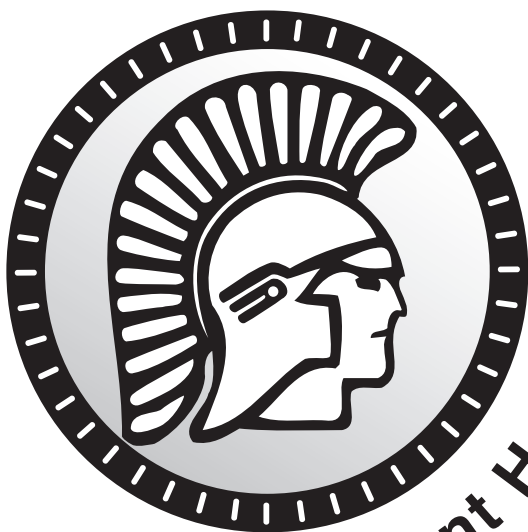


# Greene High School



Student Handbook

2022-2023

## CONTACT PHONE NUMBERS

Dial 656-4161, then the extension number.

High School Principal .....ext. 216

Mrs. Flohr, Administrative Assistant.....ext.224  
*lflohr@greenecsd.org*

Attendance .....ext. 219

Ms. Craver, Nurse .....ext. 411  
*lcraver@greenecsd.org*

Guidance.....ext. 218

Mr. Butler (A-L) .....ext. 230  
*mbutler@greenecsd.org*

Mrs. St. Germain (M-Z) .....ext. 237  
*jstgerma@greenecsd.org*

## DATES TO REMEMBER

September 6-7	Staff Development Days
September 8	First Day of Classes
October 7	Staff Development Day
October 10	Columbus Day
November 11	Veterans' Day
November 23-25	Thanksgiving Recess
December 26-January 2	Christmas/New Year's Recess
January 16	Martin Luther King, Jr. Day
January 24-27	Regents Exams
February 20-24	Presidents' Day Recess
March 17	Staff Development Day
April 3-7	Spring Recess
May 29	Memorial Day
June 2	Moving Up Day
June 13	Last Day of Classes
June 14-22	Regents Exams
June 19	Juneteenth
June 24	Graduation

## PURPOSE

The purpose of the *Student Handbook* is to provide students of Greene Central School with a handy source of information about various rules, policies and procedures of our school.

Any student who has any concerns or suggestions should present them to the Student Council, Class Officers or the Administration.

## STUDENT RESPONSIBILITIES

**Since education is a lifetime experience, Greene students understand:**

1. That we have academic responsibilities and strive to complete the work assigned and participate appropriately in class.
2. That we have a responsibility to care for our school and its contents.
3. That we care about ourselves and strive to present a healthy and positive image.
4. The importance of acting in a mature and responsible manner which means finding positive ways of dealing with people and situations.
5. The importance of being present every day and bringing excuses when returning from absences.
6. It is necessary to be time.
7. That we have a responsibility to plan for and prepare for the future.

## **FACULTY RESPONSIBILITIES**

**Since education is a lifetime experience, Greene faculty understand that it is important to:**

1. Listen to students with an open mind.
2. Support the student body in their extracurricular activities.
3. Treat students equally and provide equal opportunities.
4. Maintain a positive attitude towards the school and the student body.
6. Encourage class participation, and make learning creative and interesting.
7. Provide assistance whenever possible for students' personal and academic needs.

## **ACADEMIC MISCONDUCT**

Students will not engage in any form of academic misconduct. Examples of academic misconduct include but are not limited to:

- Plagiarism
- Cheating
- Copying
- Altering records
- Assisting another student in any of the above actions

**Consequences could range from a conference to expulsion from an academic class.**

## **ALTERNATIVE LEARNING CENTER**

Students assigned to Alternative Learning Center (ALC) will be confined to this area except to travel to and from the restroom.

Students assigned to ALC will be given a one day notice to allow sufficient time for teachers to provide meaningful assignments for students during their ISS. Unprepared students will be given an additional day to get assignments and will have to serve one more day of ALC. Failure to be prepared on the second day will result in out-of-school suspension.

Tests missed during ALC may be taken upon return to class. All other assignments (term papers, reading, etc.) are expected to be completed on schedule.

Disruptive/disorderly/uncooperative behavior while on ALC will result in out-of-school suspension.

Parents will be notified every time their son/daughter is assigned alternative learning supervision. Major reasons for which ALC is assigned are outlined in this Handbook.

The hours of ALC are from 7:45 a.m. to 2:27 p.m. Students are prohibited from evening or after-school activities.

## ANNOUNCEMENTS

Each morning announcements will be made. These announcements are necessary to achieve school-wide communications. Each student is to remain quiet and listen. Announcements are also posted throughout the building.

## APPOINTMENTS

If it is unavoidable that your child has an appointment during school hours, he/she must report to the high school office BEFORE first period. A written note with the date and time of appointment and parent/guardian signature is necessary for dismissal. Upon receipt of the written note, the student will be issued an appointment slip that will allow them out of class to come to the high school office to sign out. The student's name and departure time will be listed on the daily attendance bulletin. Students are not to leave without an appointment slip and are also required to sign back in at the main office.

## ASSEMBLIES

Assemblies are held in the auditorium or gymnasium depending on the nature of the program. During assembly programs, students are to exhibit courteous behavior.

## ATTENDANCE & ACADEMIC CREDIT POLICY

The objectives of the Comprehensive Attendance Policy are:

1. to accurately track the attendance, absence, tardiness and early departure of students to and from the school; and
2. to ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. to track student location for safety reasons and to account to parents regarding the location of children during school hours.

### Definitions:

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

**Scheduled instruction:** Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.

**Absent:** The pupil is not present for the entire period of the pupil's scheduled instruction.

**Tardy:** The pupil arrives later than the starting time of the pupil's scheduled instruction.

**Early departure:** The pupil leaves prior to the end of the pupil's scheduled instruction.

### Coding System:

The following coding system shall be used to indicate the nature and reason for a pupil's missing all or part of scheduled instruction. The School Nurse shall be responsible for reviewing student excuses.

EA – excused absence

ED – excused early dismissal

EN – excused early by nurse

ET – excused tardy

AL – alternative learning center

BR – bereavement

CV – college visit

FT – field trip

ES – excused suspended  
UA – unexcused absence  
UD – unexcused early departure  
UT – unexcused tardy  
TC – tardy to class

HB – homebound instruction  
PE – medically excused PE  
SA – school activity  
VA - vacation

Students who have a school assigned tutor or students serving suspension/detention shall not have absences counted against them.

The time that the pupil arrived or departed will be recorded next to the entry code describing the nature and reason for the student missing all or part of scheduled instruction.

**In order to encourage student attendance, the following strategies and incentives shall apply.**

**Minimum Attendance for Course Credit:**

A 9-12 student must be noted as not having more than 24 absences for a full-year course, and 12 absences for a half-year course.

For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 minutes of class, whether through tardiness or early departure.

The following is the **maximum** number of absences allowed before credit is lost for the different length courses taught at GCS and BOCES programs.  
full year – 24 days

alternate days or single semester courses – 12 days

Students *of* compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative education on that day.

Students *over* the compulsory attendance age suspended from school instruction will be marked absent unless they have been assigned alternative education. If alternative education has been assigned, only failure to attend scheduled alternative education shall count as an absence.

In order to prevent loss of credit for failure to attend, the district will take the following steps.

When a student has been marked as absent for 5% of a course's classes, the district shall notify the student and his/her parent(s) or person(s) in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date.

A student and his/her parent(s) or person(s) in parental relation will be advised one month before the completion of the course if the student is in jeopardy of losing credit for failure to attend. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date.

Upon returning to class after an absence, students should request all missed work. Students should refer to specific teachers' syllabus for details.

Where a student is in jeopardy of losing credit for excessive absences, the Building Principal shall be responsible for reviewing attendance records, determining eligibility for make-up work for excused absences, and arranging student make-up opportunities with teachers, including deadlines.

On occasion, a situation may arise where a student goes over the 24/12 absence total due to circumstances beyond his or her control e.g. physical injury, repeated doctor appointments due to extended illness requiring doctor care and/or family situations. When the need arises, a committee consisting of the Principal, Guidance Counselor, teacher, and if need be, the Director of Special Education, will be convened to look into the matter and decide on an appropriate solution. The committee's decision is final.

Students who miss more than 24 days of school may not receive credit for the year and may be required to repeat the grade level. This means that a student may not be promoted due to lack of attendance in school. This includes all legal and illegal days.

Long-term illness situations will be reviewed on an individual basis. Excessive illegal absences will be reported to NYS Hotline and Family Court.

### **Tardiness:**

All pupils are required to attend school on time as reflected in their *Student Handbook* and to attend classes on time. **UNEXCUSED TARDINESS WILL RESULT IN DISCIPLINARY ACTION.** A student who is tardy to school must report to the Main Office to secure a class admission. The student is not to be admitted to class without one.

The time of arrival will be recorded on an admission slip for the teacher's information.

All class work will be made up.

Oversleeping is not an excused tardiness.

### **Excessive Unexcused Tardies:**

Five (5) tardies equal one (1) day of absence; ten (10) tardies equal two (2) days of absence, and so on.

### **Notice of Absences:**

The pupil's parent(s) or person(s) in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following.

Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or absence and notify the parent that the pupil has not arrived at school.

Parents will be notified when excessive absences and/or tardies are accrued.

**Disciplinary Procedures:**

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extracurricular privileges, as described in the Code of Conduct.

**Incentives:**

District teachers shall work with the Building Principal to create and implement classroom-based incentive programs for excellent attendance, including but not limited to extra credit and additional privileges.

**Intervention Strategy Development:**

The Building Principal will meet as needed with appropriate school personnel to determine if any changes need to be made in the Attendance Policy.

**Counseling:**

The District shall provide consistent counseling to students with chronic attendance problems.

**Attendance Supervision Officer:**

The Board shall designate a person as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Attendance Policy (Board of Education Policy #36).

**BACK-PACKS**

Back-packs are required to remain in the student’s locker upon entering the building in the morning until the end of the school day. If special circumstances require the student to carry a back-pack during the school day, permission to do so must be obtained from the Principal.

**BELL SCHEDULE**

Warning Bell .....	7:45
Period 1 .....	7:50-8:33
Period 2 .....	8:36-9:19
Period 3 .....	9:22-10:05
Period 4 .....	10:08-10:51
Period 5 .....	10:54-11:37
Lunch .....	11:39-12:09
Period 6 .....	12:12-12:55
Period 7 .....	12:58-1:41
Period 8 .....	1:44-2:27
Period 9 (2nd trip bus) .....	2:27-3:10



## **BOCES CAREER AND TECHNICAL EDUCATION**

The high school offers complete career & technical programs through DCMO BOCES. Ask your guidance counselor for more information.

### **BUS REGULATIONS**

Students are to follow all school rules while on the buses. Students have the same responsibilities to their bus drivers as they do to their teachers.

A student wishing to ride a bus different than his/her regularly scheduled bus must have a note signed by the parent. This note is to be approved by the administration. The Principal will approve such requests only if there are sufficient seats. Students are expected to return from away activities on the bus.

Students who desire to return with their parent must obtain prior permission from the high school office. Only requests for transportation with the parent/guardian will be honored.

Students should use school transportation whenever possible. The student is expected to follow these rules while on the bus.

Observe the same conduct as in the classroom. Be courteous, use no profane language. Do not eat or drink on the bus. Keep the bus clean. Cooperate with the driver. Do not smoke. Do not be destructive. Stay in your seat; keep hands, head and feet inside the bus. The bus driver is authorized to assign seats. No excessive displays of affection. Be on time; do not keep the bus and everyone else waiting. Nothing is to be thrown within the bus or out of the windows. No animals are to be brought onto the bus.

The Transportation Supervisor, in cooperation with the Principals, has the responsibility of developing and enacting safety rules to be followed by drivers and passengers, including rules of student conduct. In order to ensure maximum safety to those riding school buses, it is necessary that both students and drivers cooperate in this effort.

If a student receives a Disciplinary Action Form due to a safety infraction of a serious nature on the school bus, said student may have their transportation privileges suspended by the school district until both student and guardian meet with an Administrator along with the Transportation Supervisor. The purpose for the guardian to be present at said meeting is to ensure all parties involved understand the reason why the student's action is deemed unsafe and poses a concern to the district.

### **CAFETERIA RULES**

1. Food is not to be taken out of the cafeteria.
2. Students are to take seats in the cafeteria and display good conduct.
3. When finished eating, clean up your place at the table. Place papers and leftovers in the trash cans. Take your tray to the tray window.
4. Students are not permitted in other parts of the building during their lunch period.
5. Food and drinks are not permitted in any other section of the building.

## COLLEGE COURSES

Criteria for selection of students into the college courses:

### English & Social Studies Departments:

**FOR: SUNY BROOME ENGLISH  
SUNY BROOME HISTORY**

Seniors must have a minimum of an 85 three-year average for the SUNY Broome History course and a 90 three-year average plus teacher recommendation for the SUNY Broome English course as an initial qualification for selection. College courses shall contain a maximum number of 20 students. Therefore, after reviewing the rank order of these averages, the top twenty students in the respective subject area will be accepted into the course. If any of the first 20 ranked students elect not to enroll in the class, additional students may be selected based on the course specific rank.

### Languages:

**FOR: TC3 SPANISH & TC3 FRENCH**

Students must have completed four years of the respective language as an initial qualification for selection. Students also must have a minimum of an 85 three-year average in the specific subject area for the three high school years of study.

### Math:

**FOR: SUPA CALCULUS**

Students must have completed four years of math and have successfully completed Math 12 Pre-Calculus.

### Courses at Greene:

1. If a student satisfactorily completes the course, he/she will receive dual credit for the college course and high school English 12, Government/Economics, Spanish 201/202 and French 201/202.
2. Students must contact the college to obtain a college transcript in order to receive college credit at the college they plan to attend.
3. Students must make payment to the college by November 1 for Semester 1 and by April 1 for Semester 2, or the student will be transferred to a non-college credit bearing course to fulfill high school requirements.
4. The following conversion chart will be used for SUNY Broome courses:

A = 94-100	A- = 90-93
B+ = 87-89	B = 83-86
B- = 80-82	C+ = 77-79
C = 73-76	C- = 70-72
D = 65-69	F = 64 or below

### Dual Enrollment:

If a senior is interested in taking his/her senior year at BCC, students must first attend a conference with the parent/guardian, counselor and principal to determine appropriateness. A written counselor recommendation is required for BCC. Students must also complete an application for early admission to BCC.

## **CODE OF CONDUCT**

Each student within the District has an individual responsibility to read and abide by all laws and rules of student conduct. Failure to assume this responsibility will result in disciplinary action.

The Code of Conduct, Policy #39, is handed out as a separate document to all students and is available on the District's webpage.

## **COMPUTER USE**

Students are encouraged to use computer resources for their work. Students must have a signed consent form on file for use of the Internet System.

## **DANCES/SCHOOL SPONSORED EVENTS**

Greene Central School is proud of its dances and school sponsored events. Student behavior over the years has been outstanding. In order to preserve this tradition, we want to insist upon the following:

1. Any fighting, drugs or alcoholic beverage-related problems during a dance or a school sponsored event will result in a school suspension plus barred from any future dances or school sponsored events for the remainder of the school year.
2. Couples who display excessive affection during a dance or a school sponsored event will be warned once and then asked to leave. Parents will be contacted.
3. **SCHOOL DANCES ARE FOR ENROLLED GREENE STUDENTS ONLY UNLESS OTHERWISE ADVERTISED.**
4. High School dances will be for students grades 9-12 **ONLY** unless otherwise advertised.

## **DIRECTORY INFORMATION RELEASED TO ARMED SERVICES AND COLLEGES**

Under Federal Legislation (Every Student Succeeds Act – ESSA) school districts are required to provide directory information (names, addresses and home phone numbers) to any military or college recruiters requesting the information. Parents must be given an opportunity to refuse this release of information and should have already received this information in a mailing home. Please contact the Guidance Counselor's Office at the High School in writing if you do not wish to have your child's information released to armed forces or colleges.

## **DROP/ADD OF CLASSES**

**ALL** students in grades 9-12 must maintain a class load of five (5) courses plus PE for both semesters. Any change in the schedule must occur as indicated below:

- A. Students enrolled in a full year course may only drop the course during the first two weeks. For half-year courses, the student may only drop the course within the first week. After these points, in order for a student to drop the course, a parent conference will be required.
- B. After the above specific timeline, the dropping of any course will be done only after a conference with the parent, teacher, the student and the counselor. The parent is encouraged to attend this meeting. If the parent cannot attend, the teacher and/or counselor must call the parent

to let him/her know of the drop and the consequences. A drop/add form must be filled out at the conference and the form sent home for the parent's signature if he/she does not attend the conference.

- C. The time limit for dropping any course (required or elective) is five weeks for the grade to be recorded as a drop.

The grade shall be recorded as follows:

1. Drop/Pass if the student is passing the current marking period.
  2. Drop/Fail if the student is failing the current marking period. The drop/fail will carry for the remainder of the semester in which the course was dropped for eligibility, etc.
- D. If a student changes after the first report card to a higher or lower level course, the grade for the course will be determined by the grade of the initial course and the subsequent grades of the new course. The grade for the dropped course will go in as a DROP.
  - E. The addition of a semester course may only be transacted before the fourth week of the semester with the approval of the teacher and the student understands that the missed work will be completed.
  - F. The addition of a full year course may be made at the end of the first five weeks with the approval of the teacher and the student understands that the missed work will be completed.
  - G. The final average for a new student entering the district after five (5) weeks of school is determined by averaging the grades from the former school with any grades received at Greene Central School.

## **DOUBLING COURSES**

1. Students are only allowed to double courses during their senior year.
2. Students who fail because they did not meet required class attendance will not be allowed to double courses.
3. In order for a student to double courses, a conference is required with the parent/guardian, student, counselor and a contract must be signed by the student and parent/guardian indicating the policies outlined in the remaining passages of this section.
4. If the student takes two different level required courses within the same subject area (ex., English 11 and English 12), the student's progress in those courses will be monitored at the completion of every marking period to determine if he/she is allowed to continue with this course load.
5. If the student fails either of the doubled courses during the first marking period, the student will be required to drop the higher level course.
6. After the first marking period, if a student fails one of the doubled courses for any particular marking period, but his/her overall average remains passing, the student will be allowed to continue with this course load. However, if the overall class average is not passing, the higher level course will be removed from the student's schedule.

## EARLY GRADUATION

Early graduation is not recommended. However, it is recognized that this may be appropriate under certain circumstances. In order to graduate early, a conference will be required with parent, student, counselor and principal to discuss rationale and circumstances.

If approval is granted by the Principal, a contract must be signed by the student and parent/guardian, as the policies for doubling courses will apply as listed above.

## ELIGIBILITY

The purpose of this policy is to encourage and promote student achievement and set guidelines for student eligibility for school sponsored co-curricular activities, events and sports.

In the High School, a student with two failures in five weeks is placed on probation. A high school student with two failures in two consecutive five-week periods makes the student ineligible. Any high school student who fails three subjects or more becomes ineligible. On the Thursday after the first full week of ineligibility, a student may request to be re-evaluated. If they are passing, they may improve their status or be taken off the ineligibility list.

**Endangered List:** A student with an average below seventy (70) at either the five (5) or ten (10) weeks mark reporting period in two (2) or more subjects will be placed on the endangered list. The student on the endangered list may practice and participate in all school sponsored co-curricular activities, events and sports. The student is encouraged to attend remediation.

**Probation:** A student on probation may practice and participate in contests. The student is required to attend remediation during the 9th period a minimum of two (2) times per week, stay until 3:05 p.m. and obtain a signature from the teacher with whom the student stayed. This signature will be given to the student's current season coach or advisor for verification of attendance. If the student has not attended remediation the student may not participate that day.

**Ineligibility:** A student on ineligibility may participate in practice but not in any co-curricular activity, event or sporting contest. The student is required to attend remediation during the 9th period a minimum of three (3) times per week, stay until 3:05 p.m. and obtain a signature from the teacher with whom the student stayed. This signature will be given to the student's current season coach or advisor for verification of attendance. The student must attend the remediation in order to participate in practices, rehearsals, etc. On the Thursday after the first full week of ineligibility, a student may request to be re-evaluated. If they are passing, they may improve their status or be taken off the ineligibility list.

At the end of the school year, the student who failed two or more subjects in the fourth quarter but earned course credit will not be considered ineligible.

A student becomes ineligible at the end of the school year as a result of failing two or more subjects in the fourth quarter and not earning course credit. The student will be allowed to practice in pre-season the following August. The student will be required to sit out the first twenty-five (25) percent of the games for the fall season. The student will be considered on probation for the remainder of the first five (5) week marking period.

Students can satisfy the required remediation period upon attendance in and successful completion of an approved summer school program. Students who choose the summer school option restore their eligibility for the fall season.

Additionally, students on the probation or ineligibility list will be placed on a no passes / no privileges restriction. This will require a pre-signed pass from one of the students' teachers to leave class or study hall during the school day.

At the High School, an Appeal Committee consisting of the High School Principal, Guidance Counselor, off-season Coach, in-season Coach, Teacher, and if need be, Director of Special Education may be convened to look into specific eligibility matters. The decision of the Committee is final.

Greene Central School defines co-curricular activities, events and sports as those listed on the school's parental consent forms, and as outlined in this policy.

## **EVACUATION DRILLS AND OTHER EMERGENCIES**

1. Instructions to be followed are found in each room. The teacher will explain them.
2. Pupils are to proceed quietly, in double lines, keeping in order, move briskly without running.
3. **EVACUATION DRILLS:** The signal to leave the building is the steady ring of the alarm bell. The first pupils out of the building are to open the doors and hold them open until everyone has left the building. The signal to return to the classroom is three short whistles.
  - a. Students using the exits in the rear of the building are to proceed to the outside basketball court.
  - b. Students using the exits in the front of the building are to proceed to the sidewalk next to South Canal Street.
  - c. Students using Building 3 exit to the parking lot and proceed to the sidewalk on the other side of the fence.

## **FIELD TRIPS**

A written consent by a parent or guardian is required before any student is permitted to go on a field trip. All school rules and regulations are in effect on field trips. Field trip permission slips will be left on file in the Principal's office.

## **FINAL MARKING SYSTEM**

### **Regents Courses:**

1. The Regents exam may be used as the final exam.
2. If a student has a 65% average in a course for all marking periods and fails the final exam, the student will pass the course if the overall final average is passing.
3. The final mark is computed as 4/5 class average and 1/5 final exam.
4. A student will receive Regents credit for a course only if the student scores a 65 or higher on the Regents exam.
5. When a pupil has pursued a Regents type course to its completion, it is expected that the Regents exam will be administered.

**Local Courses:**

1. In all non-Regents courses the minimum passing grade on final examinations will be 65 percent.
2. The final mark will be 4/5 class average and 1/5 final exam for both a full year and a half-year course.

**FOREIGN EXCHANGE STUDENTS****Grading Policy**

The purpose of students attending our school as foreign exchange students is for exploration and exposure to the English language and culture. Therefore, foreign exchange students will not be given numerical grades on their report cards, but instead will receive a P or F (Pass or Fail) to reflect effort, participation, and academic progress. If Greene High School students decide to participate in a foreign exchange program, students will not receive credit for work done in another country. Students must complete all regular NYS graduation requirements and exams either before or after participating in this program.

**FREE OR REDUCED LUNCHES**

For families meeting income requirements, meals are available to their children at free or reduced prices. Parents must complete an application to be eligible. This information is kept strictly confidential by law. It is important to all our students that all eligible families apply to receive the benefits of the free and/or reduced program. Please contact the high school office for an application or if you have any questions.

**GRADE PLACEMENT**

In the high school, grade placement is secondary to planning an education. In order for a student to be considered a sophomore, he/she must have earned 4 credits. To be considered a junior, he/she must have earned 9 credits. To be considered a senior, he/she must have earned 14 credits. Students entering high school in 2001 or thereafter must earn 22 credits for graduation.

**GUIDANCE DEPARTMENT**

Counselors help students evaluate their programs, study their progress and plan for formal education or employment following graduation. Counselors are available for pupil and parent conferences by appointment. After school appointments for parents can be arranged.

**HONOR ROLL**

Students who achieve an 85.0 to 89.99 average for a marking period will be placed on HONOR ROLL. HIGH HONORS will be awarded for an average of 90.0 to 94.99. Students who have earned a 95.0 or higher will receive SUPER-INTENDENT'S HONORS. If a student receives any failing grade or incomplete, he/she is ineligible for the Honor Roll.

## **INTERNET USAGE**

### **INFORMATION CONTENT AND USES OF THE SYSTEM**

User agrees not to knowingly publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to any persons, or which, without the approval of the Internet Administrators, contains any advertising or any solicitation of other members to use goods or services. User agrees not to use the facilities and capabilities of the system to conduct any business or activity or solicit the performance of any activity that is prohibited by law.

Because Greene Central School District provides a connection to the Internet, and thus access to other computer systems around the world, User (and the parent(s) of user if user is under 18 years of age) specifically understands that the Internet Administrators and Greene Central School District does not have control of the content information residing on these other systems. User and the parent of users who are under 18 years of age are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. The Greene Central School District and the Internet Administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors using the Internet should be aware that accessing and bringing such materials into the school environment will be dealt with according to the discipline policies of the individual school building and the Greene Central School District, including total restriction of access to the Internet. This policy attempts to articulate required or prescribed behavior. However, given the rapidly changing technology, the Greene Central School District recognizes it is not possible to define and prohibit all objectionable uses of the Internet. Nevertheless, a violation of any of the following guidelines may result in the loss of user privileges.

1. Any use of the Network for illegal, inappropriate or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as any activity that is a violation of local, state or federal law. Inappropriate use shall be defined as a violation of the intended use of the network. Publication of material which promotes or advocates violation or destruction of property including, but not limited to, the manufacture of destructive devices, such as explosives, fireworks, smoke bombs or other incendiary devices.
2. Any use of the network for activities conducted for profit is strictly prohibited.
3. Any use of the network for product advertisement or political lobbying is prohibited. Political lobbying means an attempt by a user to influence the vote of a legislator, the actions of the executive, or an administrative agency on behalf of another.
4. Any willful act involving use of the network which disrupts the operation of the network. Any user found engaging in any prohibited conduct may lose network privileges.
5. The use of bootleg software is prohibited. Bootleg software is defined as any software in possession of a user which has been downloaded



from the network or is otherwise in possession of the user without the appropriate registration of the software including the payment of any fees owing to the owner of the software.

6. The user specifically agrees not to submit, publish, or display on the network, any defamatory inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material nor shall the user use the network to encourage the use of controlled substances.
7. Transmission or retransmission of material, information or software, in violation of any local, state, or federal law is prohibited.
8. The use of encrypted data or software encryption programs are prohibited.

Any action by a user that is determined by an Internet Administrator to constitute an inappropriate use of a Greene Central School District Internet connection or to improperly restrict or inhibit other users from using or enjoying a Greene Central School District Internet connection is strictly prohibited and may result in total restriction of access to the Internet and any other disciplinary action deemed by the Greene Central School District to be appropriate. User specifically agrees not to knowingly submit, publish, or display on Greene Central School District Internet connection any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening racially offensive, or illegal material, nor shall user encourage the use of control substances, including alcohol and tobacco. Also, the user agrees not to knowingly submit, publish, or display material representing the Greene Central School District without written approval of an Internet Administrator. Transmission of material, information of software in violation of any local, state or federal law is prohibited and is a breach of the Terms and Conditions. User specifically agrees to indemnify Greene Central School District, and the Internet Administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by Greene Central School District, and the Internet Administrators relating to, or arising out of any breach of the policies, and regulation of the District by User.

The Greene Central School District Internet connection is to be used by User for his/her personal school related use only. For personal profit uses are strictly prohibited.

### **Third Party Supplied Information:**

Transmission of credit card information and/or other personal information over the Greene Central School District Internet Connection is forbidden. Greene Central School District makes no warranties regarding the security of the Internet connection. It is possible that credit card numbers and/or other personal information could be intercepted by third parties without the knowledge of the user.

### **Vandalism:**

Vandalism will result in cancellation of Internet privileges and other appropriate disciplinary measures. Vandalism is defined as any willful destruction or willful attempt to harm or destroy the data of the Greene Central School District Internet connection, or any of the agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Termination of Privileges:**

The Internet Administrators reserve the right, at their sole discretion, to suspend or terminate User's access to and use of the Greene Central School District Internet connection upon any breach of the Terms and Conditions by User. Prior to a suspension or termination, or as soon after as practicable, the Internet Administrator will inform the user of the suspected breach and give the user an opportunity to present an explanation. User may request a review hearing with a different Internet Administrator than the Internet Administrator who imposed the suspension or termination within seven (7) days of such suspension or termination if User feels that such action was unjust. After the review, access may be restored if the reviewing Internet Administrator upholds User's appeal.

### **Enforcement Provisions:**

In order to ensure adherence to the Terms and Conditions, the Internet Administrators reserve the right to monitor all activity on the System and to inspect all files. **Privacy is not guaranteed.** The use of encrypted data is a violation of this policy.

### **Other Provisions:**

The Terms and Conditions shall be interpreted, construed and enforced in all aspects in accordance with the laws of the State of New York. Each party irrevocably consents to the jurisdiction of the courts of the State of New York and the federal courts situated in the State of New York, in connection with any action to enforce the provisions of the Terms and Conditions to recover damages or other relief for breach or default under the Terms and Conditions, or otherwise arising under or by reason of the Terms and Conditions.

## **LIBRARY**

The library hours are from 7:30 to 3:05. Ninth period is dependent upon whether or not there are meetings scheduled. Books may be loaned for two weeks and renewed as necessary.

Classes in the library focus on research methods, library skills, and literacy. Classes scheduled in the library have priority over students coming from study halls. That being said, you may drop off your library books at any time.

### **Library Policies:**

**Behavior:** Students in the library are expected to be quietly engaged. The library is a working environment for students, faculty, and the librarian. Your behavior should reflect that atmosphere. Students who are disruptive will have their behavior addressed. If the behavior is not modified, that student will be sent back to study hall. Chronic behavior issues will result in losing library privileges for a period of time.

**Philosophy:** The library belongs to the students. This is your space to work and read. Everyone in the library is to respect that right by maintaining a quiet, business-like atmosphere.

**Overdue books:** Recognizing that sometimes a book is needed for a period longer than the loan, students are encouraged to renew their books. Should a renewed book be requested by another student, that book will be recalled to the library.

**Damaged books:** The expectation is that library books will be returned in the same condition as when they were borrowed. Accidents do happen and students are expected to speak to the librarian about replacing the damaged book.

**Lost books:** Speak to the librarian about your options for replacing lost books. Those options include either paying for the book or replacing the book with a new copy.

**Inter-Library Loans:** We are able to borrow books from other school libraries in the region. The librarian is glad to do this for you, but you must remember to return those borrowed books promptly and in good condition. You will be expected to pay for any inter-library loan books that you lose or damage.

**Staying in the library 9th period:** Kindly ask permission to stay. This way, if there is a conflict and the library is closed, you will know in advance and be able to make other arrangements.

**Summer loans:** Students may sign out books for the summer. These books are due on or about the second week of school in September. Students may return summer loans to the office during the summer or contact Mrs. Page directly to return their books. Contact information is included with those summer loans.

## **LOCKERS**

Hall lockers have combination locks built in. No additional locks may be used on these lockers. **EACH STUDENT IS RESPONSIBLE FOR THE CONDITION AND CONTENTS OF HIS/HER LOCKER.** At no time should a student give his/her lock combination to another person, nor should any locker be shared by more than one student. **PLEASE** remind your son/daughter to be sure his/her locker is locked. The school is not responsible for “loss or theft” of property from lockers.

The District retains the right to conduct random locker searches to further the special needs of school security, to ensure the safety of students, faculty, and staff and to prevent disruptions to the learning environment. Additionally, the district recognizes the deterrent effect that these searches have. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

## **LOST AND FOUND**

Lost items are to be reported to the high school office. Found articles are to be brought to the high school office. The school is not responsible for “loss or theft” of property from lockers.

## **MOBILE DEVICES**

**Personal Mobile Devices are not permitted in the High School.**

### **Definitions**

The term “mobile device,” as used in this policy, includes smart phones and other mobile phones, laptop computers, tablet devices such as the iPad or Android OS devices, e-readers such as Kindle or Nook devices, iPod Touch devices, or any similar mobile electronic device that can access either the School District network or an independent Internet connection. The term “cloud computing services,” as

used in this policy, may include the delivery of software, infrastructure and file storage capability over the Internet.

Personal mobile devices can be a positive means of communication; however, the possession, display and/or use of such devices can cause disruption to the classroom and school community. Students are issued a Chromebook or laptop to use for academic purposes when appropriate.

Therefore, to prevent such disruption, the possession, display and/or use by students of personal mobile devices are not permitted from the time of entry into the school building until the end of the regular school day, with the one exception of their assigned lunch time. Such devices will be stored out of sight in their provided locker as they enter the building. The District is not responsible for stolen, lost or damaged personal mobile devices.

Students may use an office phone if necessary.

If seen possessing, displaying and/or use using a device during the school day and not during the designated time, the student will be asked to turn over his/her electronic device to be placed in the Main Office along with the following consequences:

- **1st Offense:** Student receives a warning and may pick up the device at the end of the day.
- **2nd Offense:** Parent must pick up device at the end of the day.
- **3rd Offense:** ½ day of in school suspension and parent must pick up device at the end of the day.
- **4th Offense:** Full day in school suspension and parent must pick up device at the end of the day.
- **Subsequent Offense(s):** Out of school suspension and parent must pick up device at the end of the day.

**Any student who refuses to turn in their mobile device when asked by a staff member will be suspended out of school for insubordination.**

## **NINTH PERIOD**

The official ending time for school is 3:05 p.m. Students who have completed their work and have behaved appropriately have the privilege of leaving at the end of eighth period. Ninth period assignment priorities shall be as follows: academic assistance, academic make up, discipline, and then clubs, activities and sports. Students must be supervised by a faculty member and stay the entire ninth period. Students must obtain a bus pass from the faculty member they stayed with in order to receive transportation. No student will be permitted to leave school grounds and return at the end of ninth period to obtain transportation. **Students may not hang out.**

## **NURSE'S OFFICE**

The nurse's office is open from 7:45 a.m. to 3:15 p.m.

### **Accidents**

All accidents, however slight, are to be reported all the teacher or staff member at the scene. Students are not to treat the injury themselves.

## Illness

A student who is feeling ill should request permission to see the nurse. Do not go to a restroom or leave the building. Students must be given permission by the nurse to go home ill. Students may not call a parent directly to go home ill unless it is from the nurse's office with the permission of the nurse.

## Student Medications

The regulations for student medication are as follows:

- Medication prescribed by a physician that is required to be taken during the school day must be brought to the Nurse's office by the parent and left under the care of the school nurse.
- At the prescribed time, the student is to report to the Nurse's office to take such medication under the supervision of the school nurse.
- Medication will be dispensed by the school nurse only when it is in its original prescription bottle, labeled with date of prescription, student's name, exact dosage and accompanied by a written order from the physician. Parents may also arrange to administer medication to a child in the Nurse's office when necessary.
- No student is to have any type of medication on his/her person in school under any circumstances.
- Students who may require emergency application of certain medication may also have such medication stored in the Nurse's office by the nurse. In the absence of the nurse, the principal will be responsible for such action.

## ORGANIZATIONS, ACTIVITIES & CLUBS

The activities program at Greene High School encompasses areas to enrich and expand the curriculum. It is designed to provide students with the opportunity to discover, develop and/or recognize their talents and abilities. All students are urged to select prudently from among the wide range of offerings and to participate actively in those areas that hold the greatest promise for them.

### Student Organizations

Student Council	Class Officers	Prom Committee
Gay-Straight Alliance	Interact	National Honor Society

### Clubs

Game Board Club	Mock Trial	Envirothon	Ski Club
Yearbook	Academic Challenge	Odyssey of the Mind	
Footlights	Select Choir	Marching Band	Jazz Band
Robotics	Book Club	Art Club	Volleyball Club
Soccer Club	Softball Club	Christian Fellowship Club	

### Activities

Prom	Senior trip	All-County	Area All-State
Homecoming	Pep Assemblies	Student Council 9th period activities	
Student Council Tournaments		Student Council Can Drive	
Tractor Day	Mock Car Crash	White Face Day	

## Sports

Soccer (boys and girls)		Swim (boys and girls)		Football	
Volleyball	Golf	Field Hockey		Basketball (girls and boys)	
Wrestling	Bowling	Track	Baseball	Softball	Tennis

## PARTICIPATION IN GRADUATION

In order to participate in the Commencement Ceremony as a graduating senior, students must have met all graduation requirements prior to the date of Graduation. Students not meeting all graduation requirements in June will not be allowed to participate in the Commencement Ceremony.

## PASS SYSTEM

A student must have a pass when he/she leaves the supervision of a teacher to go to another teacher's room, the library, the office, the nurse's office or to the bathroom. The pass must include the teacher's signature, date, time and destination.

1. Bathroom Pass: one student at a time may leave a room with a bathroom pass.
2. Library Pass: a student who is issued a library pass by a study hall or classroom teacher is to remain in the library for the entire period. If the Librarian sends a student back, the teacher of the student will be notified. The student will sign into the library and turn in his/her Library Pass. Students will have three minutes to arrive at the library.

The penalty for misuse of library passes will be:

- a. First Offense: no library privileges for two weeks.
- b. Second Offense: no library privileges for three weeks.
- c. Third Offense: no further library privileges. The Librarian will notify study hall teachers in writing of those students denied library privileges. The teacher may deny a student a pass, but signed passes must be honored.

All study halls must have sign out sheets. Students are to fill out all requested information before they will be granted a pass. Time out and in are important and teachers will check to see if the length of time is within reason.

**Any student on probation or restriction must have a pre-signed pass to be released from study hall.**

## PHYSICAL EDUCATION — EXCUSED ABSENCE

The school nurse shall verify medical excuses from physical education and the teacher involved. Those excused from physical education will either assist the teacher with class work or be placed on a study program relative to physical education activities.

Students are required to change and participate in physical education. Failure to do so will disqualify the student from participation in extracurricular sport activities for that day and will affect the student's grade.

## **PHYSICALS**

Working paper physicals and athletic physicals are scheduled through the nurse's office.

## **PLAGIARISM**

Plagiarism is defined as passing off someone else's ideas or works as your own.

Examples of plagiarism could include:

- Submitting another's paper/work as your own
- Using information from an encyclopedia, book, textbook, website, database, etc., without citing the source
- Using quotations of another person's actual spoken or written word and/or paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source

Consequences could range from a conference to expulsion from an academic class.

## **RANK IN CLASS**

Rank in class at Greene High School is based on a student's grade point average (GPA). A student's GPA is a cumulative numerical accounting of all the final grades from all high school credit courses. In this computation the final mark for each course taken is used to calculate the GPA for each grade. Full year courses represent a factor of 1 while half year courses are a factor of .5. With the exception of Physical Education all subjects are included in figuring the high school cumulative GPA.

Students are ranked in their total class – not separately by academic or vocational programs. Should a student fail a course or retake a course to get a higher grade, the retake is added to a student's transcript and included in the new GPA calculation. The lower grade remains on the student's transcript as a documentation of the length of time subjects have been studied and is also still included in the GPA calculation. Regents' exams taken over to achieve a higher score will appear on a student's transcript but will not impact the overall GPA.

The GPA is calculated by dividing the total of the overall averages from grades 9, 10, 11, and the first half of grade 12 by the total number of accumulated high school credits (including any grades or credits earned in summer school).

Final ranking for senior year is computed at the end of the second marking period.

## **REPORT CARDS**

A report of students' achievement in each subject will be made four times per year. Five week progress reports will automatically be sent for all students. Teachers may submit additional progress reports on students who are not doing passing work or have dropped significantly in grade at any time during the year. Positive progress reports are also encouraged. Parents are invited to contact teachers to discuss student progress.

## Incompletes

A student who receives an incomplete from a teacher has ten (10) instructional days to make up the work. During the ten-day period, the student will be placed on the Academic Status list until the work is made up and grade assigned. Failure to do will result in the student receiving a mark that is an average of the work completed and the work that should be completed. Prolonged illness will be dealt with on an individual basis.

### Dates Report Cards and Progress Reports are Issued:

	<u>Ends</u>	<u>Issued</u>	<u>Incompletes Due</u>
5 Week Progress Report	10/6/22	10/14/22	10/21/22
10 Week Report Card	11/10/22	11/17/22	11/30/22
15 Week Progress Report	12/16/22	12/22/22	1/9/23
20 Week Report Card	1/27/23	2/2/23	2/10/23
25 Week Progress Report	3/3/23	3/9/23	3/20/23
30 Week Report Card	4/14/23	4/20/23	4/28/23
35 Week Progress Report	5/12/23	5/18/23	5/26/23
40 Week Report Card	6/23/23	6/30/23	

## SEXUAL HARASSMENT

It is the policy of the district that all employees and students have a right to work or study in an environment free of discrimination, which encompasses freedom from sexual harassment. The district strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the district must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the district prohibits the following:

1. Unwelcome sexual advances,
2. Request for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship,
3. Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development,
4. Any verbal or physical conduct that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties,
5. Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment. Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction.



Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendoes, and sexually suggestive objects, books, magazines, photographs, cartoons or pictures. Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students or visitors are urged to report such conduct to the Compliance Officer so that the district may investigate and resolve the problem. If the complaint involves the Compliance Officer, or if the person for any reason is uncomfortable in dealing with the Compliance Officer, the employee or student may go to the Superintendent or a person appointed by the Superintendent to handle the complaint.

The district will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

The district will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective negotiations agreement.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the district in the investigation of a complaint. However, if after investigating any complaint of harassment or unlawful discrimination, the district learns that the complaint is not in good faith or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

The procedure to investigate any complaint shall be consistent with the Anti-Discrimination Policy 6150 adopted by the Board recommended in Form 6150F.

## **SMOKING/TOBACCO PRODUCTS**

Possession of and/or use of tobacco products, including e-cigarettes and vapes, are prohibited on school property or at school sponsored events.

## **STUDENT COUNCIL**

The Greene High School Student Council provides a safe place where students may express their ideas for improvements within the school environment. This organization has a strong focus on the morale of students throughout the year. Students are always welcome to share their ideas, present any issues and be part of discussions for improvements. Student council members include the executive committee, all class officers from each grade, and any student in grades 9 – 12 who do not have any disciplinary issues and who are academically eligible. Students can join at any time during the school year.

Elections for Student Council officers are conducted each year and returning officers must run again. Only incoming Juniors and Seniors are eligible to run as an officer and must have been an active member for a minimum of one year prior to running. President and Vice President nominees are required to present their ideas for improvements to their peers in a public forum and the student body will vote

for their elected President and Vice President. The Student Council secretary and treasurer are chosen by the high school Student Council advisor.

The student body is greatly encouraged to become an active participant in Student Council and use their representatives to express their ideas and/or concerns.

## **STUDENT PARKING AND DRIVING**

Students will be allowed to park on school property starting with Seniors and then underclassmen as space permits. A completed parental form must be submitted before a vehicle can be registered and a parking permit issued. Any student vehicle not having a valid Greene Central School parking permit may be towed at the student's expense. Please be advised that the parking permit application contains the following:

"I understand that the District will from time to time conduct searches of vehicles parked on District property. I further understand that these searches will be conducted using dogs trained for the discovery of various forms of contraband including but not limited to drugs (including marijuana), firearms, and explosives.

I agree that if such canine search singles out my vehicle, I will submit to a detailed search of the vehicle, including but not limited to, the glove box and trunk and any closed personal property within the interior of the vehicle such as luggage, briefcases, or any sealed container."

All student drivers are to park their vehicles in their assigned parking spot in the south parking lot. Students are not allowed to park beyond the tennis courts any time during the day before 3:15 p.m. Students are not allowed to park in the handicap or reserved spaces at any time.

Students are to follow safe driving practices on school grounds. The speed limit on school property is 15 m.p.h.

Violations of driver and passenger rules will result in parking privileges being taken away.

Students may transport only themselves to and from activities.

## **STUDY HALL EXPECTATIONS**

The purpose of study hall is to create an opportunity within the school day to have a safe and organized place to complete school work. Students are to bring work to do or a book to read. Any student who wishes to see another teacher must have a pre-signed pass prior to study hall from that teacher. If students have a pre-signed pass, they should report to their scheduled class BEFORE going to the pre-signed destination. This is for attendance purposes.

Students who are on Academic status are not allowed to leave study hall without a pre-signed pass and only for academic purposes.

## **SUMMER SCHOOL**

Summer School slots will be assigned based on students' attendance, disciplinary records, effort during the regular school year, grade level, and degree of need. Students must have a minimum 50 average in their regular school year class in order to qualify to retake a course in summer school.

## **Grading Policy:**

Beginning in 2000, in accordance with the New York State Education Department *Summer School Handbook*, Greene High School requires that “summer school work taken to improve an existing grade must be combined with work done during the regular school year to determine the final grade.” Greene High School policy states that the overall average that the summer school student will receive in a course will be determined by the following formula:  $\frac{2}{3}$  grade from summer school plus  $\frac{1}{3}$  grade from the regular education school year. For example, if a student’s grade in English 9 for the regular education year is a 58, he/she must receive a 68 in summer school in order to be granted credit for that class.

## **TEXTBOOKS**

The teachers issue textbooks to the students. The student is responsible for all textbooks loaned to him/her. In case of loss or damage, the replacement cost of the book **MUST** be paid before new books will be issued. All books should have covers to aid in preventing damage.

## **USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT**

The Greene Central School District recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. Therefore, the school district will implement the use of surveillance cameras when necessary in school buildings, buses, and /or on school grounds. The purpose of the surveillance cameras within the school district is to promote discipline, health, welfare and safety of staff and students, as well as that of the general public. District surveillance cameras will only be utilized in public areas where there is no “reasonable expectation of privacy”. Any camera recording used for surveillance purposes in school buildings, school buses, and/or school property, shall be the sole property of Greene Central School District; the Superintendent of Schools or his/her designee will be the custodian of such recordings.

## **VISITORS**

Parents and visitors are always welcome at Greene Central School. However, all visitors must first report to the high school office to request a Visitor’s Pass. Student visitors must have the prior approval of the Principal.

## **WORKING PAPERS**

Forms for working papers are available in the Main Office. Students are required to have these up through the age 18.









