



The Greenspire School
High School
Student and Parent/Guardian Handbook

2021-2022

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Dear Students, Parents and Guardians,

Welcome to the inaugural year of Greenspire High School! We sincerely hope that our new school proves to be a successful year for your family.

This handbook has been written to help orient everyone to the Greenspire High School mission and to provide basic information regarding the school's programs, procedures, and behavioral guidelines. After you have read this handbook, please be sure to complete the online or hard copy handbook acknowledgement.

We are confident that your student's experience at GHS will inspire a love for learning. We look forward to everyone working together to make Greenspire High School a unique, thoughtful, and rigorous secondary environment.

Thank you for choosing GHS! We look forward to learning and growing with your family.

Sincerely,

Erica Walsh
Head of School

About The Greenspire School

Who We Are

The Greenspire School is a charter school serving the Grand Traverse region of northwest Lower Michigan chartered by Grand Valley State University (GVSU).

It is managed by a volunteer seven-person Board of Education and is located on the beautiful and diverse grounds of The Grand Traverse Commons.

Charter Schools

Charter schools are Michigan public schools authorized by state universities, community colleges, Intermediate School Districts, or local public schools. Once a school is chartered it becomes an autonomous school district, but must adhere to a rigid set of standards established by the authorizer and Department of Education.

Enrollment Policy

The Greenspire School shall comply with all application, enrollment, and admissions policies and criteria required by applicable law. You can view the enrollment policies for the high school at:

<https://greenspireschool.org/apply-high-school/>

Mission, Vision and Goals

Mission

To provide a middle college and project-based, environmental sciences high school grounded in concentrated areas of study that prepares graduates for post-secondary work and leadership as global citizens and ecological stewards.

Vision

The Greenspire High School team of educators wishes to build a four-year educational experience rooted in academic excellence alongside a culturally-responsive, experiential-based curriculum.

Goals

The mission-driven goals of The Greenspire High School are:

- To inspire activism, ownership of learning and the discovery of authentic selves ● To graduate confident students prepared for post-secondary work
- To develop independent, creative and analytical thinkers that understand and contribute to the importance of community as ethical citizens
- To graduate students who are stewards of the environment

Academic Characteristics

Project Based Learning is the use of projects to bring about deep learning. Students use technology and inquiry to engage with issues and questions that are relevant to their lives.

Environment as an Integrating Context is about using a school's surroundings and community as a framework within which students can construct their own learning, guided by teachers and staff using proven educational practices.

Interdisciplinary Approach allows subjects to be taught thematically using reading, writing, and mathematics as tools for the pursuit of knowledge and skills.

Long Work Periods enable students to explore a topic or material thoroughly. Whole-class instruction compliments lessons being given to individuals or in small groups.

Mastery Learning goes beyond memorization and repetition to true understanding and application of knowledge, skills, and concepts. The individual student progresses at his own rate, either moving ahead without having to wait for the rest of the group, or taking the time he needs to internalize the material.

Classroom Design emphasizes study centers, with clusters of student-sized tables and open areas for floor work. Students are allowed to move about the classroom and choose resources, working individually or in small groups.

Community Connections are used as both a source of knowledge and as a means of applying what students learn. The connection and commitment to our community is a logical extension of the philosophy that grounds the students' knowledge and applies their skills in a meaningful context.

The Learning Paradigm will change from traditional broadcast learning to student-owned interactive learning:

<u>Broadcast Learning</u>	vs.	<u>Interactive Learning</u>
Teacher-centered	-----	Learner-centered
One-size-fits-all	-----	One-size-fits-one
Instruction: learning about	-----	Discovery: learning to be
Individualistic learning	-----	Collaborative learning

Governance/Organizational Structure

The Greenspire School is governed by the Board of Education. The Board has the ultimate responsibility for the success of the school and is accountable directly to GVSU and the Michigan Department of Education to ensure that we meet the terms of our charter. The Board sets policy for the school and hires a Superintendent, who, in turn, hires the staff of the school. Working through the Superintendent, the Board ensures that all laws and regulations are being followed and that day-to-day operation is consistent with the mission of the school. In consultation with the Superintendent, the Board develops and approves the budget for the school.

The Board of Education performs most of its work through committees. Committees consist of trustees and sometimes parents and members of the community. The Board has regular monthly meetings that are open to

the public. Regular meetings are held on the third Monday of each month at 5:30 p.m. Special meetings will be posted at the school and on the school's website. The Board discusses issues, sets policy, and conducts its business for anyone to observe; public comment is invited at the beginning and end of each meeting.

School Day

School Hours

The school day is from 8:45 am to 3:45 pm on Monday, Tuesday, Thursday and Friday, and from 9:45 to 3:45 on Wednesday. Students may enter the building at 8:00 am on Monday, Tuesday, Thursday and Friday to take part in the optional Pathway Hour. School begins at 9:45 am on Wednesday for all students to allow for teacher planning.

After school clubs, activities and athletics may run from 3:50 pm to 5:30 pm, or later.

Students must be picked up by 4:00 pm unless supervised in an after school club, activity or participating on an athletic team. If the student is a participant in an after school club, activity or athletic team, the student must be picked up by 5:30 pm (unless otherwise noted). Staff members will not be on site after 5:30 pm and the building will be closed and locked at 5:30 pm.

The school cannot assume responsibility for students before 8:00 am or after 5:30 pm. The office hours of Greenspire High School are from 8:00 am to 4:00 pm.

Exterior Doors

Exterior doors at Greenspire High School are locked for safety. The front entrance will be open to students and monitored until 8:45 am daily. Only faculty/staff members of Greenspire High School may open exterior doors. Students, parents, and community members are not permitted to open the doors for any individual.

Guests

All guests, including parents, must enter through the front entrance and check-in immediately at the office with the Administrative Assistant. Please ring the doorbell for entry.

Parent Drop-Off and Pick-Up Procedures

The entrance and exit to the school are located in the north parking lot of the University Center, which is accessible by Dendrin Drive off of Cass Road. Please use the north parking lot north to drop-off and pick-up students.

Students may enter and leave only through the front entrance of the Greenspire High School. Doors require key card access using student identification cards.

Only juniors and seniors are allowed to drive themselves to school. Parking passes are available from the main office.

ID Cards

All students must have their Greenspire High School ID card in their possession at all times. ID cards are used for identification. GHS provides the first ID card at no cost to the student. If the card is lost, a \$25 replacement fee is required of the student and/or parent(s). If a card is lost or stolen, the student and/or parent must report it to the Administrative Assistant and a replacement card can be ordered for the student.

Snacks and Lunch

Occasional snacks are important. Throughout the day, however, the teacher may choose a more managed approach to better accommodate the classroom academic activities.

Do send a snack from home, but please DO NOT send sweets such as candy and soda; instead, send healthy foods such as fresh fruit, cheese, crackers, and fruit juices.

Energy drinks for students are prohibited on campus.

Students must bring lunch from home, as The Greenspire School does not offer a lunch program. Please promote our re-use mentality and minimize trash by using Tupperware-type containers for lunches. We recommend soft lunch boxes with cooling packs. Please write your child's name in/on items whenever possible.

Students are not permitted to have delivery service to school for snacks or lunch.

Attendance and Absences

Attendance

All students are expected to be in attendance every day school is in session. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. We do, however, realize that health and family take priority, but we ask families to plan activities on days and times other than when school is in session. Please notify the school ahead of time.

Absences

When a student needs to be absent, we ask that parents call the school before 8:00 am each day the student is absent. Please call 231-421-5905 or email hsoffice@greenspireschool.org to report an absence. This greatly reduces the need for our staff to call you at work or home to confirm the absence. When calling, please leave the child's name, date of absence, reason for absence and a telephone number where you can be reached in case we have any questions.

If a student is absent from school due to an illness, they should not return to school as long as they are capable of infecting others. No student whose illness resulted in a fever or other symptom of a contagious infection (i.e. stomach flu) should return to school until the fever or other symptoms have subsided for a minimum of 24 hours unless they have a note from a doctor stating that they are no longer contagious.

Please see our updated calendar on our website, <https://greenspireschool.org/calendar/>, for more detailed information and additional events, activities, and testing dates. You may also go to our Facebook page for more information regarding school events and please regularly check your email on file with the school for any additional information regarding school events.

Excused Absences

Excused absences (illness, family emergencies, doctor appointments, religious observances, etc..) that are reported to the school ahead of time are not subject to the Greenspire High School Discipline Policy. Make-up work for the excused absence will receive full credit if completed within the time frame designated by the student's teacher(s) and/or administration.

Unexcused Absences

Absences that are a result of skipping, failure to report a reason for absence ahead of time, or other reason that does not support the educational experience are considered unexcused absences. The student will be subject to the Greenspire High School Discipline Policy.

Excessive Absences

Generally speaking, the Greenspire High School considers more than nine (9) absences per semester to be excessive. A student may be placed on a special attendance contract or individual academic plan.

A significant number of absences, even if excused, may jeopardize course credit. If a student is in danger of losing credit, the student's parents/guardians will be notified by a staff member.

In the case of a doctor-documented illness of a grave and extended nature, the school will make every reasonable effort to assist the students in completing missed course work successfully. The teacher(s) and the Head of School will determine when credit cannot be granted.

Late Arrival and Early Departure

When a student arrives after the official start of school, the student and the parent/guardian are required to check-in at the front desk. Parents or guardians picking up students early from school are required to report to the front desk and sign their student out.

Unless absolutely necessary during the school day, signing students out early is discouraged. If at all possible, parents/guardians should refrain from scheduling appointments during the school day.

Students who drive themselves to and from school must have a written note or email from their parents/guardians to the front desk staff member excusing them early from school. You may email hsoffice@greenspireschool.org in these instances. **Verbal permission (phone call or voicemail) or student-word is not an acceptable form of permission to leave early from school.**

Falsification of Notes and/or Misrepresentation by Phone

Forging a parent, guardian, or relative signature on a note or other communication, altering a note or

communication in any way, making or having someone else make a phone call to the school in which the caller falsely claims to be a parent, guardian, or other relative is illegal and dishonest. Students will be subject to the Greenspire High School Discipline Policy and may be eligible for expulsion.

School and Work Attendance

It is the **responsibility of the student** to obtain and complete all assignments missed during his or her absence. Students are expected to take the initiative when it comes to determining what work has been missed and how it will be made-up with the teacher. Students who miss school for the sake of completing schoolwork will receive a zero on any schoolwork done during that time and their absence will not be excused.

[General Information](#)

Emergency Drills

Fire Drills: Randomly scheduled fire drills will be conducted in conjunction with the local fire department. The teachers and students periodically review the drill procedures, which are posted in visible locations.

Tornado Drills: Randomly scheduled tornado/windstorm drills will be conducted in conjunction with the local emergency preparedness office. The teachers and students periodically review the drill procedures which are posted in visible locations.

Lockdown Drills: Randomly scheduled lockdown drills will be conducted in conjunction with the local emergency preparedness office. The teachers and students periodically review the drill procedures which are posted in visible locations.

Emergency plans are posted in all classrooms, both in our building and in every classroom on the NMC campus. Students should familiarize themselves with the plan in each of their classrooms as well as follow the procedures outlined by their teacher and other staff members of the school or college.

Health & Safety

Student safety is a responsibility of the staff. All faculty/staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs in writing and with proper documentation by a physician to the school office.

Injury and Illness: All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency

procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

Dispensing Medication: Medication may be dispensed during the school day. However, school policy requires both parent/guardian and physician consent forms for long-term, regularly scheduled medicine. For short-term medication, such as antibiotics, parent/guardian consent is required, but the prescription bottle is sufficient for physician consent. Over-the-counter medications can be dispensed in the office provided they are received in the original container.

All medications, prescribed and non-prescribed, are to be delivered to the main office and taken only with adult supervision. A designated faculty/staff member will be available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without school approval.

Guidelines for Returning to School after Illnesses: It is up to the parent/guardian to determine whether their student is well enough to be in school, with the ultimate deciding factors being the student's ability to participate in all school activities (indoor and outdoor), and protection of fellow classmates from infection.

COVID-19 Protocols - COVID-19 protocols may be in effect for part or all of the 2021-2022 school year. For the most updated policies on the matter visit our website for more information.

Medical Emergencies: In case of a medical emergency, the most expedient procedure for the safety of the student will be followed, with immediate attempts to reach the parent/guardian. If the parent/guardian cannot be reached within a reasonable timeframe, the student will be taken to the emergency facilities at Munson Medical Center.

News and Media Opt Out

Your student may be interviewed, recorded, videotaped or photographed by the media or school staff for a story in the newspaper, Internet, radio or television. These media requests must be approved by school administration which will assure the best interests of your child and that the safety and rights of each student are upheld. We will be cautious with our practices regarding the issue. Parents who want their child(ren) EXCLUDED from these activities must opt out.

Social Activities

The Greenspire High School will support developmentally appropriate social activities. The Student Government will be involved in planning these activities, with approval by the administration.

Volunteers

Volunteer Policy: To volunteer for The Greenspire School, please complete the volunteer application form located on our website. Once you have submitted your application, a background check will be completed that includes ICHAT, National Sex Offender Registry, and local law enforcement agencies. Once approved, your name is placed on a master volunteer list which cites all credentials on file. Administration can access this

master file. You will be contacted if there is a question regarding your application.

Volunteers interested in participating as an overnight chaperone must also complete the DHS Central Registry Clearance Request form.

Volunteer forms can be found at our website: <https://greenspireschool.org/volunteer/>.

Standardized Testing

The Greenspire High School is committed to continually improving the educational services we deliver to our students. In order to do this, we carefully and thoroughly monitor our students' progress in all academic areas. This monitoring is done through several assessments. Naturally, the first level of monitoring is done through a variety of classroom-based assessments given by the classroom teacher. In addition to state-mandated assessments, the school also administers the Northwest Evaluation Association (NWEA) assessments in the fall and spring.

Monitoring student achievement through different kinds of assessment is especially beneficial as no one assessment is the last word in student academic achievement. We can more accurately monitor our students' progress by using a combination of valid assessment tools.

Curriculum and Grading

Twenty-four credits is the minimum requirement for graduation. All courses must be taken at the school (or a school that the school recognizes in case of transfers), or through dual-enrollment courses at NMC.

Graduation Requirements

English Language Arts	4 credits		Arts	1 credit
Mathematics	4 credits		World Language	2 credits
Social Studies	4 credits		P.E./Health	1 credit
Science	4 credits		Interdisciplinary Studies	4 credits

Pathways

The Greenspire High School offers students four areas of concentration, or pathways, to pursue. After a student's first year at GHS and through Exploratory Seminar experiences designed to provide exposure to each of the pathways, students select one of the pathways to follow. The choice of a pathway is not binding; students may change pathways at any point. However, the Freshwater Studies Pathway is an exception as it requires a greater commitment to courses provided through NMC.

Architectural Studies: The major focus in this cohort experience is on intense research processes, advanced mathematical and science content knowledge acquisition, and complex sequential thinking patterns demonstrated within internship/externship opportunities in the field. This is a 4-year study with a unique junior year experience working alongside an undergraduate student research winter term project.

Agri- Science Studies: The focus of the Agri-Science Pathway is on supporting student initiative and choice within the farming science fields and business. From analyzing case-studies of Economic Infrastructure to exploring Naturopathic Medicine, student choice is paramount. This 4-year study is committed to following the natural Harvest Season within Northern Michigan.

Freshwater Studies: The focus of this pathway is Freshwater Studies involving intensive college coursework. The study begins with a 3-credit college course taken spring of sophomore year and then up to 60 transferable college credits taken during junior - senior years, plus a summer three-week intensive program after GHS graduation. (Due to the intensive nature of this college path, a review of Overall GPA at the end of sophomore year, and test scores will apply for formal admittance to study at NMC while in high school.)

Community Leadership (Stewardship): This pathway integrates content from the different cohort paths. It entails working with faculty to expand how and where GHS efforts can be utilized, protected, expanded, supported, and integrated within the surrounding community. This is a 4-year study that involves new-age journalism and social advocacy work with 2, one-week intensive summer leadership institute programs. An internship is required during the student’s junior or senior year with a non-profit social organization or law firm.

Northwestern Michigan College

Middle College: As part of the Freshwater Studies Pathway, the Greenspire High School offers a middle college option through our partnership with Northwestern Michigan College (NMC). The middle college option allows students to graduate at the end of their senior year with both a high school diploma and an associate’s degree.

Dual Enrollment: GHS students have the opportunity to enroll in select NMC courses to satisfy a portion of their high school graduation requirements. For students who are part of the Freshwater Studies pathway, these dual-enrollment credits may also be applied to the requirements for earning an associate’s degree.

Grading Scale

The following scale is used throughout the Greenspire High School for all academic classes earning credit.

Letter Grade	Percent Grade	4.0 Scale
A	93-100	4
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1
E/F	Below 65	0

Incomplete Grades

Incomplete final grades must be made up within the two-week period at the end of a grading term. Failure to complete the work within the two-week period may result in a failing grade. Incomplete grades are allowed only for a serious reason (e.g. prolonged student illness with appropriate documentation) with the approval of the Head of School. The instructor has the sole and final responsibility for any grade reported. Once the grade has been reported, it may be changed upon the authorization of the faculty member who issued the original grade, under the guidance of the Head of School. This is not a common situation and exceptional circumstances are required for this to occur.

If a grade is disputed, a request in writing must be received within five days after the official end of the semester.

Report Cards

Report Cards are issued at the end of Semester One (January) and Semester Two (June). Report cards will be mailed home.

Fear of Failure Notices

Fear of failure notices are emailed to the student and their parent(s)/guardian(s) to notify them that the student is earning less than 70% in that class. These will be sent home beginning the after the third week of each semester and weekly as the semester progresses.

Transcripts

Greenspire High School has partnered with Parchment to order and send transcripts and other credentials securely. This service will not only raise the professionalism of our transcripts during the college admissions process, but will allow faster processing times. Most colleges and universities participate in the electronic delivery system so the process can take hours instead of several days with the mail and the processing of a paper transcript at the college/university. If your college/university does not participate in the electronic delivery system, Parchment will mail and process your transcripts.

[Student Support Services and Special Education](#)

It is the goal of the Greenspire High School to provide appropriate educational opportunities for all students. It is the school's obligation to provide appropriate educational opportunities to all students with suspected disabilities or disabilities, as defined under the Individual with Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, and state special education rules and regulations.

Child Find

The IDEA includes a Child Find Mandate. Child Find requires all school districts to locate, identify and evaluate all children with disabilities regardless of the severity of their disability. This obligation encompasses all children who are suspected of having a disability, including children receiving passing grades and "advancing from grade to grade...". A parent who suspects that their child may have a disability and is in need of special

education and related services may initiate a free evaluation of their child by contacting the Head of School and providing a written request for an evaluation under IDEA and/or Section 504. The school must take the parents request into consideration and provide a response consistent with State and Federal special education requirements. If the school does not suspect a disability, it may refuse to conduct an evaluation. If the school refuses, it must give the parent written notice explaining the reason(s) why it is declining to initiate an evaluation, what data the decision was based upon, and other factors considered. The parents then have the right, if they choose, to request a due process hearing to seek a ruling to conduct an evaluation.

Rehabilitation Act of 1973 - Section 504 (General Education)

Section 504 of the Rehabilitation Act of 1973, 29 USC 794, (sometimes referred to as "Section 504") prohibits discrimination against individuals with disabilities solely on the basis of their disability. If you have Section 504 questions please contact the High School Curriculum Coordinator, who has been designated as the Section 504 Coordinator. The Section 504 Coordinator is responsible for investigating and resolving complaints. In addition, any individual who desires information related to the Rehabilitation Act of 1973, or the Americans with Disabilities Act, may contact the Head of School. The school does not discriminate against individuals seeking to access a program or service of the school based on disability. Where an individual desires to participate in a program or service and needs a reasonable accommodation in order to do so, they should contact the Head of School to request an accommodation. In addition, if you suspect that your child has a disability which may qualify him/her for support under Section 504, you should contact the Head of School to begin the referral process. Upon initiation of the Section 504 referral process, parents will be provided with a copy of the Section 504 Procedural Safeguards and Parent/Student Rights which contains complaint and due process procedures.

The Intervention Assistance Team

The Intervention Assistance Team (IAT) is a committee of school personnel set up by the Head of School to ensure ongoing and effective support for students and classroom teachers. Parents are informed if their child is being considered for referral to the IAT for behavioral and/or academic support. The IAT is a general education intervention process and team membership will generally include: a building administrator, the student's general education teacher, and a staff member knowledgeable in accommodations and interventions. Parents may also be invited to participate in this meeting. The team provides a forum to discuss the student's academic and behavioral data and needs. In addition, the team generates, initiates, and monitors implementation of interventions designed to address the individual needs of the student. This includes use of the resources of the school, family, and the community. This process creates awareness and understanding of the issues affecting the student and their academic and behavioral performance. The IAT may serve as the pre-referral intervention-planning team for those "unidentified" students whose difficulties may suggest the presence of a disability. As appropriate, the IAT may refer a student to the Special Education team for formal assessment. Parents should be informed if the IAT is considering a referral of their student to the Special Education team. Prior to initiating a special education evaluation, written parental consent/permission must be obtained. Information gathered through implementation of interventions identified by the IAT will be taken into consideration as a part of the special education evaluation along with progress monitoring and other data sources provided by the parent, educational staff, and others as deemed appropriate. The IAT's review of documentation of intervention strategies, the student's response (progress monitoring data), in addition to a referral for special education testing for a suspected disability, fulfills the Child Find requirement under IDEA and State special education requirements.

The Individual Education Program

The school will comply with the IDEA and state regulations and every student identified as having a disability will be provided an Individual Educational Program (IEP) designed to address their unique needs. All required components of the IEP will be addressed including but not limited to: a description of the student's present level of academic achievement and functional performance including disability related needs, goals and objectives, supplementary aids and services, program services, ancillary services, extended school year, etc. All students with disabilities are considered general education students first. Each IEP is designed to assure that eligible students receive a free appropriate public education (FAPE) and specialized instruction delivered by highly qualified special education staff within the least restrictive environment (LRE). Prior to the opening of school, registration forms are reviewed to identify students with current IEPs from previous schools attended. The parents are informed of their rights, procedures, and responsibilities under special education law. Decisions regarding an IEP are made by the IEP Team. This team has required participant's which minimally includes, general and special education providers, administrators, and the parent(s).

The IDEA includes specific rights for parents of children with disabilities. This information is contained in the document commonly referred to as the *Procedural Safeguards*. We encourage parents to review this document carefully so they are fully informed of their rights. Copies of this document are provided at a minimum of at least once per school year and can be obtained from the school office or by contacting the state's Department of Education.

Educational Placement of Students with Disabilities

The school is committed to educating students with disabilities in the least restrictive environment (LRE) in order to meet their educational needs as determined by the student's IEP Team. This means that to the maximum extent appropriate, children who are disabled are educated with children who are nondisabled and special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

In an effort to meet the LRE requirements, the school must ensure that a continuum of placement options is available to students with disabilities, including: services provided within the general education classroom; pull-out services; special classes; home instruction; instruction in hospitals and institutions; and in unique circumstances, access to programs and services located in settings outside the school. Placement decisions are the determination of the Individualized Education Program Team (IEPT).

Transfer Students

In-State transfer: If a child with a disability (who had an IEP in effect in a previous public agency) transfers to a new school in the same state and enrolls in the new school within the same academic year, the public agency (in consultation with the child's parents) shall provide such a child with a free appropriate public education, including services comparable to those described in the prior IEP, until the public agency adopts the prior IEP or develops, adopts, and implements a new IEP that is consistent with federal and state laws.

Out-of-State Transfer: If a child with a disability (who had an IEP in effect in a previous public agency) transfers to a new school in a different state and enrolls in the new school within the same academic year, the public agency (in consultation with the child's parents) shall provide such a child with a free appropriate public education, including services comparable to those described in the prior IEP's until the public agency conducts an evaluation, if determined to be necessary by such agency, and develops a new IEP, if appropriate, that is consistent with federal and state laws. The evaluation conducted is considered an initial evaluation. In order to

comply with these transfer requirements, under certain circumstances the school may need to contract with another school/entity for the provision of educational services.

Parent Participation

Parents are an important member of the school community and have the right to participate in all meetings involving the evaluation, identification, and educational placement of their student. Parents will be invited to participate and share information about their student prior to and during the IEP meeting. Parents are encouraged to review the *Procedural Safeguards* so that they are fully informed of their rights.

Crisis Management: De-escalation, Isolation and Restraint of Student

The school is committed to maintaining a safe learning environment for all students, staff, and visitors. It is the policy of our school to only utilize approved physical restraint in response to emergency or crisis situations. Use of restraint procedures should: (a) not be viewed as a behavior change or intervention strategy, (b) be implemented only under extreme situations and as a matter of last resort, (c) be implemented only by trained personnel, and (d) be accompanied by school wide proactive positive behavior supports to prevent the need for their use. When such activities are utilized, documentation procedures are required in addition to timely communication with parents and other key members of the educational system. This documentation must remain on file at the school and is considered part of the student's educational record.

Conduct/Discipline

Code of Conduct

The goal of our Code of Conduct is to protect the educational rights of each of our students at all times. Families sign the code at the beginning of each year as a pledge to respect the rights of the members of our school community.

The Greenspire School offers a unique educational program based on purposeful connections between individuals, communities and the environment. Greenspire is founded on the principle of community and global responsibility to each other and the Earth. The Greenspire School uses a project-based learning method, place-based education in collaboration with many community partners, hands-on learning indoors and out, and small multi-age classes.

In order to deliver such a rich educational experience, Greenspire must operate as a cooperative community of engaged citizens. Therefore, as a group and individually, we are called on to respect the following rights of others:

- The right to be safe both physically and emotionally at all times
- The right to an orderly, distraction-free learning environment
- The right to speak and, more importantly, be heard
- The right to participate in all activities
- The right to be treated fairly and honestly
- The right to the security of personal belongings

- The right to a clean, cared for campus - inside and out
- The right to quality instruction, assignments and projects
- The right to speak with any staff member upon request

Actions that interfere from these rights are to be avoided, including:

- Interrupting others
- Speaking out of turn
- Talking over others
- Disrupting class
- Excluding people from activities
- Treating people unfairly including unfair or unhelpful criticism
- Being dishonest
- Touching or taking the property of others
- Not cleaning up after yourself
- Doing damage to our campus

The Greenspire Code of Conduct can be summed up this way: let's be kind to one another. By signing this contract, you are agreeing to try your best to live up to these ideals. In turn, know that each of your fellow students and teachers has also made the same commitment to you.

Honesty: Honesty in all matters is the basic expectation at The Greenspire School. Trust, an outgrowth of honesty, is essential to relationships that hold our community together. In the face of social pressures, truthfulness can sometimes be difficult to maintain; however, honesty is the quality that we value the most in our students.

Kindness: We expect that all Greenspire students will treat others with consideration both inside and outside the classroom. Students' treatment of each other must be respectful at all times, whether or not an adult is present. The Greenspire School encourages students, faculty, and parents to accept, tolerate, and welcome differences.

Discipline: An integral approach to conduct is one of self-discipline. We understand that students test limits as they grow and they sometimes make mistakes. Our discipline system is based on the philosophy that, if a student is honest in admitting mistakes, his straightforwardness is the first step in accepting responsibility for the mistake, learning from the experience, and not repeating it.

Every student at The Greenspire School has a right to learn and thrive in a school atmosphere that is conducive to academic achievement and social growth. Any behavior that threatens to disrupt the learning process or pose a danger to others is unacceptable. In the event a student is unable to comply with classroom rules and appropriate behavior, the Code of Conduct will be a guideline of how particular offenses will be handled.

Discipline Policy

Our approach to conduct is one of nurturing the development of self-discipline, effecting positive behavior change through a prepared environment that is a unique interaction between the teacher, other students, and the physical space. Self-discipline is a personal goal that a student usually achieves. However, we recognize that a student will make mistakes and that this is part of learning. As adults who are responsible for guiding the

student, we have developed a Code of Conduct that reflects the positive culture of our school and is clear, consistent, and equitable to support the whole community during an incident.

When a conflict occurs, the priority of the teacher and the school is to restore the balance in the classroom community and to begin the process of helping the student who has made a mistake to begin the corrective measures needed.

Assuming responsibility for behavior is to understand and accept the consequences for not keeping the commitment to the community. A tenet of our approach to discipline is to involve the student in the resolution of the conflict and offer as much support as is needed for the success of the student including a self-evaluation of his or her responses after the student has had opportunity to resolve the issue.

In the event a student is unable to honor classroom ethics and appropriate behavior, the following chart outlines how particular offenses will be handled. The administrator, along with the instructor and other professionals, will determine the level of response that applies to a situation based on the number of previous incidents, type of behavior, and the severity of the incident. The number of incidents for a student does not carry forward to the next year. Days of suspension are accumulated for the period of one school year only.

The **Tier System** is designed to:

- Provide clarity for students, parents, faculty/staff members, and administrators of the course of action to be taken in handling disciplinary matters.
- Provide consistency in the administration of disciplinary action.
- Provide students with the opportunity to modify behavior.
- Provide a program that is progressive.

Tier 1: Administrative conference with the student

Tier 2: Administrative conference with student and parent/guardian

Tier 3: One day (short-term) suspension*

Tier 4: Three day (short-term) suspension*

Tier 5: Five day (short-term) suspension*

Tier 6: Five day to ten day (short-term) suspension*

Tier 7: Ten day suspension with possible recommendation for expulsion*

Tier 8: Recommendation for expulsion

*Days are school days, not calendar days

At the discretion of the administrator and/or separate board policies addressing specific disciplinary actions, a student may be placed on any of the tiers under each code of conduct violation depending on the severity of the incident.

At the discretion of the administrator, corrective solutions may be used to supplement or modify placement in the tier system.

A student may move to succeeding steps for each subsequent occurrence of misconduct at administrative discretion. Steps assigned will be proportionate to the severity of the misconduct.

In compliance with the law and in cooperation with school police liaisons, some school code of conduct infractions will be reported to law enforcement.

Matters of student suspension and/or expulsion (Tier 3-8) shall be maintained in a student's permanent record (CA60), and shall be transferred to any other private or public school in which the student may seek enrollment. Disciplinary records may be deleted upon graduation with the exception for expulsion for possession of dangerous weapons, arson, criminal sexual conduct, or the physical assault of a faculty/staff member, student, visitor, volunteer, or contractor.

Infractions: The Greenspire School establishes the following categories of misconduct, which may result in suspension or expulsion. These categories are descriptive of the most obvious types of misconduct and are not to be construed as an exclusive list or limitation upon the authority of school officials to address any other types of conduct which interfere with the proper functioning of the educational process.

1. **Failure to follow school and classroom rules** — Tier 1-3
2. **Insubordination, disrespect, or disregard** of verbal instruction or direction of school personnel — Tier 1-3
3. **Defiance** - open persistent defiance of the authority of a staff member — Tier 2-4
4. **Unauthorized entry, trespassing/loitering, excessive tardies, skipping class** - Act of student(s) being in an authorized place, lingering aimlessly, occupying bathroom stall with other student(s) in or about school, refusing to leave when directed to do so by school personnel, or skipping class — Tier 2-5
5. **Assault** - verbal assault against students, district employees, volunteers, or contractors - oral threat of bodily harm coupled with an apparent immediate ability to commit same and which puts a person in a reasonable apprehension of such bodily harm — Tier 3-7
6. **Theft** - any theft of money or personal or public property from the school - Tier 2-6
7. **Offensive Speech/Displays** - speech, communication, displays which tend to disrupt the orderly conduct of the educational process — Tier 1-6
8. **Harassment** - the act of verbal or physical behavior, written or electronic communication which could include any of the following items: an expressed or implied threat, interfering with an individual's participation in the activities of the school, unwelcome sexual advances or requests and/or creating an intimidating, hostile, or offensive school environment — Tier 1-7
9. **Fighting** - the act of physical bullying or quarreling, including bodily contact, in and on school property, going to and from school, including any activity under school sponsorship. Physical assault against another student which intentionally causes or attempts to cause physical harm to another through force or violence. This can also include incitement or the prompting of others to action — Tier 1-8.
10. **Possession or use of fireworks and explosives** including stink bombs, bomb bags and bottle bombs— Tier 2-7
11. **Possession or use of fireworks and explosives** that have the potential to do great bodily harm or great physical damage — Tier 8
12. **Possession or use of matches or lighters** — Tier 2-4
13. **Possession or use of controlled substances, drug paraphernalia, alcoholic beverages, or over the counter drugs or medications**

- First Offense — Tier 2-5 with possible police involvement
 - Second Offense — Tier 5-6 with possible police involvement
 - Third Offense — Tier 7 with possible police involvement
14. **Sale or supplying alcohol or prohibited products** - the act of selling, supplying or arranging for the sale or supply of alcoholic beverages or other prohibited products including, but not limited to e-cigarettes and vapor pens, or hookah pipes and oils, to another person on school property, in school owned vehicles, or at school events — Tier 6-7
 15. **Controlled Substances** - delivery or receipt of controlled or alleged controlled substances. The act of, or the intent of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of controlled or alleged controlled substances on school property, in school owned vehicles, or at school events — Tier 7.
 16. **Tobacco/Nicotine** - Possession or use of nicotine product, electronic smoking device, e-liquid, smoking or smokeless tobacco, or any other smokeless paraphernalia while on school property, in school owned vehicles, or at school events — Tier 5-7
 17. **Negligence** - damage to the school or personal property through carelessness or inappropriate behavior — Tier 2-4
 18. **Forgery** - the act of fraudulently, using, in writing or verbally, the name of another person, or falsifying times, dates, grade, address, absences, or other data pertaining to the school — Tier 1-4
 19. **Threats of School Violence** - The act of making a threat (verbal, written, or electronic) to cause harm to another person(s) or property — Tier 7
 20. **Fire Alarms**
 - a. Tampering with a fire alarm box or system or firefighting equipment — Tier 5
 - b. Setting off a false fire alarm — Tier 6-7
 21. **Electronic Communication Devices** - no student shall possess, display, record or distribute inappropriate information on cellular phones, laptops, or other electronic communication devices on school property or at a school sponsored event. Students may not use any electronic communication device in any way that is disruptive to the educational process — Tier 1-7
 22. **Weapons** - Possession or use of weapons in a school building, on school premises or in a school owned vehicle. The term weapons shall mean any object or instrument, the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term weapons shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person — Tier 3-7
 23. **Infraction of school rules not covered** by another misconduct offense — Tier 1-7
 24. **Consumption or Under the Influence** - Consumption or under the influence of alcoholic beverages, alleged drugs, or inhalants without prescription on school property, school owned vehicles, or at school events. Controlled substances shall include marijuana, cocaine, steroids, heroin, and those substances included within any public act or school governing code — Tier 2-7.

25. **Bullying** - Bullying is characterized by, but not limited to, deliberate hurtful behavior, or behavior that produces fear in others. As opposed to normal peer conflict, bullying is often repeated over a period of time, and it is difficult for those being targeted to defend themselves. This includes intimidation, physical acts, direct verbal communication, indirect communication, and hazing — Tier 1-7.
26. **Electronic Tampering** - Any unauthorized use, misuse or access of any of the school district’s electronic equipment including, but not limited to, voice and video equipment, computers or use of the internet. This includes connection of unauthorized devices or hardware to the network, downloading software or programs without staff authorization, and engaging in any activity which potentially or intentionally compromises network security — Tier 2-7.

Pursuant to state and federal law, the following acts of student misconduct will result in the recommendation for expulsion.

1. **Dangerous Weapons** - Possession or use of dangerous weapons in a school building, on school grounds, or in a school owned vehicle. The term “dangerous weapon” shall mean a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, stiletto knife with a blade over three inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon set forth in 18 USC Section 921 — Tier 8.
2. **Arson** - In a school building, on school grounds or in a school owned vehicle — Tier 8.
3. **Criminal Sexual Conduct** - In a school building, on school grounds, or in a school owned vehicle — Tier 8.
4. **Physical Assault** - Against school district employees, visitors, students, volunteers, or contractors — Tier 8.

Short Term Suspension

A short term suspension is the denial of a student’s right to attend school. A short term suspension may be one to ten school days. Students serving suspensions will not be able to attend any Greenspire activity, event, or extra-curricular activity. The Head of School, Assistant Head of School or designee shall inform (in-person or by phone) the student’s parent/guardian of the suspension and of the reasons and conditions of the suspension.

During a short term suspension, the student will be given the opportunity to complete school assignments. The student and/or parent has the responsibility for obtaining the assignments from the school.

Appropriate Dress

A percentage of each day for students will be spent outside conducting research or working on a project – *regardless of weather!* As such proper dress is mandatory. Rain gear, water/snow resistant footwear, and extremely warm clothes such as snowsuits for extreme weather are recommended. Clothing labeled with the student’s name is highly recommended. Unclaimed lost articles will be kept for a reasonable length of time and then donated to charity.

The faculty/staff will discreetly let a student know if his/her dress is inappropriate in cooperation with the administration.

Personal appearance, dress, or grooming must not disrupt the educational process or threaten the health or safety of any individual.

Facial Coverings/Masks

If deemed necessary, the Superintendent may require faculty/staff, students, visitors, and parents/guardians to wear masks while on campus due to local, regional, state, or federal health conditions.

The facial covering/mask must cover the nose and mouth. Face shields are not acceptable by themselves as a facial covering/mask. The facial covering/mask must not be offensive, suggestive, or indecent.

The Superintendent will determine when/if the mask wearing requirement can be lifted based on the recommendation of local, regional, state, and federal health officials.

Parent/Guardian Conduct on Campus

The Greenspire High School takes securing the educational facility and learning environment seriously. Any parent/guardian who willfully disrupts or interferes with the Greenspire High School environment will no longer be permitted on the campus of the Greenspire High School. This includes school events and athletic competitions.

[Technology/Acceptable Use Policy](#)

Introduction

The Greenspire High School is pleased to offer students a technologically blended environment that includes access to technology resources for creativity, communication, research, school resources, instructional material and other tasks and duties related to the academic program. The staff and students are required to follow the following guidelines). Failure to follow these policies and practices or misuse of technology will result in the students being subject to the Greenspire High School Discipline Policy.

Responsibilities and Expectations

All use of computers, furnished or created data, software, Internet connections, network, and other technology resources (collectively referred to as "technology resources") as granted to the employee, student, and/or student body are the property of the school and are intended for educational use. Network users shall not access or willingly allow another person to access any network resource without proper authorization.

Students are responsible for appropriate behavior when using the school's technology resources just as they are in a classroom or on the campus. Communications on the network are often public in nature. School rules for behavior and communications apply to such use, including the Student Code of Conduct. It is expected that

users will comply with school policies and procedures regarding technology. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources.

General Rules of the Network

1. **Privacy:** The school has the right to inspect any technology devices used at school. The school reserves the right to monitor Internet traffic and to retrieve and read any data composed, sent, received, and/or stored using the school's technology resources, including but not limited to, the school's network and/or Internet connections. Network administrators may review communications using the school's technology resources to maintain system integrity and to ensure that students are using the system responsibly. Students, families, and other users do not enjoy any expectation of privacy with regard to the use of the school's technology resources (including transmissions originating within or around school property or the technology service area).
2. **Storage Capacity:** Users are expected to respect disk space and to delete files or other materials that take up excessive storage space and that are no longer being accessed.
3. **Printing Resources:** Users are expected to use good judgment when printing on the school's network printers. Paper, toner, and color ink can be costly, and excessive use of these resources is wasteful. Please proofread documents carefully before printing. Only print the necessary part(s) of documents. As with the use of all technology resources, printing of inappropriate materials or language is prohibited.
4. **Software:** Users shall not download or install any software onto school-provided student computers. This includes but is not limited to media files (music, movies, etc.), commercial software requiring a license, games, pirated software, or software intended to circumvent network protections (e.g. Internet filtering).
5. **Illegal Copying:** Users shall not copy other people's work or attempt to intrude into other people's files. All copyright laws must be respected. A copy of the copyright laws pertaining to digital property can be obtained from the Technology Department. These laws also apply to music and movie files.
6. **Inappropriate Materials or Language:** Accessing, viewing, creating, printing, sending, sharing, or otherwise using impolite, pornographic, and/or profane language or materials is not permitted when using the school's technology resources. Accessing materials not in line with the rules of school behavior is prohibited. Users should never access, send, or view materials they would not want instructors or parents to see. If students encounter any inappropriate material by accident, he/she should report it to his/her instructor immediately.
7. **Virus Protection:** All data from outside sources is scanned for viruses before use on any technology device within the school's network. Downloading/saving of non-work-related attachments or files on any technology device within the school's network is not allowed unless proper authorization is obtained from an instructor in advance.
8. **Inappropriate Technology:** Only school-purchased or specifically approved hardware, software, or other technology and technology devices may be used in the school building and on the network. Non-school standard equipment exposes significant licensing, security, and virus risks. Any technology that has not been purchased and/or approved by the school is prohibited. Connecting cell phones to the network via WiFi is prohibited unless directed by an instructor for educational purposes.

9. **Cyber-bullying:** The school prohibits acts of cyber-bullying, which is a subset of bullying and involves the use of information and communication technologies. It is an individual's or a group's deliberate or repeated hostile behavior through the use of technology that is intended to harm, intimidate, or harass others. Types of use include but are not limited to blogs; cell phone and pager text messages; defamatory personal Web sites and polling Websites; e-mails; instant messages; and on-line social directories and communities. Cyber-bullying is prohibited on school time and school premises or off school time and school premises if such acts cause a substantial disruption to the school environment.

Protection of Data

1. Students are responsible for the integrity of their data.
2. The school is not responsible for any damage to users' data. This includes a loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the school's computer network, outside networks, and/or user errors or omissions.
3. Use of any information obtained via the Internet is at users' own risks. The school is not responsible for the accuracy or quality of information obtained through the Internet or the school's computer network.
4. Vandalism – defined as any attempt to alter, harm, modify, and/or to destroy any files and/or school hardware or software, either deliberately or through negligence – may result in disciplinary action including (but not limited to) loss of computer and/or network privileges, probationary use of computer and/or network, financial restitution, or student suspension.
5. Failure to abide by this policy, and other school policies and procedures regarding technology, may result in disciplinary action including (but not limited to) loss of computer and/or network privileges, probationary use of computer and/or network, financial restitution, or student suspension.

Installing Software

Network users are NOT authorized to install any software on any technology devices within the school's network. Software installed by anyone other than the network administrator will not be supported by school technicians and will be removed from the computer(s) on which it is installed. This is necessary to maintain network integrity and to follow all applicable software licensing agreements.

Laptop Use

All eligible students will be provided a laptop during school hours and after school tutoring times, unless opting to bring their own device (see below).

Laptop Daily Care

Students are expected to care for the equipment in working order at all times. Example of poor care of laptops include, but are not limited to:

- Carrying the unit by its display.
- Placing the unit under books in lockers.

- Leaving the unit on the floor where it can be stepped on.

The following steps will be taken in order to promote responsible laptop care:

1. The first time an unattended laptop is picked up and delivered to the office, a verbal warning will be given.
2. The second time will result in loss of privileges and/or disciplinary action.

Students are not to deface their school issued computer in any way, for example, with stickers, markers, white-out, etc. Violations may result in disciplinary consequences, damage fees, and possible loss of computer privileges or suspension.

Students are not to remove, deface, or alter the identifying stickers, labels, or barcodes on school issued computers in any way, shape or form. Intentional removal of identifying marks may result in disciplinary action and/or removal of technology privileges.

Security

General Computer Use

The school's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of the school, the Student Code of Conduct and Technology Acceptable Use Policy. Students must acknowledge their understanding of an agreement to abide by these policies. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or suspension or revocation of network privileges, in addition to other disciplinary consequences.

School administration and teaching staff have the right to inspect any school technology device, application, or peripheral device associated with any or all technology devices. This includes but is not limited to monitoring student use of the school's network and Internet connection. This applies to a student's use of the school's network and Internet connection with a school owned and school-issued technology device, or with the student's own laptop or technology device registered with the school for use at school, as required in this policy. Students and parents acknowledge and agree that by registering their own laptop or technology device with the school for use at school, they provide consent to the search of their laptop or technology device registered with the school and any related hardware, including, but not limited to, any data stored on such device or accessible from such device. Searches conducted by school administration and teaching staff shall be in accordance with all applicable laws.

Students are prohibited from using their own technology devices to access the school's network or Internet connection without first registering that device with the school as required by this policy. Such prohibited use of a student's own technology device is punishable as a violation of this policy, and may result in revocation of technology privileges or other disciplinary action.

Storage of Files

Laptops should not be used to store assignments; student should store all files on a thumb drive device or Google Drive. For regular maintenance, the school staff may wipe clean the drive of any school issued computer at any time. Therefore, students should develop the habit of backing up important school-related files both on a thumb drive or Google Drive. Malfunction or loss of data from a student owned computing

device will not excuse the student from timely submission of work or assignments.

E-Mail and Instant Messaging

Email and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.

Use of the computer for anything other than a teacher-directed or approved activity is prohibited during instructional time. Students are prohibited from non-school related communication using email, instant message, Facebook, and all other social media aspects on the computer. Students found to engage in this behavior will be penalized, and may lose computer or network privileges in addition to other consequences. Personal activities, including accessing personal Internet accounts (Facebook, email, YouTube, iTunes, etc.), are prohibited when using the school's technology resources.

Access to Greenspire High School email is a privilege that may be wholly or partially restricted without prior notices and without consent of the user:

- If required by applicable law or policy
- If a reasonable suspicion exists that there has been or may be violations of law, regulation or policy
- If required to protect the integrity or operation of the email system or competing resources or when the resources are required for more critical tasks as determined by an appropriate management authority

Access to the email system may require approval of the appropriate Greenspire High School supervisory or management authority.

The Greenspire High School may permit the inspection, monitoring, or disclosure of email, computer files, and network transmissions when:

- Required or permitted by law including public records law, or by subpoena or court order
- The Greenspire High School or its designated agent reasonably believes that a violation of law or policy has occurred
- Necessary to monitor and preserve the functioning and integrity of the email system or related computer systems or facilities

All computer users agree to cooperate and comply with Greenspire High School requests for access to and copies of email messages or data when access or disclosure is authorized by this policy or required or allowed by law or other applicable policies.

The confidentiality of emails and other network transmissions cannot be assured. Therefore all users should exercise caution when sending personal, financial, confidential, or sensitive information by email or over the network.

Audio/Video

Technology devices may not be used to make audio/video recordings without the consent of all those who are being recorded. Sound must be turned off at all times, except when being used as a part of a class. Inappropriate use of school devices for listening to music needlessly slows the school's network and affords the

opportunity for distributing/downloading illegal or unauthorized files. For this reason, school computers may not be used as media players. Downloading audio/video files using the school's computers, Internet connection, and/or network is forbidden unless authorized specifically by a teacher in advance. Students with unauthorized and/or illegal audio/video files on their device will face disciplinary consequences ranging from loss of privileges to suspension and/or expulsion from school.

Games

Students are prohibited from using school technology resources to play games at any time during school hours or during tutoring sessions, unless provided with specific permission of the teacher or administrator in advance.

Network Access

Students may not access information on any of the school's non-public servers without advance permission from the administration, nor may they use any other student's computer without permission from that student. Also, no student may change school information or portray himself or herself as another person over the Internet. In addition, students may not monitor network activity or attempt to damage the network. This action is illegal, as well as unacceptable.

Off-Site Internet Access

When off school property, parents should understand that it is possible for students to have unrestricted and unfiltered access to the Internet. Students are expected to maintain a level of responsibility when using a school issued laptop at off-site locations. Students must avoid Internet sites which, if used while on school property, would violate the school policies and procedures regarding technology or the Student Code of Conduct. Students found to engage in prohibited use of the school-issued laptop shall return the laptop to the Technology Advisor and be recommended to the Head of School for further discipline.

School Software Information

School issued laptops will be installed with all software necessary for a student to perform school assignments. Downloading of non-school related software is prohibited. Students should develop the habit of regularly backing up all work.

Students electing to use their own computing devices must ensure that either the device is loaded with appropriate software or software that is compatible with that used by the school. All students must be the owners of appropriate licensing to use said software and agree to hold the school harmless from any damages resulting from copyright violations resulting from inappropriately installed software.

Downloading

The school has a limited amount of information that it can transfer at any one time. This means that downloading or streaming large files over the Internet should be avoided. Users should not deny or interfere with service to other users by resource hogging or intentional sabotage. Behavior that may cause excessive network traffic or computing load is not permitted.

Distributing Files

No computer programs (executable), copyrighted MP3s, copyrighted material, pornography, or copyrighted

material may be distributed over the network.

This rule prohibits sending files through email, as well as setting up servers on a student's personal- or school-issued laptop or by any other physical or electronic means. Students may not download any programs to their school issued computer unless they are directed to do so by a teacher. The use of malware programs or other intentionally harmful programs is prohibited and will be dealt with appropriately.

Internet Use / Inappropriate Use

The Technology Acceptable Use Policy, Laptop Acceptable Use Policy, Student Code of Conduct, and the Policy and Procedures Handbook shall govern use of all school technology resources, including school-issued laptops, whether such use occurs on or outside of school property.

The Internet is to be used for scholarly research and as a means of obtaining needed information. The Internet offers access to inappropriate sites such as those that are pornographic, militant/extremist, racist, and gambling-related. Students may not access any information of this kind.

Students may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.

Documentation

The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact your teacher or a school administrator.

Disclosing Information

Students should be very cautious about disclosing any personal information over the Internet. Students may not disclose another student's or faculty member's personal information without his or her expressed consent. In addition, personal information of students, alumni, faculty, and staff may not be published without explicit consent, or as provided in the school's Notification of Rights Under FERPA.

Internet Forums and Chat Rooms

Students who access Internet forums or chat rooms must act responsibly and show respect for the rights and feelings of others. Such access must be for an educational purpose, and approved by a teacher or administrator in advance. Gossip, insults, and libelous, demeaning, or derogatory pictures or comments about others, especially students, faculty, staff, and the school, are strictly prohibited. Threatening or harassing statements or pictures are also prohibited.

Other People's Laptops

No student may use another person's laptop without that person's consent. This prohibition especially includes sending out messages or pretending to be that person on the network.

Information Posted to Computers or Web Pages

Greenspire High School web pages may be used only for Greenspire High School business and only authorized individuals may modify or post material to these pages. No other pages may suggest that they are GHS web pages. If confusion is possible, pages should contain a disclaimer and links to the Greenspire High School sites. The site may not be used for commercial purposes. By posting materials and using Greenspire High School computing facilities or devices, the user represents that he/she has created the materials or that he/she has the right to post or use the materials. The storage, posting, or transmission of material must not violate the rights of any third person in the material, including copyright, trademark, patent, trade secrets, and any rights of publicity or privacy or any person. The materials posted must not be defamatory, libelous, slanderous, or obscene.

GHS web pages and use of those sites are at the sole discretion of the Greenspire High School. The Greenspire High School does not guarantee that the user will have continued or uninterrupted access. The site may be removed or discontinued at any time at the discretion of the Greenspire High School in accordance with policy or as needed to maintain the continued operation or integrity of the Greenspire High School facilities.

The Greenspire High School makes reasonable efforts to protect the integrity of the network and related services, but cannot guarantee backup, disaster recovery, or user access to information posted on personal computers or web pages.