principles of community.
 - Communicate only in ways that are kind, responsible, respectful, safe, and lawful.
 - Obtain permission before taking/using photos, videos, or images of other people.

- Observe all network security practices.
- Use only school appropriate languages, images, and videos.

Be Safe

- Report threatening or offensive materials to a teacher or administrator.
- Protect personal identity and the identity of others online.
- Follow school district guidelines for web publishing.
- Use all hardware, software, and systems carefully, and follow instructions.
- Keep passwords private.
- Keep personal information such as full name, address, phone number, etc. off of public websites.

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NOTE: The following were used as guides in the development of this handbook:

- Ross School Chromebook Program Handbook, Fremont City Schools, Fremont, OH
- Port Clinton Chromebook Program Handbook, Port Clinton City Schools, Port Clinton, OH

Before the Chromebook Comes Home

Parent & Guardian Expectations and Responsibilities

★ Before a Chromebook is issued to a student, a Chromebook User Agreement must be signed by the student and parent/guardian and the annual fee must be paid.

Throughout the time each student participates in the Clyde-Green Springs School 1:1 Chromebook Program, parents/guardians have a responsibility to supervise their students' use of the Chromebook, internet at home, and care for the Chromebook. If there is any physical damage to the Chromebook as a result of misuse or lack of care, families will be held financially responsible for the cost of repair to the Chromebook, just as they would for lost or damaged textbooks. While you and your child are responsible for the Chromebook, accidental damage is sometimes unavoidable.

Chromebook Fees and Deductibles

★ Each student who is issued a Chromebook must pay a \$50 Technology Fee.

Students will have a deductible for each repair that is not covered by the manufacturer's warranty.

- \$50.00 for the 1st claim
- \$75.00 for the 2nd claim
- \$100.00 for the 3rd claim and thereafter

The student's family is responsible for the deductible for the damage incurred to their child's device or for the damage he/she causes to another student's device. The school district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device. The school district also reserves the right to restrict home privileges in cases of repeated negligence. If the Chromebook is stolen, students are responsible for obtaining a police report.

When the Chromebook Comes Home

Student Expectations and Responsibilities

Participating students are expected to do the following:

- Charge the Chromebook overnight at home and bring the Chromebook fully charged every day.
- Leave the AC adapter at home in a secure location.
- Bring the Chromebook home every evening and complete all homework assignments.
- Carry the Chromebook in school issued bag at all times.

Home Internet Access

Families participating in the Clyde-Green Springs School 1:1 Chromebook Program are strongly encouraged to have wireless internet access at home. The Chromebook can only access the internet through a wireless connection.

Public Internet Access Locations

Students will have wireless internet access while in any building in Clyde-Green Springs Schools at all times. Free wireless internet can often be found in many public facilities, such as libraries and restaurants.







General Care of the Chromebook

1. Nothing should be affixed (attached, glued, taped, stuck) to the Chromebooks exterior shell or screen. All stickers that come affixed on Chromebooks, including bar codes or inventory tags must remain on the Chromebook at all times. Failure to comply with this rule may result in disciplinary actions.
2. Keep all liquids and food items away from the Chromebook. Liquids and food crumbs can damage delicate electronic circuits. Food crumbs can slip under your keys and cause them to stick or become unusable. Any Chromebook damage caused from failure to comply with this rule may result in expenses charged to the student.
3. Always have clean hands before using your Chromebook. Clean hands make it easier to use your Chromebook touchpad and there will be less risk of leaving dirt and other stains on the computer. In addition, if you clean your hands before use, you will help reduce wear and tear on the coating of the Chromebook caused by contact with sweat and small particles. Dirty fingers can cause letters on keys to disappear and/or become “sticky keys.”
4. Keep your Chromebook clean. This may seem like a simple topic, but Chromebooks require special cleaning even on the outside. Keeping your system free of dust, dirt, food, and liquids is the first step to Chromebook care. Always turn off your Chromebook before cleaning!
 - **LCD Screen:** The screen should never be cleaned with any form of glass cleaner. Use only a microfiber cloth or lint-free cloth to gently wipe away any smudges.
 - **Keyboard:** The keyboard can be dusted and blown with canned air or small computer specific vacuum cleaners.
 - **Exterior Shell:** Should be kept as dust free as possible. To clean the exterior shell you can spray a lint-free cloth lightly with glass cleaner or water, and then clean the Chromebook. Please note that if you use glass cleaner please keep it away from the LCD screen. Be sure to hold the cloth away from the Chromebook when spraying. Never spray the Chromebook directly with any type of liquid.
 - **Vents & Ports:** Any open vents or ports can be cleaned with canned air.
 - **When in Doubt:** Consult technical support.
5. Nothing should be stored inside the Chromebook school issued bag with your Chromebook. All other papers and materials should be stored in the exterior pockets of the school issued bag.
6. Protect the LCD screen, as it is very fragile. The LCD screen should never be touched, even with your fingers! Irreparable damage can be caused to the screen with the slightest of touches. Keep sharp objects away from the screen. The LCD screen can crack or break easily even if it is protected in the school issued bag, so be very careful when handling bags with a Chromebook inside. When you shut your Chromebook, make sure there are no small items, such as a pen, pencil, or small earphones on the keyboard. These can damage the LCD screen when shut or can scratch the screen if the item is rough. Close the lid gently while holding in the

middle of the screen bevel at the top of the lid. Closing the lid using only one side causes pressure on the hinge and over time can cause it to bend or break. Hold and lift the Chromebook by its base, not by its screen. The Chromebook lid (LCD screen) should be closed before lifting and should be lifted using both hands. If you lift it by the LCD screen part alone, you could damage the display or hinges attaching it to the base. The LCD screen is also easily scratched or damaged by direct pressure. Avoid placing any pressure on it, especially when the LCD screen lid is closed.

7. In general, Chromebooks are not susceptible to viruses or malware, and at this time, no anti-virus solution is required. If and when something does arise, the school district will make the proper assessments and send information out as to what will be done to resolve any issues.
8. Protect your identity. Be careful when giving out your email address and personal information online. When signing up for something (free) online, many times the site will sell your email address and personal information to a third party vendor, who will use it to send unwelcomed email advertisements or worse. Read over the User Agreement and Privacy Policy before submitting a form online with any private information. Beware of Phishing sites. These are fake websites made to look like other popular sites (Like Google Drive, Baking sites, and Social Media sites). When you log into these fake sites, they steal your login information and can access your account.
9. Be sure to store your Chromebook in your school-issued bag. When traveling, the Chromebook should be worn with the strap diagonally across the body. This prevents dropping and damaging the Chromebook in hallway traffic between classes, or during any other travel. Remember where your Chromebook is at all times. Do not sit, throw, or step on your school-issued bag at any time, regardless if your Chromebook is inside or not. Ultimately, you are responsible for anything that may happen to your Chromebook.
10. Under no circumstances should Chromebooks be left in an unsupervised area.
 - Unsupervised areas include the school grounds and campus, the cafeteria, media center, locker rooms, unlocked classrooms and extended learning areas.
 - Any Chromebook left in these areas are in danger of being damaged or stolen.
 - If an unsupervised Chromebook is found, notify a staff member immediately.
 - Unsupervised Chromebooks will be confiscated by staff members.
 - Disciplinary action may be taken for leaving your Chromebook in an unsupervised area.
11. Don't leave your Chromebook in a car. Not only do the insides of cars experience large temperature variance that could damage a Chromebook, a Chromebook (or Chromebook school issued bag) is inviting someone to break into your car and steal it. This has already happened to many students in take-home computer programs, so don't let it happen to you. Your Chromebook should be kept in a safe location that is dry and cool.
12. Keep the Chromebook on a flat horizontal surface when using. This prevents damage to the Chromebook. This step can be hard, particularly if you are going out with your Chromebook, but if there is a flat surface available to put your Chromebook on, then please do so.
13. Don't pull on the power cord. Tugging the Chromebooks power cord out of the power socket rather than pulling it gently with your hand can break off the plug or damage the power socket.
 - Lost or damaged power cords will be the financial responsibility of the student and his/her family. **A replacement power adapter must be purchased through the school to prevent damage.**

14. Plug in accessory devices into their proper ports. Always look at the symbols around the shape of the ports on the Chromebook carefully before inserting devices such as USB Flash/Thumb drives, USB Mice, and USB Keyboards. Jamming an HDMI cable into a USB port, for example, could damage the sockets and pins, making it impossible to use them again. It is very important to observe this step. Below is a basic reference of ports on your Chromebook.

ICON	ITEM	DESCRIPTION
	DC-in Port	Connects to AC adapter for power
	HDMI Port	Supports high definition digital video connections
	USB Port	Connects to USB devices
	Headphone/Speaker Port	Connects to audio devices
	SD Card Reader Port	Accepts Secure Digital (SD) cards
	Kensington Lock Slot	Connects to a computer security lock

NOTE: There are two USB ports on the Acer C720 Chromebook. They are defined as follows:

- Black USB Port - USB 2.0 (Right side by the SD Card port)
- Blue USB Port - USB 3.0 (Left side by the HDMI port and Headphone/Speaker port)

Terms of Use

Distribution and Management

Chromebooks are the property of Clyde-Green Springs School District and are loaned out to students for the duration of their school years in the school district. Chromebooks should only be used by students.

- Students will retain the same Chromebook each and every year until they leave the school district.
- Chromebooks should never be loaned to others including siblings, parents, family and friends.
- Chromebooks will be inventoried by school staff and will only be distributed according to school policy.

Reasons for Early Chromebook Return

Because these Chromebooks are the property of Clyde-Green Springs School District, the district has the right to restrict Chromebook privileges for the following reasons:

- **Behavioral Problems:** Including but not limited to repeated office referrals/suspensions or repeated misuse of the Chromebook, network, internet, email, etc.

- **Changing Schools:** If a student leaves Clyde-Green Springs Schools prior to the end of the year, he/she must return the Chromebook that he/she has been issued from the school.

If, upon request, the Chromebook is not returned in a timely manner, the Chromebook will be reported stolen. Law enforcement will then become involved to retrieve the Chromebook and file charges against all offenders.

Loss or Theft

If a Chromebook is lost or stolen, the student will be held responsible for the full replacement cost.

Lost or stolen Chromebooks must be reported immediately to the building administrator. Following the report of theft of a Chromebook, the student will be asked to provide a statement describing the circumstances to the school administration so that law enforcement can be contacted to file a report. If the Chromebook is recovered and returned to the school, it will be reassigned to the student.

Warranty

Clyde-Green Springs Schools District has a one-year warranty on each Chromebook that will cover repairs in the case of hardware malfunction. Accidental damage or loss resulting from student or parent negligence is not covered under this warranty (water damage, broken parts, damaged screen, etc.). In the event a Chromebook is damaged to the point that it becomes unusable, the student must return the Chromebook through the process defined by the school.

Repairs & Technical Support

If a school issued Chromebook is in need of repair, students must report the issue through the technology department.

Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Help Desk if one is available.

Students using loaner Chromebooks will be responsible for any damages incurred while in their possession. Students will pay full replacement cost if the loaner Chromebook is lost or stolen.

If available, a loaner Chromebook will be issued to the student while his/her Chromebook is being fixed. If a loaner Chromebook is not available, students will be required to complete their work without the use of a school-issued Chromebook. School computer labs and student computers are available at all times during school hours.

Google Accounts

Because Chromebooks are managed and associated with the Clyde-Green Springs Google Domain, each student's Google Account (username@clyde.k12.oh.us) serves as their device login and email. This username and password is extremely important in protecting the student's privacy and files. Students shall not share any password with other students under any circumstances. If students need to share work for collaboration, they must use the share feature within a Google document or drag the document to a shared folder to give another Google account access.

Responsible Use & Internet Safety Policy

Chromebooks are being provided to enable students to access educational resources and enrichment activities and to equip students with the skills they need to be successful in the 21st century.

Students are prohibited from accessing, sharing, or creating inappropriate or graphic content, including images or language depicting violence, nudity, pornography, obscenity, or otherwise unsuitable subject matter. Clyde-Green Springs Schools District filters internet activity, no matter where it is accessed, to restrict access to inappropriate

online content; however, no filtering program is entirely effective, and ultimate responsibility lies with the student and his/her family. Incidents of this type should be reported immediately to school administration.

Finally, students must comply with the Acceptable Use Policy Agreement for Clyde-Green Springs Schools as approved by the Clyde-Green Springs School District. The use of social media (ex: Facebook, Twitter, Google+, etc.) should be restricted to educational purposes directed by school staff during the school day. Misuse or use at inappropriate times will be subject to school disciplinary policies and actions.

Privacy Policy

Chromebooks and the school network are the property of Clyde-Green Springs School District. Any information that is accessed or transmitted through the school network on a Chromebook belonging to Clyde-Green Springs School District may be monitored, viewed, cataloged, archived, or deleted by the school and/or district staff.

Clyde-Green Springs Schools further reserves the right to investigate suspected inappropriate computer conduct by students and their families and will fully cooperate with local, state, and federal law enforcement officials in the event of unlawful misconduct or suspicion of misconduct.

Desktop Backgrounds & Wallpaper

Students are permitted to choose their own desktop backgrounds and screensavers, provided they are appropriate for school. Images and photos should not depict violence, nudity, pornography, graphic language, offensive material, illegal activity, or gang activity.

Virus & Spyware Protection Updates

Because the Chromebook is not a traditional operating system, it provides its own multi-layered security. It is not susceptible to the same types of viruses or malware attacks. At this time, the district technology department has determined that sufficient protection exists within the built-in systems.

Network Etiquette (Email, Chats, Commenting, etc.)

All electronic communication is subject to monitoring and should not be considered confidential. Students are expected to use proper grammar, spelling, and punctuation in all electronic communication and should use professional, respectful language. Students are not to use inappropriate content, including text or images depicting violence, nudity, pornography, graphic language, offensive material, illegal activity, or gang activity. Further, parents and students should be respectful of teachers' time and should not email teachers for reasons that are not school-related.

Plagiarism

Plagiarism is the act of taking someone else's words or ideas and presenting them as one's own. Technology such as a Chromebook makes it easy to copy and paste information from the internet into a student assignment. However, taking information directly from an existing source without citing the source is plagiarism, and it is considered academic dishonesty. If a student wishes to use information he/she found online (on a website or in a digital publication of any kind) in a school assignment, that information must be correctly quoted or paraphrased and cited. If a student is unsure about what constitutes plagiarism, he/she should talk with a teacher or another school staff member. Students found plagiarizing will be subject to building disciplinary policies.

Disciplinary Actions

Failure to follow the rules and guidelines presented in this handbook will result in disciplinary action and criminal prosecution, if appropriate. Violations include, but are not limited to, tampering with the Chromebooks administrative

settings, and neglecting or stealing the school-issued Chromebook. Depending on the violation, disciplinary actions are to be determined by the Clyde-Green Springs administration, and may include parent contact, loss of assignment credit, detention, Friday School, In-School Restriction, suspension, and temporary or permanent loss of Chromebook privileges. Students may be required to complete their work without the use of a school-issued Chromebook.

Chromebook Collection

Chromebooks will be collected prior to the end of the school year and inspected for damages.

Prior to leaving the district, or graduating, students who want to save any work need to use [Google Takeout](#) to archive and transfer any work to a personal Gmail account.

Chromebook FAQs

Q. What is a Chromebook?

A. “Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers.” (“Google”)

Q. What kind of software does a Chromebook run?

A. “Chromebooks run hundreds of web-based applications, or web apps, that open right in the Chrome browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.” (“Google”)

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Clyde-Green Springs School District’s Information & Instructional Technology Department will maintain devices through the Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

A. Chromebooks can connect to:

- USB Flash/Flash drives
- USB/Bluetooth Mice
- USB/Bluetooth Keyboards
- SIM Cards
- SD Cards
- External Monitors and Projectors that use the HDMI port
- Headsets, Ear sets, Microphones

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a Wi-Fi signal to access the internet.

B. Chrome offers the ability through Apps so users can work in an “offline” mode.

Q. Will the Chromebooks have 3G?

A. No, the district Chromebooks will not have a 3G broadband card.

Q. Do Chromebooks come with Internet Filtering Software?

A. Yes, the Clyde-Green Springs School District is working hand in hand with NOECA to ensure that there is a baseline amount of filtering that occurs while in school on the school's wireless network along with when the device leaves the school's wireless network and connects to a private wireless network. NOECA uses a system called iboss to filter the school's internet from web content that contains material such as drugs, alcohol, violence, guns, and pornographic material.

Q. Is there antivirus built into the Chromebooks?

A. It is not necessary to have an antivirus solution on the Chromebooks due to how the Chrome OS operates.

Q. What is the Battery life like?

A. The Acer C720 Chromebook model that the school has purchased has a rated battery life of 8.5 hours. The battery life may fluctuate due to the device usage and screen brightness levels, however we do expect students to charge them each evening to ensure maximum performance during the school day.

Q. What Chromebook did the School purchase and why?

A. The school district field tested two models (HP 11" and Acer C720) and took reviews of other Chromebooks that local schools are using and found that the Acer C720 was the best choice due to its price point, hardware specifications, and availability.

Q. What are the Acer C720 hardware specifications?

A. Listed below are the following hardware specifications:

- **Height** - 0.75 inches
- **Width** - 11.3 inches
- **Depth** - 8 inches
- **Weight** - 2.8 pounds
- **Processor** - Intel Celeron 2955U 1.4GHz
- **Battery Type** - 3-cell Lithium Polymer
- **Display** - 11.6" HD LED Display (1366x768) 16:9 aspect ratio
- **System Memory** - 2 GB DDR3L SDRAM
- **Hard Drive** - 16 GB SSD (Solid State Drive)
- **Video Memory** - Intel HD Graphics 128MB dedicated
- **Wireless Networking** - Acer Nplify 802.11 A/B/G/N
- **Bluetooth** - Acer Nplify 4.0 compatible
- **Webcam** - Acer Crystal Eye HD webcam
- **Operating System** - Chrome OS

Chromebook User Agreement

2014 - 2015

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be completed.

Parent/Guardian: (please initial each following statement)

_____ I have received a copy of the 1:1 Chromebook Program Handbook.

_____ I understand that my child's failure to follow the information and expectations outlined in the documents provided may result in disciplinary action by the school district, law enforcement and other agencies as deemed necessary.

Parent Name: _____

Parent Signature: _____

Date: ___/___/_____

Student: (please initial each following statement)

_____ I have received a copy of the 1:1 Chromebook Program Handbook.

_____ I understand that my failure to follow the information and expectations outlined in the documents provided may result in disciplinary action by the school district, law enforcement and other agencies as deemed necessary.

Student Name: _____

Student Signature: _____

Date: ___/___/_____

ACCEPTABLE USE POLICY HANDBOOK
2014-2015

The purpose of this agreement is to ensure that the use of internet, email, network resources, and digital content in the Clyde-Green Springs School District is consistent with the district's mission, goals, and objectives. The district requires all users in the Clyde-Green Springs School District to read, sign, and agree to the terms of the following Acceptable Use Policy (AUP). Student use of district technology resources accessed from off campus and use of personal technology devices while on or near school campus, in school vehicles, and at school-sponsored activities, shall also adhere to the terms of this agreement. The Clyde-Green Springs School District reserves the right to modify terms and conditions at any time.

Telecommunications and networked services have significantly expanded the informational and instructional resources available to schools and individual students. Access to these resources will enable students to expand their learning horizons as they explore thousands of libraries and databases while exchanging information with other users across the globe. Providing students with opportunities to develop skills to effectively locate, evaluate, and ethically use such resources is fundamental in the preparation of contributing citizens and future employees.

The goal of the Clyde-Green Springs School District is providing these services is to promote educational excellence in the district and to facilitate resource sharing, innovation and communication. In addition, the system will be used to improve school and district communication, enhance productivity, and assist students in upgrading their skills. The system will also assist the district in sharing information with the local community, including parent, social service agencies, government agencies, and businesses.

The access and resources available are to be used for educational purposes only. With access to information and people all over the world comes the possibility of accessing material that may not be considered to be of educational value in the context of the school setting. The district has taken precautions to restrict access to inappropriate or offensive materials. NOECA filters web content with firewall systems that meet CIPA (*Children's Internet Protection Act*) mandates, but it is impossible to control the quality of all materials that might be accessed. We firmly believe that the value of information and interaction available through the network far outweighs the possibility that users may encounter material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, regional, and state networks. Smooth operation of this network depends on the proper conduct of the users. In general, such conduct involves efficient, ethical and legal utilization of the network resources. This document contains guidelines to make you aware of the responsibilities expected of you as a Clyde-Green Springs School District internet, network, and email user. If you violate any of these provisions, your account will be terminated. Depending on the nature of the violation, you may also be denied access to the internet, network, email, and/or be subject to other disciplinary or legal action.

The signatures at the end of this document are legally binding and indicate the parties who signed it have read the terms and conditions carefully and understand their significance.

Terms and Conditions of Use

Students are responsible for good behavior on the school district computer network and email accounts, just as they are in a classroom or on a school campus. General rules and policies for behavior and communications in the district apply. Users are subject to all local, state, and federal laws. Illegal activities are strictly forbidden.

2. The network and email accounts are provided for students to conduct research and communicate with others. They are to be used for educational and other school related uses only. Access is a privilege not a right, and is given to students who agree to act in a considerate and responsible manner. Access entails responsibility. Inappropriate use will result in a suspension or cancellation of privileges and may also result in other penalties. Authorized personnel may close an account at any time as warranted. The administration, faculty, and staff may also request authorized personnel to deny, revoke, or suspend specific user accounts.
3. Users are expected to abide by generally accepted rules of network and email etiquette and to conduct themselves in a responsible, ethical, and polite manner while utilizing network, and email resources. These rules include, but are not limited to, the following:
 - a. Be polite. Do not send abusive messages to others.
 - b. Use appropriate language. Do not use obscene, profane, lewd, vulgar, disrespectful, threatening, or inflammatory language, or swear, use vulgarities, or any other inappropriate language. Harassment and personal attacks, including the use of prejudicial, discriminatory, racist or sexist language, are prohibited.
 - c. Do not reveal personal information such as name, age, address, telephone numbers, or location, and do not reveal such information about others, except in district staff approved, protected situations. We encourage the responsible use of an online user identity.
 - d. Do not repost or forward personal communications without the sender's consent.
 - e. Do not use the network or email messages in a way that disrupts the use of the network by others. Abuse of resources is prohibited, such as the sending of annoying or unnecessary messages to a large number of people or other functions that might restrict or interrupt data flow.
4. Users are not permitted to use computing resources for personal gain or commercial purposes, including advertising, purchasing products, service, political lobbying or campaigning, promoting personal or religious ideas or causes, or inciting action by others.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, prejudicial, discriminatory, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. Students should not knowingly transmit, submit, or publish inaccurate material. Students should notify school officials of any know infractions.
6. Any attempt to harm, alter, or destroy data of another user or any data on network related systems, or agencies is prohibited. This includes, but is not limited to, the uploading, emailing, or creation of computer viruses.
7. Damaging or altering computer systems or related hardware is prohibited. This can include installing or removing software/hardware without authorization. Electronic tampering with computer resources is prohibited. Gaining or attempting to gain unauthorized access to computers, networks, email accounts, files or data may result in cancellation of privileges and/or further disciplinary and/or legal action.
8. Users must comply with all licensing and copyright laws. Copyright guidelines are available at every school library media center and on the district's website. Misuse or plagiarism in any form will not be tolerated.
9. Security on any network system is a high priority, especially when the system involves many users. Users are prohibited from giving out passwords, using someone else's password, or impersonating other users on the network, internet, or email system. If you think you can identify any security problem on the district's computers or networks, you must notify authorized personnel or a school official. Do not demonstrate the problem to others. Security infractions may result in cancellation of privileges and/or further disciplinary action.
10. Clyde-Green Springs Schools District makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any CHARGES, costs, fees, or any damages that a user may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by accident, errors, or omissions. Use of any information obtained via the internet, network, or email accounts is at your own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

11. Although electronic communication and information is generally treated as private property, users on the district network do not have personal rights of privacy in anything they create, receive, send, or store through the network, on district computer systems, or through district-provided email accounts. Authorized personnel (which may include a student's parents or legal guardians) may review files and documents to maintain system integrity and ensure that users are using the system responsibly. The principal or designee also may review files, documents, email, or communication forums. Documents, files or emails related to or in support of illegal activities may be reported to the authorities.

12. Users are not permitted to use internet chat rooms or instant messaging because of the potential danger to users and to network security. To protect student and system privacy and safety, it is a violation for anyone to directly access an internet chat room through any Clyde-Green Springs School District computer unless specifically assigned by a teacher. Should anyone unintentionally enter a chat room site or encounter inappropriate content, he/she must immediately disconnect from that site and report the information to a teacher. Use of specific instructional internet or network conferences through district sponsored software or other closed, teacher-monitored environments are permitted.

13. Student participation in non-teacher initiated and moderated instructional use of blogs, wikis, social networks, games, or other interactive electronic environments is prohibited.

14. Any use of the internet or email that would have a negative impact on the educational environment and/or culture of Clyde-Green Springs School District is strictly prohibited.

15. Any violation of this policy will result in serious consequences which may include loss of computer privileges up to one year, dismissal of computer related classes, loss of all internet/network and/or email access, a temporary ban from computer labs, and/or other consequences imposed by school district policies and local, state, and federal law, where applicable.

**Acceptable Use Policy Agreement
2014 - 2015**

I understand and will abide by the Board policy on internet, network, and email use. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Student Name: _____

Student Signature: _____

Date: ___/___/_____

I have read the internet, network, email Acceptable Use Policy Handbook and Agreement and discussed it with my student. I understand that this access is designed for educational purposes. Clyde-Green Springs School District has taken precautions to eliminate inappropriate material, and students will not access unfiltered materials. I also recognize it is impossible for Clyde-Green Springs School District and NOECA to restrict access to all inappropriate materials, and I will not hold the district responsible for materials acquired on the network nor will I hold the school district responsible for any financial obligations arising from unauthorized use of the internet or school email accounts. Further, I accept full responsibility for my child's technology use when not in a school setting, or when using personal technology devices while on or near school campus, in school vehicles, and at school-sponsored activities. I hereby give permission for my student to use the internet, network, email accounts and certify that the information on this form is correct.

Parent Name: _____

Parent Signature: _____

Date: ___/___/_____