

GREENVILLE HIGH SCHOOL

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Mr. Randy Swisher, Athletic Director
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Mrs. Krista Subler, Guidance Counselor

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Instruction Zone Proceed with Care!

Students and parents are responsible for all information in this handbook, the registration guide, and all rules and regulations contained in Board of Education Policy. Copies of BOE Policy are available on-line at www.greenville.k12.oh.us or at any school in the district, the GHS office and Media Center, and the Greenville Public Library.

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Greenville City Schools

*The core business of Greenville City Schools is to provide
engaging work for all students every day.*

Vision

All students and adults will be actively engaged in challenging and interesting school work that prepares them to make positive contributions to our community and to our world.

Mission

Our mission is to create a quality learning-environment that enables the school community to invent highly engaging work for students every day. As we strive to establish and maintain a high performing, always improving school system that looks to the future, the student and adult knowledge workers will be the focus of the system. Families, businesses, community organizations, and schools will be partners in learning.

We Believe:

* High expectations result in higher levels of achievement; ALL of our students and adults are capable of learning more than they are now learning.

* Our schools must prepare students to become information seekers, active problem solvers, and team players in a knowledge-based and technologically advanced society.

* Effective leaders are accountable for inventing and designing quality schoolwork to enhance the development and growth of the whole person based on the core values of our school system.

* Authentic learning results from actively participating in challenging and highly engaging work that incorporates individual learning styles.

* Strong commitment to our school district and our community as partners is essential in supporting an educationally strong, safe, and enriched learning environment for our students.

* Thoughtful and purposeful innovation that supports continuous improvement and honors valued traditions is necessary for all people and programs in the system in order to meet the future challenges our community will face.

* As a learning community, we must treat others with respect, work cooperatively, share successes, and appreciate life-long learning.

No student shall be denied admission to the Greenville City School District or to a particular course or instructional program or be otherwise discriminated against on the basis of race, color, national origin, sex, disability, or any other basis of unlawful discrimination. To carry out these policy statements, persons and offices as identified herein shall be responsible for compliance within designated areas:

Title VI, IX Coordinator
(non-discrimination on the basis of sex)
Mr. Randy Swisher (and/or) Mr. Ken Neff
Greenville High School
548-4188

Title IV, Section 504 Coordinator
(non-discrimination on the basis of disability)
Superintendent or his/her designee
Greenville High School
548-3185

The Alma Mater

“The Green and White”

Hail to the spirit of old Greenville High,
Hurrah for its valor and might.
Hail to the colors unfurled to the sky,
Hurrah for the Green and White.

Green are the fields when summer is here.
White are the drifts when winter appears.
Hail! Hail to the banner of old G.H.S.
Hurrah for the Green and White

The Fight Song

“Onward, Greenville!”

Onward, Greenville! Onward Greenville!
On to victory.
Fight the team across the field,
Hear our cry of loyalty – Rah! Rah! Rah!
Greenville High School, Greenville High School
We will never yield! But we'll Fight! Fight! Fight!
To show our gameness – here's to old G.H.S.!

With a G – R – double E – N
And a V – I – double L – E.
You're the team we love to see
Lead us on to victory

BIG GREEN! BIG WHITE!
Yea team! Let's fight!

Bell Schedules

Regular Bell Schedule

Warning Bell	7:44
Tardy Bell	7:49
1 st Period	7:49 to 8:37
2 nd Period	8:41 to 9:23
3 rd Period	9:27 to 10:09
4 th Period	10:13 to 10:55
5 th Period (Lunch)....	10:59 to 11:41
6 th Period (Lunch) ...	11:45 to 12:27
7 th Period	12:31 to 1:13
8 th Period	1:17 to 1:59
9 th Period	2:03 to 2:45

Homeroom Bell Schedule

Warning Bell	7:44
Tardy Bell	7:49
Homeroom	7:49 to 8:09
1 st Period	8:13 to 8:53
2 nd Period	8:57 to 9:37
3 rd Period	9:41 to 10:21
4 th Period	10:25 to 11:05
5 th Period (Lunch)	11:09 to 11:49
6 th Period (Lunch)	11:53 to 12:33
7 th Period	12:37 to 1:17
8 th Period	1:21 to 2:01
9 th Period	2:05 to 2:45

Pep Assembly Bell Schedule

Warning Bell	7:44
Tardy Bell	7:49
1 st Period	7:49 to 8:32
2 nd Period	8:36 to 9:15
3 rd Period	9:19 to 9:58
4 th Period	10:02 to 10:41
5 th Period (Lunch)....	10:45 to 11:24
6 th Period (Lunch) ...	11:28 to 12:07
7 th Period	12:11 to 12:50
8 th Period	12:54 to 1:33
9 th Period	1:37 to 2:16
Pep Assembly	2:20 to 2:45

Two Hour Delay Bell Schedule

Warning Bell	9:44
Tardy Bell	9:49
1 st Period	9:49 to 10:18
2 nd Period	10:22 to 10:51
3 rd Period	10:55 to 11:24
4 th Period	11:28 to 11:57
5 th Period (Lunch)	12:01 to 12:31
6 th Period (Lunch)	12:35 to 1:05
7 th Period	1:09 to 1:38
8 th Period	1:42 to 2:11
9 th Period	2:15 to 2:45

Two Hour Early Release Bell Schedule

Warning Bell	7:44
Tardy Bell	7:49
1 st Period	7:49 to 8:18
2 nd Period	8:22 to 8:51
3 rd Period	8:55 to 9:24
4 th Period	9:28 to 9:57
5 th Period (Lunch)....	10:01 to 10:31
6 th Period (Lunch) ...	10:35 to 11:05
7 th Period	11:09 to 11:38
8 th Period	11:42 to 12:11
9 th Period	12:15 to 12:45

Three Hour Delay Bell Schedule

Warning Bell	10:44
Tardy Bell	10:49
1 st Period	10:49 to 11:18
2 nd Period	11:22 to 11:51
3 rd Period	11:55 to 12:24
4 th Period	12:28 to 12:57
5 th Period (Lunch)	1:01 to 1:31
6 th Period (Lunch)	1:35 to 2:05
7 th Period	2:09 to 2:38
8 th Period	2:42 to 3:11
9 th Period	3:15 to 3:45

SECTION 1 – STUDENT SAFETY AND SECURITY

PART 1 - ON-CAMPUS CAMERAS – The District has installed security cameras on the campus of Greenville High School to assist the Administration in the protection of the students and staff during their daily activities. Surveillance cameras are used only to promote order, safety, and security of students, staff and property while on campus, and their use is governed by the District policies concerning confidentiality of students and staff records.

Any and all on-site cameras and recording devices, as well as all other security measures, shall be used only for school business purposes and for advancing the mission of Greenville High School and the Greenville City Schools as decided by the Administration. Such electronic devices and other security measures shall not be used for the personal benefit of any employee or visitor to school property. Information is stored on campus for a period of up to seven days before new information is recorded to the appropriate location. Students and staff should not, however, assume that these cameras can or do afford total or partial protection against theft or harm.

PART 2 - STUDENT INFORMATION – During the course of the school year, several agencies and organizations authorized by State and Federal Law ask for information regarding students and their families. It is the policy of the Greenville City School District to disseminate information regarding students and their families ONLY to those individuals and organizations to whom we are required by law to inform, or to those individuals to whom the District has been instructed by a student's parent or guardian to share such information. Greenville High School will NOT share student information with anyone who is not authorized by a parent or guardian, or by State law, or by Federal law, to receive such information.

PART 3 - STUDENT INFORMATION: Emergency Medical Forms – Every student is required to have on file with the Main Office a Student Emergency Medical Form completed and signed by the student's legal guardian. This form is essential for the District to be able to care for a student in the event of an emergency. Any student who fails to submit an Emergency Medical Form by the end of the second week of school will be subject to disciplinary action up to and including Out-of-School Suspension until a valid Emergency Medical Form has been submitted.

PART 4 - STUDENT INFORMATION: Pictures of Students – During the school year, the Greenville City School District often has the opportunity to photograph and videotape students in a variety of school-related activities. Student recognition programs, academic and fine art programs are a few examples of these activities. These personally identifiable photographs, and/or videotape may be used in communication tools, such as the District's annual report, building and/or district newsletters or calendars, and in communicating with the media. Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students.

Our primary goal, however, is to respect your privacy. If you object to the inclusion of your child in any of the above, you must file your objection in writing, stating your child's name, grade and school. The parent or guardian of the student must submit to school administration such request within the two weeks from the first day the student is enrolled in a school year.

PART 5 - CONTACT WITH OUTSIDE AGENCIES: Media Interviews with Students – During the school year, students may be approached at school events by members of the media for interviews. While the District reserves the right to deny media requests for student interviews at any time, a parent or guardian wishing to prevent his or her child from speaking with the media must file their objection in writing, stating their child's name, grade and school. The parent or guardian of the student must submit to school administration such request within the two weeks from the first day the student is enrolled in a school year.

PART 6 - CONTACT WITH OUTSIDE AGENCIES: Student Surveys – Students may be asked to participate in surveys involving third party groups. These groups must receive prior approval from the District’s Administration before they may give any survey to our students. Parents and students have the right to opt out of taking any such surveys.

PART 7 - MEDICATION ADMINISTRATION POLICY – No student is allowed to carry medication of any type (prescription or over the counter) on their person during the school day. If a student needs to have medicine available to them at school, s

/he should submit that medicine (in its original container), along with a School Medication Permission and Instruction Form, to the School Nurse. All student medications will be stored in a secure area, and dispensed by a designated adult according to the directions on the School Medication Permission and Instruction Form. Any student who carries on their person medication of any type is subject to disciplinary action up to and including Out-of-School Suspension and expulsion.

SECTION 2 – ACADEMICS

PART 1 - STUDENT GRADE CLASSIFICATION – A student’s grade level will be determined by the first year s/he has attended high school in the state of Ohio. Students who transfer to Greenville High School from outside the state of Ohio will be assigned a grade level consistent with the number of high school credits s/he brings to the high school upon enrollment.

PART 2 - SCHEDULING – Students schedule classes for their next school year in February. The Guidance Department will meet with students individually and as a group to go over the guidelines, explain class options, and to make sure that student schedules are designed to advance students toward graduation. Information about class options will be made available to parents in both written form and via the District’s website. Parents and guardians can also call the guidance office to talk with a guidance counselor about questions related to scheduling. Parents and guardians are encouraged to take an active role in helping their student plan his or her schedule.

Students should carry no fewer than six credit classes on their schedule. Students wishing to participate in a Career Technical program, or who wish to change or adjust their schedules after being accepted in a Career Technical program, must have the approval of the Director of Career Technology before any changes will be considered.

PART 3 - SCHEDULING: Changing a student’s schedule – Students wishing to change their class schedule during the school year must submit to the Guidance Office a “Course Request Form”. This form can be obtained from the Guidance office, and REQUIRES a parent or guardian signature before the requested change will be considered.

Once the form has been submitted, the Guidance Department will schedule a time for the student to meet and discuss their request. Students wishing to talk with their Guidance Counselor can schedule a meeting with their Counselor during a study hall or lunch period.

Students wishing to change their schedule must have a valid reason for requesting the change.

Valid reasons for changing a schedule would include:

- * A student being scheduled in a course that was not requested
- * A student needing to take a course that was not scheduled
- * Dropping a course that was taken during the summer
- * A student having two or more consecutive study halls
- * A schedule change requested by a building administrator

All student requests for a schedule change must be made during the first ten (10) days of the class the student wishes to drop or add. Schedule changes taking place after the first ten (10) days require

administrative approval. Any student who withdraws from a class after the first ten (10) days of the course may receive a final grade of "F" on his or her transcript.

Students are to attend all classes on the original schedule until the effective day of schedule change. No student schedule changes will be made to accommodate the acquisition of a flash pass, or to put a student in a class with their friends.

PART 4 - POST SECONDARY EDUCATION OPPORTUNITIES – Greenville High School students are eligible to take classes at Edison Community College for both high school and college credit. STUDENTS WHO CHOOSE TO TAKE CLASSES AT EDISON COMMUNITY COLLEGE NEED TO REMEMBER THAT THEY ARE GREENVILLE HIGH SCHOOL STUDENTS WHO ARE ALSO TAKING CLASSES AT EDISON. The student's primary duty is to Greenville High School. On those occasions where weather delays or special school schedules create a conflict between post-secondary classes and high school classes, students are to give priority to their high school classes. In those situations where a serious conflict occurs, students should contact their guidance counselor or a building administrator as soon as possible.

Post-secondary students should also remember that any and all textbooks distributed by post-secondary schools are the property of Greenville High School, and that those textbooks should be returned to Greenville High School. Failure to return these books to the high school could result in the student being charged a fee for those books.

PART 5 - GRADES – Student grades are calculated based on a formula that assigns a letter grade for each level of achievement on student assignments. Individual teachers will explain to students how their grade will be calculated. That percentage is converted into a grade using the following formula:

A = 93 to 100	B- = 80 to 82	D+ = 67 to 69
A- = 90 to 92	C+ = 77 to 79	D = 63 to 66
B+ = 87 to 89	C = 73 to 76	D- = 60 to 62
B = 83 to 86	C- = 70 to 72	F = 0 to 59

At the end of each grading period, student scores are totaled, and grades are assigned to each student in a class based on their academic performance.

PART 6 - GRADES: Passing or Failing a Class – The school year is made up of four nine-weeks grading periods, or quarters. Classes at Greenville High School will consist of two nine-weeks grading periods (semester class) or four nine-weeks grading periods (year-long class). In a semester class, a student will receive three grades: one grade at the end of each quarter in the semester, and one grade for the end of class exam. To earn a passing grade in a semester class, a student must earn a passing grade in two of the three grades assigned. Any student who does not receive two passing grades during a semester long class will receive no credit for that class.

Students taking a year-long class will receive six grades: a grade at the end of each of four quarters; a mid-term exam, given at the end of the second grading period; and a final exam given at the end of the school year. Students taking year-long classes can earn a passing grade in one of two ways: they can earn passing grades in two of the three grades given each semester, or they can earn passing grades in all three second semester grades. Any student who receives failing grades in two of the three grades given in the first semester is given a failing grade for the course if s/he fails any one grade in the second semester.

PART 7 - STUDENT EXAMS – All classes at Greenville High School have a final exam or final project. Year-long classes usually have two exams – one at the end of the first semester, and one at the end of the year.

PART 8 - STUDENT EXAMS: Attendance – A student MUST attend his or her final exam in order to receive credit for his or her class. If a student fails to attend his or her final exam, they will be given a failing grade for the class.

The exception to this rule occurs ONLY with second semester exams. Any student who earns an A during the third AND fourth quarter can be exempted from attending a final exam by the teacher of the class.

PART 9 - CALCULATING STUDENT GRADE POINT AVERAGE (GPA) – Final grades in each class are assigned a value on a scale of 4.0 for the purpose of calculating a student's Grade Point Average and Class Ranking. The following scale is used:

A = 4.000	B = 3.000	C = 2.000	D = 1.000
A- = 3.667	B- = 2.667	C- = 1.667	D- = 0.667
B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0.000

A student's GPA is calculated by adding up the values above for all grades a student earned, and then dividing that total by the number of credits the student has attempted to earn.

PART 10 - HONOR ROLL AND MERIT ROLL – At the end of each grading period, students are recognized as having achieved Highest Honors (a GPA of 4.0 or higher), Honor Roll (a GPA between 3.500 and 3.999), or Merit Roll (a GPA of 3.000 to 3.499).

PART 11 - DETERMINING VALEDICTORIAN AND SALUTATORIAN – The Class Valedictorian and Salutatorian will be the students having the highest cumulative GPA who has successfully completed at least the following curriculum:

- * 4 credits of Language Arts
- * 4 credits in Mathematics
- * 3 credits in Social Studies
- * 3 credits in Science, including 2 credits of laboratory science
- * 2 credits in a single Foreign Language

In the event that there are two or more students with the highest GPA, then no student will be named as Salutatorian, and co-Valedictorians will be named. The class Valedictorian and Salutatorian will be determined at the completion of seven semesters of class work.

SECTION 3 – STUDENT OBLIGATIONS AND PRIVILEGES

PART 1 - SCHOOL FEES – All students in the district will be assessed a flat fee for consumable items they will use during the school year. Payment of this fee is expected by the end of the first week of school. In addition, there will be an agenda book fee, a lab fee for those students taking lab classes, and a workbook fee for those classes which require a workbook.

Lost or stolen text books or Media Center books will result in a processing fee of up to \$5.00 plus the replacement cost for the book in question. Unpaid Media Center fines that are forwarded to the Treasurer's Office will be assessed a processing fee of \$5.00.

Students involved in excessive printing or copying will be assessed a charge of \$0.25 per page printed.

Students who owe fees will not be allowed to participate in extra-curricular activities until such fees are paid in full. Exceptions to this rule may be made by the principal. A regular payment plan may be required in order to have these restrictions waived.

PART 2 - STUDENT ID CARDS – All students will be issued one student picture Identification (ID) Card at the beginning of the school year. All student ID Cards are the property of Greenville High School, and are used for identifying students, for purchasing lunches, checking materials out of the Media Center, to gain admission to student dances, and for certain other transactions. Students are expected to be in possession of their ID Card at all times as directed by the administration.

Failure to produce a student ID Card at the request of a High School staff member or administrator, or the mutilation of a student ID Card, may result in disciplinary action.

Replacement ID Cards cost \$5 and are available in the main office.

PART 3 - STUDENT LOCKERS – A locker will be assigned to each student at the beginning of the school year. These lockers are the property of Greenville High School, and are subject to inspection without prior notice by authorized school personnel.

Defective locks or locker problems should be reported immediately to the main office. Students should not place their own locks on lockers without prior approval from a building administrator. In the event a student is given such permission, the student must also provide the main office with a way of opening the locker, either by key or by combination. Unauthorized locks will be removed by the administration.

The school is not responsible for any items stolen from a student's locker. If articles are stolen from a student's locker, that student should report the theft immediately to the main office.

Lockers must be cleaned out and restored to their original condition at the end of the school year. Any articles left in lockers at the end of the school year will be removed and donated to an appropriate organization. Students who fail to clean out their locker and return their locker to its original condition may be assessed a fine of up to \$5.00.

PART 4 - STUDENT DRESS – While the Greenville School District accepts the concept of freedom of choice in student dress and personal grooming, it also realizes its responsibility for setting reasonable limits beyond which a student's personal freedom is limited for the common good. The Board of Education has accepted the following guidelines as reasonable limits on a student's freedom of choice in the selection of clothing and standards of personal grooming.

Students shall wear school appropriate attire which is considered by teachers and administration to be decent, safe, clean and non-disruptive. The aforementioned description is subject to individual scrutiny and the final determination of acceptability will be made by the administration. Students may not be permitted to go to class if their clothing has been deemed inappropriate for school by the administration.

All clothing items are to be clean looking, properly hemmed, and have no holes, patches, frays, or worn spots. Student clothing shall not contain any printing or insignia that is derogatory, promotes violence, sexual activity and/or sexual innuendo, tobacco, drugs of any kind and/or alcohol (including their associated paraphernalia) as none of the aforementioned are considered to be school appropriate. Student clothing which contains profanity, vulgarity, or any gang-related colors, symbols, insignia, or paraphernalia is also prohibited. Any clothing or accessory, such as wallet chains or spiked wristbands or collars, which could potentially be used as a weapon, is also prohibited.

Administrators, coaches, club sponsors, physical education teachers, Career Technical Program instructors, and teachers supervising field trips may institute more strict student dress guidelines as a requirement for participation. Students have the right to choose not to participate in such programs if they wish, but are expected to follow the dress code guidelines of the program/activity, if they wish to participate in that activity.

PART 5 - STUDENT DRESS – Hair:

*The majority of a student's hair color must be of a human hair color such as blonde, brown, black, or natural red. Extremes in hair color or highlights will not be tolerated.

PART 6 - STUDENT DRESS – Body Art and Jewelry:

- * Students are requested to cover any body art that exhibits or promotes violence, sexual activity and/or sexual innuendo, tobacco, drugs and/or alcohol (including paraphernalia associated with them), or gang affiliation or allegiance.
- * Students shall not wear any body piercing that could cause damage to school property, or injury to themselves or to others during the course of normal, daily student activities.
- * Students shall not wear any jewelry (including piercings) that could create a safety hazard for that student or other students in a class.

PART 7 - STUDENT DRESS – Hats, bandanas, and Sunglasses:

- * Students are prohibited from carrying or wearing hats and bandanas during the school day. Hats and bandanas are to be removed upon entering the building.
- * Anything that obscures the face of an individual shall not be worn during the school day.
- * Unless prescribed by a doctor for medical reasons, sunglasses shall not be worn or carried in any way during the school day.

PART 8 - STUDENT DRESS – Shirts:

- * Shirts worn by students shall cover the shoulders, upper arm, and armpit of the student.
- * The shirt shall fully cover the midriff.
- * Sheer or see-through tops may be worn ONLY when accompanied by appropriate concealing garments.
- * Shirts should cover all undergarments, including all undergarments worn ABOVE and BELOW the waist.
- * Shirts with plunging necklines, that are low-cut, or display cleavage are prohibited.
- * Shirts should not contain any printing or insignia that is derogatory; promotes or depicts violence; sexual activity and/or sexual innuendo; tobacco, drugs, and/or alcohol, or any paraphernalia associated with them; or any gang-related insignia or colors.

PART 9 - STUDENT DRESS – Pants, Shorts, and Skirts:

- * Pants, shorts, and skirts are to be clean looking, properly hemmed, and have no holes or rips above the appropriate short length that expose skin. Excessively large holes or rips are prohibited.
- * All shorts and skirts should be of an appropriate length. To determine this length, a student should stand straight, with shoulders relaxed and hands fully open and at one's sides. If any part of the student's fingers or hands touch the skin of the student's leg, then the garment is considered to be inappropriate for school. No cut offs are allowed.
- * Pants, shorts, and skirts should fit students so that they do not display undergarments or skin in areas designed to be covered.
- * Dance tights or leggings are NOT considered to be pants, but are considered to be an undergarment. An appropriate skirt or shorts must be worn over them.
- * Shorts or skirts that resemble underwear are prohibited.
- * The waistband of any pants, shorts, or skirt should stay at the waist of the individual wearing them. If they do not naturally stay there, a belt MUST be worn to keep the waist at an appropriate place. Excessively "baggy", "saggy", or oversized pants or shorts are not appropriate for school.

PART 10 - STUDENT DRESS – Shoes:

- * Shoes or sandals (including flip-flops) must be worn at all times for health and safety reasons.
- * Bedroom slippers, or footwear that appear to be bedroom slippers, are prohibited.

PART 11 - STUDENT DRESS – Coats and Jackets:

- * Students shall leave coats, jackets and bulky garments in their lockers during the school day.

* Individual teachers may place restrictions on the bringing of, wearing, or storage of coats and jackets within their classroom, including prohibiting students from bringing them to their room or wearing them while in their rooms.

PART 12 - STUDENT DRESS – Book bags:

- * Book bags shall be left in student lockers during the school day.
- * Students may request permission from individual teachers to bring their book bags into specific classrooms. Teachers who choose to allow students to bring book bags to their rooms may place restrictions on the storages of such items during their classes.

PART 13 - STUDENT ACCESS TO COMPUTER SERVICES – The High School makes available to students computer hardware and software, including access to the Internet and computer file storage, for educational purposes. All hardware and software provided by the District belongs to the District, and the administration and staff at the High School reserve the right to inspect, copy, and/or delete all files and records created or stored on school-owned computers.

Prior to being given access to school-owned computer hardware and software, students and their parents must submit to the school a signed Acceptable Use Policy Form and a Network and Internet Regulation Form to the school. These forms outline in detail the expectations for appropriate use of school-owned computer hardware and software.

PART 14 - STUDENT ACCESS TO COMPUTER SERVICES: Guidelines for computer usage –

Any student using school-owned computer hardware and software agrees to the following conditions of use:

- * Only school-related files can be stored on school computers. The use of school-owned computers for the storage of personal information is prohibited, and any non-school files can be deleted by school personnel.
- * Network password security is the responsibility of the individual student.
- * Students shall not copy, damage, or alter any hardware or software owned by the District.
- * Students shall not delete a file or knowingly introduce a computer virus to any school-owned computer or program.
- * Students shall not use or alter the password, files, or directories of another student or staff member.
- * Students working with a teacher can use ONLY the program selected by that teacher.
- * Only school-owned computer software can be used on school-owned computer equipment.
- * Copies of school-owned computer software are not to leave the classroom or computer lab.
- * Students are not allowed to load or run their own personal software on school-owned computer hardware.
- * Any student-owned data storage device, such as a flash drive or a thumb drive, must be checked for viruses and approved by a staff member before it can be used on a school-owned computer.
- * Use of all school-owned telecommunications equipment is restricted to school-related projects and must be supervised by a teacher or by the District's Network Administrator.
- * No student shall attempt to establish computer contact into the District's restricted computer network, or into any other restricted database or network.

PART 15 - STUDENT ACCESS TO COMPUTER SERVICES: Penalties for violation of rules –

Students who violate the guidelines for computer usage, the restrictions listed on the Acceptable Use Policy Form, and/or the Network and Internet Regulation Form will face the following penalties:

- * For a first offense, the student will lose all computer privileges for up to two (2) weeks AND a minimum of three (3) detentions.
- * For a second offense, the student will receive up to ten (10) day of In-School or Out-of-School Suspension.
- * For a third offense, the student will receive up to ten (10) days of Out-of-School Suspension. A recommendation for expulsion may also be forwarded to the Superintendent of Schools.

Students who lose computer privileges may have a teacher request of the principal that those privileges be reinstated for a specific class.

PART 16 - STUDENT DRIVING AND PARKING PRIVILEGES – Students who possess a valid driver's license may drive a car to and from school. Students who qualify will be offered the opportunity to park on campus in a designated parking spot. These students will be expected to display a valid on-campus parking sticker while parked on campus. Assigned student parking spots are to be used ONLY by the student and car assigned to those spots; any student found to be allowing others to park in his or her spot could lose the privilege of parking on campus. Students who park on campus without a parking sticker will be subject to discipline and/or will have their vehicle towed.

Students who do not have permission to park on campus are expected to park in an appropriate manner in any legal parking area, including the parking lot adjacent to the football field. High School rules apply in these areas, and students will be expected to behave in a school-appropriate manner while parked in these areas. Students should understand that inappropriate behavior in these areas can result in not only school discipline, but also in citations by city police and possibly a prohibition of parking during school hours in these areas.

Once a student parks his or her vehicle, s/he is expected to report directly to the building. Students may not return to their vehicles unless given permission by an administrator.

Any student found to be operating a vehicle on or around campus in a manner that is unsafe or potentially hazardous will be subject to city and/or school discipline.

PART 17 - LUNCH PASS PRIVILEGES – Students classified as a sophomore, junior or senior can apply for a Lunch Pass. A Lunch Pass allows a student to leave campus during his or her lunch period. It is the responsibility of the student to return at such a time as to be on time to his or her next class.

STUDENTS MUST HAVE THEIR LUNCH PASS IN THEIR POSSESSION AND BE ABLE TO PRESENT IT UPON REQUEST OF A STAFF MEMBER IN ORDER TO LEAVE CAMPUS FOR LUNCH. STUDENTS WILL NOT BE ALLOWED TO LEAVE CAMPUS IF THEY DO NOT HAVE AN APPROPRIATE LUNCH PASS TO PRESENT BEFORE LEAVING CAMPUS.

To qualify for a Lunch Pass, a student must meet certain requirements and maintain their eligibility for the entire year. Eligibility is checked at the end of each grading period, and any student who fails to maintain eligibility will have his or her Lunch Pass suspended until such time as s/he becomes eligible to have it reinstated. Students who fail to qualify for a Lunch Pass may re-apply at the end of each grading period; if they qualify, they will be given a Lunch Pass for that quarter. **A student's Lunch Pass may be revoked at any time during the school year by the student's parent or guardian, or by the Administration as a disciplinary consequence.** The final decision on any student's receipt of a Lunch Pass rests with the administration.

To qualify for a Lunch Pass, students must complete and submit a Lunch Pass Application to the Main Office. This Application must be signed by the student's parent or guardian, and there must be a viable contact phone number that allows the school to contact the student's parent or guardian. In addition, students must meet the following criteria:

- * all required school forms must be completed and on file in the office;
- * no outstanding financial obligations;
- * earned a grade point average of 2.00 with no failing grades in the previous grading period;
- * assigned no more than one (1) Friday School in the previous grading period;
- * assigned no more than three (3) days of In-School Suspension in the previous grading period;
- * assigned no Out-of-School Suspension in the previous grading period;

PART 18 - LUNCH PASS PRIVILEGES: Bringing food onto campus – Students who leave campus for lunch should consume all food and beverages they purchase off campus. Students are NOT

allowed to bring food or beverages purchased off campus into the building, either for themselves, other students, or anyone else.

PART 19 - LUNCH PASS PRIVILEGES: Lunch Passes During the Exam Period – During exams, all students are eligible to leave campus for lunch. Students without a Lunch Pass will be required to submit a Parent Permission Form, signed by a parent or guardian, stating that the student has his or her parent or guardian's permission to leave campus for lunch during exams. Students are responsible for returning to campus in a timely manner.

PART 20 - FOOD AND DRINK ON CAMPUS – Students are allowed to bring food and beverages onto campus for the purpose of consuming them at lunch, and for special occasions that have been approved in advance by the building administration. It is expected that food and beverages shall be consumed in the cafeteria or in the classroom of the teacher that has received approval for food and drink to be consumed outside of the cafeteria. Students are NOT allowed to eat or *drink in the hallways during the school day.

*The only beverage students will be allowed to carry from class to class is water. The water shall be contained in a clear container. All other beverages are prohibited, and students carrying them will have them confiscated.

PART 21 - STUDENT AIDES – The Main Office, the Attendance Office, the Guidance office, and Alternate In-school Reassignment (AIR) utilize student aides during the course of the school year to answer phones, deliver messages to building staff and students, and to assist students. Some teachers may also choose to have a student aide in their class, either to tutor other students or to receive additional academic help in a particular course.

In order to serve as a student aide, a student must be willing to give up his or her study hall to serve as an aide. The teacher or office secretary requesting that student's services as an aide must receive written approval of the Principal. Students who qualify to serve as an aide must meet the following criteria:

- * earned a grade point average of 2.00 in the previous grading period;
- * assigned no more than one (1) Friday School in the previous grading period;
- * assigned no more than three (3) days of In-School Suspension in the previous grading period;
- * assigned no Out-of-School Suspension in the previous grading period;

PART 22 - WORK PASS PRIVILEGES – Students involved in Career Technical Programs, or students who have received prior approval from a building administrator, can qualify for a Work Pass. This pass allows a student to leave the high school prior to the end of the school day for the purpose of going to work.

Students who are absent from school should NOT attend work. If a work pass student is absent, it is possible that the student's employer will be contacted to verify that the student is not or has not worked. Students who do not attend classes but do attend work will be considered to have skipped school, and will receive disciplinary action appropriate to their situation.

PART 23 - WORK PASS PRIVILEGES: Application for a Work Pass – Students who wish to apply for a work pass as part of their Career Technical Program should discuss applications for work pass privileges with their Career Technical Program Director, or with the Director of Career Technology, whose office is in the Career Tech Building.

Once approved, a working plan will be created for each student with a work pass. This plan will outline the duties and responsibilities that the student must accept in order to have and maintain a work pass.

Students not in a Career Technical Program will need to make arrangements with a building administrator for their work pass. Students will be required to create and maintain the conditions of a work pass agreement in order to keep their work pass.

PART 24 - FLASH PASS PRIVILEGES – Students classified as juniors or seniors and who have been assigned a 9th period study hall are eligible for a Flash Pass. A Flash Pass allows a student to be dismissed from school at the end of the 8th class period.

To qualify for a Flash Pass, juniors and seniors must meet certain requirements and maintain their eligibility for the entire year. Eligibility is checked at the end of each grading period, and any student who fails to maintain eligibility will have his or her Flash Pass suspended until such time as they become eligible to have it reinstated. Students who fail to qualify for a Flash Pass may re-apply at the end of each grading period; if they qualify, they will be given a Flash Pass for the next grading period. A student's Flash Pass may be revoked at any time during the school year by the student's parent or guardian, or by the Administration as a disciplinary consequence. The final decision on any student's receipt of a Flash Pass rests with the administration.

To qualify for a Flash Pass, students must complete and submit a Flash Pass Application to the Main Office. This Application must be signed by the student's parent or guardian, and there must be a viable contact phone number that allows the school to contact the student's parent or guardian. In addition, students must meet the following criteria:

- * all required school forms must be completed and on file in the office;
- * no outstanding financial obligations;
- * a grade point average no lower than 2.500 with no failing grades;
- * passed all five sections of the Ohio Graduation Test;
- * assigned no more than one (1) Friday School in the previous grading period;
- * assigned no more than three (3) days of In-School Suspension in the previous grading period;
- * assigned no Out-of-School Suspension in the previous grading period.

The Principal will advise students when they have been approved to have a Flash Pass. No student should act as if they have been granted a Flash Pass until they have been advised by the Principal they have one. Students who leave school early without a Flash Pass because they believe they have one will be considered to have left school grounds without permission, and will be disciplined accordingly.

SECTION 4 – ATTENDANCE

Because good school attendance is a requisite for high academic achievement, it is essential for students and their parents to support Ohio's compulsory attendance laws (O.R.C. 3321.04). Parents are, under current law, required to stress the importance of good school attendance with their children, and to do all they can to make sure their children attend school. Parents are also obligated to report and explain their child's absence from school to the school. Failure to do so could result in legal action not only against a student who fails to attend school, but also against his or her parents or legal guardian.

PART 1 – PROCEDURES FOR REPORTING ABSENCES – When it is necessary for a student to be absent from school, state law requires the student's parent or guardian to both contact the school the day of the absence and to send to the school a written explanation concerning the absence.

In accordance with that law, a student's parent or guardian must call the Attendance Office at 548-4188, ext. 828 by 9:30 a.m. explaining why the student is absent. Also in accordance with that law, the student, upon returning to school from an absence, must submit to the Attendance Office a note, signed by the student's parent or guardian, noting the date of the absence and explaining why the student was absent.

Failure to provide a written excuse within three (3) school days will result in the absence being classified as unexcused. The Board of Education reserves the right to verify such statements and to investigate the cause of each single or prolonged absence.

PART 2 - DEFINITIONS – The term “absent” refers to a student not being in his or her class at any time during the school day. Absences from class will be defined as Excused or Unexcused, based on the criteria explained in this section of the student handbook. Students whose absences are excused will be allowed to make up any work they miss when absent and receive full credit for that work. Students whose absences are unexcused will not only be ineligible to receive full credit for work missed, they – and possibly their parents or legal guardian - may also be referred to Juvenile Court for actions taken by the Court.

PART 3 - EXCUSED ABSENCES – The following are considered excused absences as recognized by the Ohio Department of Education and the Greenville City School District:

- | | |
|--|-------------------------|
| * Personal illness | * Illness in the family |
| * Quarantine of the home | * Death of a relative |
| * Observance of a religious holiday | * College visitations |
| * Family vacations | * Court appearances |
| * Home responsibilities due to absence of parents or guardian | |
| * Other circumstances as approved by the superintendent or his/her designee. | |

Any student missing more than one class period of school for any of the above reasons will, with the submission of an appropriate note, have his/her absence considered an excused absence.

PART 4 - EXCUSED ABSENCES: College Visitation – Only juniors and seniors are permitted excused absences for the purpose of visiting a college campus. Seniors are allowed two (2) visits per school year and juniors are allowed one (1) visit per school year.

A College Day Request Form may be picked up in the Main Office; it should be completed and returned to the Attendance Office **at least five (5) school days prior to the date requested for the visit**. Upon returning from the college visit, proper verification (papers from the Office of Admissions) must be turned in to the Attendance Office or the absence will be considered unexcused.

The last day to visit a college is the first Friday in May. College visitation days will not be approved to be taken during scheduled midterm or final exam days.

PART 5 - EXCUSED ABSENCES: School Work Missed Due To Absence – Any student whose absence is considered to be excused under the attendance policy is allowed to make up any work s/he misses, and is eligible to receive full credit for that work.

Missed work is to be turned in within the same amount of time as students who were present when the work was assigned. For instance, if an assignment is given on Tuesday and is to be turned in on Wednesday, a student missing Tuesday would be given the work on the first day s/he returns to school, and be expected to turn it in the following day s/he is in attendance (assignment received Wednesday, turned in Thursday).

A student who has been given an assignment with a future due date will be expected to submit that assignment on the scheduled date. If the student is absent on the due date, s/he will be expected to submit the assignment the first day s/he returns to school.

It is the responsibility of the individual student to talk with his or her teacher, and to get any assignments that are missed due to absence.

PART 6 - EXCUSED ABSENCES: Vacation/Miscellaneous Absence – All students are given up to ten (10) days that can be used for family vacations. Students wishing to use vacation days must complete and submit to the Attendance Office a Vacation Request form prior to the first day to be missed. Any additional days taken after the ten vacation days are used will be considered unexcused.

Students who use vacation days are expected to make up any work they miss within the same amount of time their classmates are given to complete their work. It is the responsibility of any student using vacation days to get from his or her teachers any assignments or work that the student misses while out of school.

Any assignments given to students prior to their vacation days are expected to be returned the day the student returns to school. Assignments given to students upon their return to school are expected to be completed within the same amount of time as students present were given when they received the assignments.

Students are not allowed to use vacation days during the days when mid-term or final exams are scheduled without prior approval from the principal.

PART 7 - EXCUSED ABSENCES: Restrictions on Excused Absences – After a student has accumulated ten (10) total absences (excused or unexcused) in a single school year, a doctor's statement for further absences due to personal illness will be required to make the absence an excused absence. A receipt from a doctor's office will excuse the day of the visit AND only one other day – the day before the visit or the day after the visit. All other absences will be considered to be unexcused. Requests for absences to be considered excused may be submitted in writing to the building administration for special dispensation.

PART 8 - UNEXCUSED ABSENCES – Any absence which is not reported or is for a reason other than those listed in the section EXCUSED ABSENCES will be considered unexcused.

PART 9 - UNEXCUSED ABSENCES: School Work Missed Due To Absence – A student whose absence is unexcused may also submit work that the student missed under the same rules which apply to a student whose absence was excused. Assignments missed due to unexcused absences, however, will be given no more than 59% credit. It is the responsibility of the student to obtain any work s/he missed, and to get that work to his or her teacher in a timely manner.

PART 10 - FAILURE OF CLASS DUE TO EXCESSIVE ABSENCES – Any student who accumulates more than 10 unexcused absences in a grading period during the school year will be given a failing grade for that grading period, regardless of their academic standing during that quarter.

PART 11 - ATTENDANCE REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES – For a student to be eligible to participate in any extra-curricular activity, including meetings, field trips, practices or contests, the student must attend a minimum of 4 class periods (exclusive of lunch period) during the school day, AND any periods missed must be missed due to an excused absence. Permission to participate due to extenuating circumstances may be approved by the principal.

PART 12 - STUDENTS WHO BECOME ILL AT SCHOOL – If your child is ill, they should not be sent to school. Doing this protects others from being exposed to your child's illness, and it keeps your student's illness from disrupting classes in which your student is enrolled. At the same time, the high school wants to work with parents to make sure that your student is cared for should s/he become ill while at school. Parents should advise the school at the earliest opportunity of any potential illnesses or health issues that your student might have, and give us instructions as to how you would like us to handle your student in the event they become ill during the school day.

In the absence of any specific instruction from parents, any student who becomes ill during the school day should request from his or her teacher a pass to the School Nurse's Office, or else report to the School Nurse's Office between class periods. Students who do so will be asked to complete a brief form explaining the nature of their illness and its symptoms. The student will then be given a preliminary examination by the School Nurse or a designated staff member.

If the student shows measurable or visible symptoms of illness, the Nurse or a designated staff member will call the student's parent or guardian to discuss the student's situation. If the School Nurse believes a student is too sick to stay at school, then the student's parent or guardian will be asked to come and take the student home. Being sent home by the School Nurse does not automatically make a student's absence excused; if the student has already been absent more than ten

days, a doctor's note may still be needed to excuse the absence.

If the student shows no measurable or visible symptoms, they will be returned to class. No phone call to a parent or guardian will be made if a student shows no measurable or visible symptoms unless the parent or guardian has requested in writing that they be contacted every time their child comes to the School Nurse's office complaining of feeling unwell.

PART 13 - LEAVING SCHOOL EARLY – Students needing to leave school for an appointment of any kind are required to submit a note from their parent or guardian to the Attendance Office on or before the day of their early dismissal. If the note is being submitted on the day the student needs to be dismissed early, the note must be turned in to the Attendance Office BEFORE THE BEGINNING OF FIRST PERIOD (7:49 AM). The Attendance Office secretary will issue an Early Dismissal Pass to the student, so that the student can leave class to depart the building. The student and/or their parent or guardian are to sign-out in the Attendance Office before leaving school for their appointments and, if they are returning before the end of the school day, then sign-in in the Attendance Office once they return. After s/he has signed in, s/he will be written a pass admitting him/her to his or her current class.

PART 14 - TRUANCY – State law has expanded the definition of delinquent students and permits the filing of charges against **both the student and their parents or guardians if the student is found to be truant**. The penalties for parents or guardians for the first and second offenses are fines up to \$250 and 30 days in jail. For third and subsequent offenses, the fines increase up to \$1,000 and 90 days in jail.

The law currently defines a student as either a habitually truant student or a chronically truant student.

A Habitually Truant student is one who meets any of the following criteria:

- ~ Any student who accumulates 5 consecutive unexcused absences
- ~ Any student who accumulates 7 unexcused absences in one month
- ~ Any student who accumulates 12 unexcused absences in one school year

Juvenile Court can find a student habitually truant to be an *unruly child*. If that student, however, has previously been adjudicated s/he may be charged with a misdemeanor. Such a student's parent or guardian may also be charged with a misdemeanor. Students found to be an *unruly child* by Juvenile Court are subject to tougher penalties, which can include legal detention.

A Chronically Truant student is one who meets any of the following criteria:

- ~ 7 consecutive unexcused absences
- ~ 10 unexcused absences in one month
- ~ 15 unexcused absences in one school year

Juvenile Court can find a student *chronically truant* to be *delinquent*. The parent or guardian of a student found to be delinquent may be charged with neglect or contributing to delinquency. If sustained, the parent/guardian is guilty of a misdemeanor punishable by a fine up to \$1,000 and jail time up to six months.

PART 15 - TRUANCY: Juvenile Court Procedures – In cooperation with the Juvenile Court of Darke County, the following administrative procedures will be followed for students with excessive unexcused absences:

Step One - First Notice – When a student has accumulated a total of three (3) days of unexcused absences, a letter will be sent by the Attendance Office to that student's parent or legal guardian. This letter will be copied to the Truancy Officer of the Darke County Juvenile Court. This letter will inform the parent or guardian of the laws that pertain to compulsory school attendance.

Step Two - Second Notice – When a student has accumulated a total of six (6) days of unexcused absences, the parents or guardian of that student will be required to attend a Truancy Hearing Conference with a High School Administrator and the Truancy Officer. Notice will be given to the parents instructing them when to appear with their child for this conference. This hearing is an informal hearing, where the potential consequences of further unexcused absences will be explained in detail to the student and his or her parents or guardian.

Any student who is part of a Truancy Hearing Conference will be required to forfeit his or her lunch pass and/or flash card pass for the remainder of the school year.

Step Three - Third Notice – When a student has accumulated a total of twelve (12) days of unexcused absences, the school will notify Juvenile Court that the student is a chronically truant student. Juvenile Court will issue a summons to the student's parent or guardian, and a court hearing will be held to determine what measures should be taken against the student and his or her guardian.

The Superintendent will, at this time, advise the Bureau of Motor Vehicles about any chronically truant student. The Registrar of the Bureau of Motor Vehicles is then required by law to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing it until the student reaches the age of 18 or until the denial is terminated for another reason allowed by Ohio Law (O.R.C. 3321.13; O.R.C. 4507.061).

The Bureau of Motor Vehicles requires a fee to be paid for the reinstatement of a driver's license. If there was no license to remove, a fee is still required to clear the record before a permit or license can be issued for the first time.

The Bureau of Motor Vehicles requires a fee to be paid for the reinstatement of a driver's license. If there was no license to remove, a fee is still required to clear the record before a permit or license can be issued for the first time.

PART 16 - TARDINESS – If a student is not in his/her assigned 1st period class when the tardy bell rings, he/she is considered to be tardy to school. Students who are tardy to school must report to the Attendance Office for a tardy admission slip.

The policy on tardiness permits students to be considered excused under the same guidelines as permitted for excused absences with parental verification.

Students receiving unexcused tardies will be permitted to make-up missed work for 100% credit on the first two tardies of a grading period. After the second tardy of a semester make-up work will be permitted for up to 59% credit. Students will receive one detention for a third unexcused tardy, three detentions for a fourth tardy, and referral to the administration after a fifth unexcused tardy. Each violation of tardiness may result in up to ten (10) days of Out-of-School Suspension with referral to juvenile court for truancy and/or superintendent for possible expulsion.

SECTION 5 – STUDENT CODE OF CONDUCT

PART 1 - SCOPE OF JURISDICTION – The Student Code of Conduct applies to every student while s/he is under the authority of any school personnel or involved in any school activity. This includes, but is not limited to, waiting at school bus stops; travel on school buses; while on school property under the control of school authorities; and while at interscholastic competitions, extracurricular events, or other school activities or programs.

This Code of Conduct covers student behavior in the following circumstances: (1) any misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property and (2) any misconduct by a student that, regardless of where it occurs, is directed at a district official or employee.

PART 2 - DEFINITION OF SCHOOL PROPERTY – The student disciplinary code will apply to all students within the property of the Greenville City School District and at any school sponsored activity. All sidewalks and public property adjacent to school property are within the jurisdiction of the school in enforcing the student disciplinary code.

PART 3 - DEFINITION OF SCHOOL-SPONSORED ACTIVITY – Any activity on school property or off school property but promoted under the name of the Greenville School District is considered to be sponsored by the school and all rules of discipline and personal conduct are to be adhered to. Students violating school rules in such situations will be subject to disciplinary action.

PART 4 - STUDENT CONDUCT – Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to discipline under these guidelines. The School District has developed regulations that establish strategies ranging from prevention to intervention to address student misbehavior.

Greenville School District students are expected to abide by the rules and regulations established by the Greenville Board of Education. It is the student’s responsibility to utilize the school day to his/her best advantage. If students are to be worthy citizens of the school community, it is important that they formulate a pattern of good behavior early in the school year. The faculty and administration of the Greenville School District are interested in helping each student to develop to their maximum potential academically and socially. We willingly accept our responsibility to work with each student in finding solutions to personal and family problems. In return, we expect the student body to accept their responsibility of adopting patterns of behavior that tend to contribute to a desirable educational atmosphere. Students who violate the discipline code adopted by the Greenville Board of Education are subject to disciplinary action.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which students are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the Administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. Multiple consequences may be applied for violations of the student code of conduct.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to a building administrator. When appropriate, the administration will forward reports of and evidence relating to inappropriate student behavior to the Greenville Police Department and/or the Darke County Sheriff’s Office. The administration will cooperate in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

PART 5 - METHODS OF DISCIPLINE – Students that violate the discipline code adopted by the Greenville Board of Education are subject to disciplinary action. Disciplinary methods used with high school students will include but are not limited to the following:

* **Counseling**: Students may be referred to either the High School Guidance Counselors or to counselors from some other special service.

* **Detention**: The term detention shall mean the detaining of a student by a teacher/administrator before, after or during school hours as a form of discipline. Students being assigned before or after school detentions may not participate in extra-curricular activities or be given special consideration because of after school employment. The school will not transport students who lose their regular

means of transportation as a result of detention. Students assigned lunch detentions may be expected to bring a sack lunch with them to detention.

* **Community Service:** Upon administrative direction, a student may be given community service in combination with or in place of other forms of student discipline. If such community service is served outside of the high school, a student will be required to provide formal documentation, on business letterhead, of community service performed.

A student can serve community service at the high school between 3.00 PM and 7.00 PM. To do this, a student must complete a Community Service Request Form and have this form signed by his or her parent or guardian. Once the completed form is returned to the school, the student will be scheduled to work with one of the high school custodians or building administrators to help in the maintenance of the building. Any student serving community service at the high school does so only as long as s/he follows the direction of the supervising staff member and the rules to which s/he agrees prior to the start of community service. Community service can be terminated by the supervising staff member at any time for any breach of the rules, and subsequent discipline can be assigned for failing to complete community service.

* **Friday School:** Friday School is a 3-hour study session that meets on Friday afternoon from 2:50 p.m. to 5:50 p.m. in the High School or the Career Tech Building. It is intended to serve as an alternative for suspension from school for disciplinary reasons.

Copies of the "Friday School Regulations" will be given to the student upon assignment and a copy will be sent to the parent or guardian.

A certified or classified staff member will supervise Friday School. The students will be required to bring school-related materials to read, study or use to perform school-related writing tasks. Tutorial assistance may be provided to students by the supervising staff member.

Any student who disrupts the operation of Friday School in any way, such as refusing to leave the school as instructed by a supervisor, using profanity, or acting disrespectful toward a supervisor, will be subject to further disciplinary action.

* **Alternative In-School Reassignment (A.I.R.):** Upon administrative direction, a student may be given alternative reassignment instead of being suspended out of school. An alternative in-school reassignment (A.I.R.) is an administrative act to exclude from the privilege of attending class any student who does, in fact, fail to comply with reasonable rules, regulations and requirements of school authorities.

Class work, assignments and tests may be completed while a student is in A.I.R.; any work not completed while in A.I.R. will result in no credit for the student. Extra assignments may be imposed by the A.I.R. instructor in relation to the student's assignment to A.I.R.. A student's attendance in A.I.R. is mandatory, as is adherence to all the rules of A.I.R..

* **Emergency Removal:** The term "emergency removal" means the removal of a student from curricular or extra-curricular activities or from the school premises where the student's presence poses a continuing danger to person or property or a threat of disrupting the academic process. If emergency removal is necessary the parent or guardian of that student being removed is responsible to transport the student off school grounds. If parents are unable to transport the student or the parents cannot be notified, then juvenile court authorities will be contacted.

* **Suspension:** The term suspension shall be understood to mean the removal of a student from the school premises and all related school activities for a period of time in excess of 24 hours but not more than ten (10) school days. Time suspended is considered to be an unexcused absence, and work that is missed can be completed for up to 59% credit. Multiple suspensions in one school year may result in a recommendation for expulsion to the superintendent.

* **Expulsion:** The term expulsion shall mean the exclusion of a student from all school and related activities for a period of time in excess of ten (10) school days but not to exceed ninety (90) school days.

PART 6 - STUDENT DISCIPLINARY CODE – In determining the appropriate disciplinary action it is necessary to classify the behavior of students according to the severity of the violation. The following behavior categories are established below and on the following pages:

* **Arson, Setting or Use of any Unauthorized Fire:** A student shall not burn or attempt to burn any part of any school building or any property while on the premises of the Board of Education. In addition, a student shall not set, attempt to set or make use of any unauthorized fire. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Bullying – Including Harassment and Intimidation:** Bullying, harassment, or intimidation is considered to be any intentional written, verbal, graphic, or physical act that a student or a group of students exhibit toward another particular student or staff member more than once. Bullying, harassment, and intimidation includes the use of electronically transmitted messages, such as internet e-mail, on-line postings, electronic “chats”, cell phone calls or voice messages, or any pictures, documents, or verbal expressions delivered via a personal digital assistance (PDA) or wireless hand-held device to bully, harass, or intimidate. These acts are initiated deliberately and with the purpose of causing to the recipient mental or emotional harm; to create a perception of immediate or imminent physical harm; or to create an intimidating, threatening or abusive educational environment for the other student/school personnel. Sexual harassment, which includes unwanted sexual advances or any form of improper physical contact or sexual remarks, is also considered a form of harassment.

The bullying of a student or a staff member by another student, a group of students, or by a member of the staff is a violation of federal law and is contrary to the Board of Education’s commitment to provide a psychologically and physically safe place to learn. Any form of bullying, harassment, or intimidation, whether in the classroom, on school grounds or adjacent to school grounds, at school sponsored activities (field trips, athletic events, etc.) to and from school, or at an official bus stop, is expressly forbidden.

Students are encouraged to report acts of harassment, intimidation or bullying that they witness to a staff member or to the administration. **Forms for reporting harassment, intimidation or bullying are available in the main office.** A complete version of this policy is available upon request from the school’s main office and on-line at www.greenville.k12.oh.us.

Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Assault and Battery:** A student shall not cause or attempt to cause verbal or physical assault or injury (fighting, hitting, unauthorized touching, etc.) to any employee of the Board of Education, other students or visitors while under the jurisdiction of the school. At no time shall a student verbally or physically assault or vandalize personal property of any employee of the Board of Education. This includes gross use of profanity or vulgarity. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

*** Cell Phones and Personal Electronic Devices:** The administration understands that cell phones and electronic devices can and do play a significant role in the lives of its students and staff. The High School wants to foster an understanding of how to integrate such devices into a student's life after high school, and has created its policy around the idea that there is a way to use such devices in a manner that is appropriate for a school or work environment. The administration reserves the right to revise or rescind the following policy at any point during the school year, if deemed necessary, upon notification of students and parents.

Prior approval from both the teacher and the principal will be required before any cell phone or personal electronic device can be used in a classroom or study hall. Laser pointers are prohibited.

In the classroom or study hall, cell phones and personal electronic devices are to remain off and out of sight unless being used with permission from the teacher for educational purposes.

Students may be asked to declare their cell phone or electronic device by placing them on the desk or floor during tests or quizzes to prohibit cheating, with failure to do so considered cheating, which would result in a zero on the assignment.

Cell phones and personal electronic devices can be used between periods and during lunch (with headphones, if producing noise), although once in class or study hall, all electronic devices are to be put away.

Cell phones and personal electronic devices are not to be used at any time to take photographs or video unless permission is given by an administrator.

Any student found to be using a cell phone or an electrical device outside of the above guidelines, or any student who is disruptive with a device, will be found in violation of the policy, and will be required to surrender the device intact to a staff member or administrator. Students who refuse to surrender their electronic device when found in violation of the policy will be subject to disciplinary action. Any student whose electronic device is confiscated should have no expectation of privacy. An administrator has the right to choose to examine the device and its contents.

The first violation of the policy will result in the confiscated device being held until a parent or guardian can pick up the device. The second violation of the policy will result in the confiscated device being held until a parent or guardian can pick up the device, and the student found using the device will be given a Friday School. The third violation of the policy will result in the student being prohibited from having the device during the school day for ten (10) calendar days. The fourth violation of the policy will result in the student being prohibited from having the device during the school day for thirty (30) calendar days. A fifth violation of the policy will result in the student being prohibited from having the device during the school day for the remainder of the school year.

*** Cheating And Plagiarism:** All forms of cheating on school assignments are not only ethically wrong but prohibited by this Student Code of Conduct. Assisting another student in cheating is considered to be cheating, and the student who knowingly assists another student in cheating is considered to have cheated on that assignment as much as the student who submits someone else's work as his or her own.

Plagiarism is one of the most common forms of cheating today; it is the deliberate presentation of the work of some other person as one's own work. Plagiarism includes forgetting to credit someone else's work by not appropriately citing the work.

For a student's first cheating offense in a class, s/he will be given a score of zero (0) points on the assignment; the student will be assigned a detention; and, the student's parents will be notified of the incident and of the potential consequences of a second incident.

For a student's second cheating offense in a class, s/he will be given a score of zero (0) points on the assignment; the student will be assigned two (2) days of In-School Suspension and, the student's parents will be notified of the incident and of the potential consequences of a third incident.

For a student's third cheating offense in a class, s/he will receive a failing grade in that course for the grading period; the student will be assigned three (3) days of In-School Suspension and, the student's parents will be notified of the incident and of the potential consequences of further incidents.

Fourth and subsequent incidents of cheating may result in a loss of credit for the course, disciplinary action of up to ten (10) days of Out-of-School Suspension and a recommendation for expulsion to the superintendent.

Also, students found in violation in more than one class are subject to up to ten (10) days of Out-of-School Suspension and a recommendation for expulsion to the Superintendent.

* **Class Cutting:** A student shall not fail to attend any class or study hall for which they are scheduled without an approved reason for missing that class. The first offense will result in up to five (5) detentions and the second offense will result in assignment to Friday School. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Damage to School Property:** A student shall not vandalize nor cause or attempt to cause damage to school property or private property on school premises, or at any school activity on or off school grounds. Restitution will be required. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Possession of Dangerous Weapons on Campus:** A student shall not possess, use or threaten to use any object that might be considered to be a dangerous weapon capable of inflicting bodily injury. The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms and other dangerous weapons in the schools. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas: bomb, grenade, or rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

Students are also prohibited from bringing other dangerous weapons on school property, in a school vehicle or to any school-sponsored activity. The definition of a dangerous weapon includes, but is not limited to knives, metal knuckles, straight razors, explosives, tasers, soft-air pellet devices, noxious irritation or poisonous gases, poisons, or other items possessed with the intent to use, sell, harass, harm, or threaten to inflict bodily injury to students, staff members, parents or community members. If a student brings a dangerous weapon on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

* **Disrespectful Behavior Toward Staff:** Students must recognize their responsibility to staff members and any form of disrespect will not be tolerated. A student shall not intimidate, insult, verbally abuse or abuse in writing any member of the student body, employee of the Board of Education or a visitor in the school. This includes use of profanity, vulgarity, or language unacceptable in the school setting. Students found in violation are subject to up to ten (10) days of

Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Disruptive Behavior**: Refers to any negative behavior that disrupts or endangers the educational process and/or the people involved. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Extortion**: A student shall not borrow or attempt to borrow money or things of value from any person while on Board of Education property, or both parties enter into the agreement freely and without the presence of either an implied or expressed threat. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **False Alarms**: A student shall not initiate an alarm for fire, an impending bomb explosion or other catastrophe without just cause. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Fighting**: Fighting is defined as an act of hostile bodily contact between two or more students. No distinction will be made between the student who initiates such hostile contact and the student who responds to such contact with hostile bodily contact. Disciplinary action will be taken if fighting occurs in or on school property, including Board of Education owned vehicles or while in attendance at any Board of Education sponsored activity. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Fireworks & Explosives**: A student shall not possess, use or threaten use of any fireworks, explosive, or other such devices capable of inflicting bodily injury. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Forgery**: A student shall not falsely use in writing, the name of another person, or falsify times, dates, grades, addresses or other data on school correspondence or school forms, or any correspondence directed to the school. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Gangs and Gang Paraphernalia**: The perception that one or more students on our campus are affiliated with a criminal gang is a disruption of the educational process, and will not be tolerated on campus or at any school-related activity. No student shall participate in behaviors and/or display any items representative of gang affiliation. No student shall act in a manner that creates the perception that s/he is representing affiliation to a gang. The building administration will make the final decision as to whether or not a student is representing affiliation to a gang.

Gang related items include, but are not limited to, handkerchiefs, bandanas, gang symbols, signs or excessive coloring, and any other item deemed as gang related by the administration. Gang related items will be confiscated by the administration and will not be returned. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Gambling**: No form of gambling will be tolerated in school. Gambling paraphernalia, such as playing cards, dice, and other items that could be used to facilitate gambling, are not to be brought to school. Students gambling may also be considered involved in **Disruptive Behavior**.

* **Hazing**: Hazing is any act of coercing another person (including the victim) to do or initiate any act to another student that causes or creates a substantial risk of causing mental or physical harm to any person. Students hazing may also be considered involved in **Disruptive Behavior**.

* **Illegal Behavior**: Students will not behave in an illegal manner, including but not limited to assault, breaking and entering a room or locker, disorderly conduct, or unruly conduct. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement. For the safety of all students, a psychological or mental health evaluation may be required as part of the intervention process.

* **Inciting Students to Demonstrate or to Participate in an Unlawful Demonstration**: A student shall not incite others to demonstrate in any manner that is determined to be unlawful and/or disruptive to the educational process. A student is not permitted to participate in a demonstration that is determined to be unlawful and/or disruptive to the educational process.

* **Indecent Exposure**: A student shall not engage in any type or form of indecent exposure. The term "indecent exposure" includes the practice of "Sexting" (the sending of inappropriate sexual messages or pictures) and any other activity which is regarded as illegal behavior related to pornography. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Inducing Panic**: No student shall through word or action induce panic among the population of the school. This would include written or spoken threats relating to actions that could result in bodily harm or destruction of school property. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Insubordination**: A student shall not disregard or refuse to obey reasonable directions given by school personnel. This also includes such instances as refusal to identify oneself; disrespectful language; challenging authority; running from an adult in authority; cutting assigned office detentions. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Leaving School Property Without Authorization**: Upon boarding the school bus or upon driving or walking onto school property the student is considered to be on school property and under the direction of school authorities. Students are also not permitted to leave school property until the end of the school day unless they have a pre-arranged early dismissal, a Lunch Pass approved by an administrator or a designee, a Flash Pass approved by an administrator, or pre-approval to leave as part of a school-related activity. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

* **Lying to an Adult in Authority**: A student shall not knowingly or deliberately lie to any staff member, administrator, or any other adult in a position of authority. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

*** Possession Of Dangerous Items:** It is the decision of the Greenville Board of Education and the administrative staff that no student shall possess dangerous items while on school property or at any school-sponsored activity. This will include items such as chains, clothing with spikes/studs, and any other item deemed as potentially dangerous by the administration. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

*** Possession Or Use Of Alcoholic Beverages:** No student shall possess, use, transmit, conceal or demonstrate evidence of the use of any alcoholic beverage, or of any beverage that may appear to be an alcoholic beverage (such as "non-alcoholic beer") on school grounds or at any school-related activity.

Students found in violations of this policy will receive up to ten (10) days of Out-of-School Suspension with possible referral for expulsion. The student, his or her parents or guardians, and the administration may mutually agree to substitute for one out of school suspension day, or add to the student's discipline, one or more of the following:

- * the student may be assigned to a six-day drug education seminar, taught by a certified and duly licensed professional person, with the student paying any cost for such a program;
- * up to eighteen (18) hours of community service hours;
- * the student becoming a member of a support group, operated by a certified and duly licensed professional, with the student paying any cost for such a program.

In the event that the student fails to complete any or all of such an alternative, the administration reserves the right to reinstate and/or add additional days of Out-of-School Suspension to the student's discipline.

The Superintendent may also report students who violate this policy to the Bureau of Motor Vehicles, which may result in the driving privileges of the student being denied, suspended or revoked under Ohio Revised Code 4507.061.

A second offense would result in ten (10) days Out-of-School suspension with recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement, and/or counseling measures deemed necessary for rehabilitation of the offender.

*** Possession Or Use Of Narcotics and Drugs:** No student shall possess, use, transmit, conceal, or demonstrate evidence of the use of any narcotic, dangerous, or illegal drug (including steroids) on school grounds or at any school-related activity. This prohibition includes "look-alike" substances which are thought to be drugs, sold as drugs, or inferred by the seller or buyer to be mind-altering substances or illegal drugs.

Students who have been legally prescribed medications by a duly licensed physician should not carry these medications with them, but should follow the Prescription Drug Policy as described in **SECTION 1, PART 7**.

Students found to be in possession of or of being under the influence of any dangerous or illegal drugs or substance (including steroids), or any prescription medication not prescribed to them, or in possession of syringes and/or drug-related paraphernalia will receive up to ten (10) days Out-of-School Suspension; a recommendation for expulsion will be made to the Superintendent; and, the matter will be referred to the proper law-enforcement authorities for additional disciplinary and/or counseling measures deemed necessary for rehabilitation of the offender.

The Superintendent may also report students who violate this policy to the Bureau of Motor Vehicles, which may result in the driving privileges of the student being denied, suspended or revoked under Ohio Revised Code 4507.061.

A second offense would result in ten (10) days Out-of-School suspension with recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement, and/or counseling measures deemed necessary for rehabilitation of the offender.

*** Possession Or Use Of Tobacco And Tobacco Products:** Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes, and any other forms of tobacco by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

The possession of any tobacco product, electronic nicotine delivery system, and/or personal vaporizer, on school grounds, or at any school-related function, is also a violation of this policy. The possession of paraphernalia associated with smoking or tobacco violations will be considered a similar violation.

The first violation will result in the assignment to three (3) consecutive Friday Schools. The second violation will result in a five (5) day A.I.R. or Out-of-School Suspension. The third violation will result in a ten (10) day A.I.R. or Out-of-School Suspension, and a possible recommendation for expulsion to the Superintendent. Students may also be assigned to smoking cessation program as a form of intervention. Charges may be filed with law enforcement with any violation.

*** Public Display of Affection:** A student shall not be permitted to engage in inappropriate public display of affection including hand holding, kissing, and prolonged hugging or embracing.

*** Repeated Violations of School Rules:** A student shall not repeatedly fail to comply with reasonable school rules and regulations properly established for the efficient operation of the school. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

*** Theft:** A student shall not take or acquire the property of others without the consent of the owner. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

*** Unauthorized Publication:** A student shall not print unauthorized publications on school grounds, or distribute such material on school grounds or at any school-related activity. This includes the possession or distribution of obscene or pornographic materials. Students found in violation are subject to up to ten (10) days of Out-of-School Suspension, a recommendation for expulsion to the Superintendent, and/or charges filed with law enforcement.

SECTION 6 – BUS TRANSPORTATION

PART 1 - THE PRIVILEGE OF RIDING – State law requires all students who live at least two miles away from the school they attend to be offered transportation by the school district. Greenville City Schools chooses to offer transportation to students who live within that two mile limit as a service to the community.

Riding a bus is a privilege, not a right. Students who choose not to follow the guidelines provided by the Transportation Department and the Board of Education may lose the privilege of riding a bus to and from school. Suspension of this privilege can last for as long as the Transportation Department and the building administration deems appropriate.

PART 2 - RULES OF BEHAVIOR – Safety is important when riding or driving a school bus. Students who choose to disobey the rules and regulations for bus riding will be given school discipline that, in cases of multiple violations of the rules and regulations, can result in a student's riding privileges being revoked.

Safe Bus Riding Rules

- (1) Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
- (2) Pupils must wait in a location clear of traffic and away from the bus stop at the driver designated place of safety.
- (3) Behavior at the school bus stop must not threaten life, limb or property of any individual.
- (4) Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
- (5) Pupils must remain seated keeping aisles and exits clear.
- (6) Pupils must **observe classroom conduct** and **obey the driver promptly and respectfully**.
- (7) Pupils must not use profane language.
- (8) Pupils must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons.
- (9) Pupils must not use and/or possess tobacco products on the bus or at the bus stop.
- (10) Pupils must not use and/or possess alcohol or drugs on the bus or at the bus stop.
- (11) Pupils must not throw or pass objects on, from or into the bus.
- (12) Pupils may carry on the bus only objects that can be held in their laps (see paragraph (J) of Rule 3301-83-20 of the Administrative Code)
- (13) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental **and** administrative authorization to do otherwise. This must be in the form of an alternate transportation form or daily bus pass.
- (14) Pupils must not put body parts or belongings out of the bus windows.
- (15) Firearms, weapons, explosives, or other dangerous materials or objects are prohibited on school buses. Animals are also prohibited, with the exception of those intended for special needs assistance. Glass and balloons are also prohibited on school buses.
- (16) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
- (17) Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.
- (18) No electronic devices (cell phones, battery operated games, cameras, laser pointers, etc.) are allowed on buses during **regular** routes. The only exception to this will be MP3 players for grades 5-12. Any device with a flash is considered an electronic device. These items will be removed and held by the driver. If taken away on the morning route, the device will be given to the building principal and disciplinary action will follow. If removed and held on the afternoon route, the device will be given back to the student before the student departs the bus and discipline action will follow.

Safety is important when riding or driving a school bus. If a student's behavior becomes a problem by not following the above rules, riding privileges may be revoked.

PART 3 – DISCIPLINARY ACTION – BUS CONDUCT LEVELS FOR 5th -12th GRADE

We feel confident that our students are well aware of proper school bus behavior. After several attempts by the driver to rectify the student's behavior, if the student remains unwilling to follow safe riding rules, the driver will begin Office Referral procedures.

1st Offense: First Office Referral

A Bus Conduct report will be sent to a building administrator detailing the misconduct. A copy of the bus conduct report will be sent home with the student. The building administrator will issue a verbal warning to the student.

2nd Offense: Second Office Referral

A Bus Conduct report will be sent to a building administrator detailing the misconduct. The administrator will discuss the problem with the student and notify the parent/guardian. A copy of the bus conduct report will be sent home with the student. The student will be issued a disciplinary action by the building administrator.

3rd Offense: Third Office Referral

A Bus Conduct report will be sent to a building administrator detailing the misconduct. The administrator will discuss the problem with the student and notify the parent/guardian. A copy of the bus conduct report will be sent home with the student. The student will serve a five (5) day bus suspension. The building administrator may take additional disciplinary action.

4th Offense: Fourth Office Referral

A Bus Conduct report will be sent to a building administrator detailing the misconduct. The administrator will discuss the problem with the student and notify the parent/guardian. A copy of the bus conduct report will be sent home with the student. The student will serve a ten (10) day bus suspension. The building administrator may take additional disciplinary action.

5th Offense: Fifth Office Referral

A Bus Conduct report will be sent to a building administrator detailing the misconduct. The administrator will discuss the problem with the student and notify the parent/guardian. A copy of the bus conduct report will be sent home with the student. The student will serve a bus suspension for the remainder of the semester. NOTE: If there are less than twenty (20) days left in the semester, the student will serve a twenty (20) day bus suspension. The building administrator may take additional disciplinary action.

6th Offense: Sixth Office Referral

A Bus Conduct report will be sent to a building administrator detailing the misconduct. The administrator will discuss the problem with the student and notify the parent/guardian. A copy of the bus conduct report will be sent home with the student. The student will serve a bus suspension for the remainder of the school year. The building administrator may take additional disciplinary action.

Severe Clause: *Should student behavior justify more immediate action, the administrator may omit any step in this plan and impose a higher level of discipline immediately.*

It is possible to serve all afternoons as the bus suspension, if a parent is unable to bring a student to school because of work obligations. EX: A student who gets a five (5) day suspension could serve ten (10) PM rides if all parties agree.

*Calamity days will not count in the number of days bus service is denied.

SECTION 7 – OTHER SCHOOL-RELATED INFORMATION

PART 1 - FUND RAISING ACTIVITIES – While the Board of Education supports all programs fiscally to the degree of need, there are times when student fund-raising will offer classes, clubs, and other school organizations extra opportunities to raise funds for group activities. The District’s Wellness Policy requires all schools and school organizations to make an attempt to use fundraising opportunities that promote healthy habits, and so every effort will be made by these organizations to seek alternatives to fund-raising programs that sell candy.

Fundraiser participation at the high school is on a voluntary basis. No student will be compelled to participate in fundraising activities. School organizations, however, may limit opportunities for participation in organizational activities for students who do not participate or raise

funds for their organizations. Those students who choose to participate in fund-raising activities do so with the understanding that they are responsible for all products that they take, and that they must submit all dollars collected to their organization treasurer or program teacher. All monies collected must be deposited with the High School Treasurer's office, where it will be deposited in appropriate fund for accounting purposes. No student is to use the money raised or product for sale for personal gain.

Students participating in fundraisers will also agree to recognize and follow the following precautions/recommendations, including but not limited to:

- * Involving parents as supervisors of their children's fund-raising activities.
- * Reviewing with their parents all fund raising materials provided by the fund raising organization. This material includes important information, such as the goal for the money raised, the deadlines for participation and delivery dates.
- * Taking proper safety precautions. Students should not go at night, or travel alone, or talk to strangers while engaging in fundraising activities.
- * Parents should not allow children to carry collected money unless accompanied by an adult, and they should avoid carrying large amounts of cash.
- * When possible, families should send a check or money order to school for submission of monies received. This is a MUCH safer practice than allowing a student to bring a large amount of cash to school.
- * Students should work with their parents to make a list of friends, family, relatives, and neighbors to contact to avoid door-to-door sales.
- * Parents are allowed to take a student's fund-raiser catalog to their workplace to assist their student in raising money for their student's organization.

PART 2 - SCHOOL DANCES – During the school year, various school organizations may choose to sponsor school dances. These dances are only for the students of Greenville High School with the exception of *Homecoming and *Prom. *A guest form is required and rules apply. At these events, students will be expected to be in dress-code appropriate clothing, unless otherwise approved prior to the dance by the building administration. Students will be expected to present a valid Greenville High School ID Card in order to gain admission to school dances. Inappropriate dancing will not be tolerated; students who engage in any form of inappropriate dancing – such as “grinding” will be asked to leave the dance immediately. Any student who leaves a school dance will not be allowed to return to the dance. They will be expected to leave the location of the dance immediately, and not to loiter around the location of the event.

PART 3 - WORK PERMITS – Students under the age of eighteen (18) will be required to obtain a work permit prior to beginning work. Students may pick up work permits in the Main Office.

PART 4 - ENERGY DRINKS – Students will not be permitted to possess or consume “Energy Drinks” in the building.

PART 5 - HALL PASSING TIME – Students are to be moving from one class to the next scheduled classroom during class change. Talking to a friend, gathering in a group, or walking to someone else's locker are examples of behavior that may lead to being tardy and/or insubordinate.