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1.01 GREENVILLE CITY SCHOOLS- Honoring the past & building for the future.

VISION STATEMENT

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

MISSION STATEMENT

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 into 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

1) High expectations result in higher levels of achievement; ALL of our students and adults are capable of learning more than they are now learning. 2) Our schools must prepare students to become information seekers, active problem solvers, and team players in a knowledge-based and technologically advanced society. 3) 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. 4) Authentic learning results from actively participating in challenging and highly engaging work that incorporates individual learning styles. 5) Strong commitment to our school district and our community as partners is essential in supporting an

educationally strong, safe, and enriched learning environment. 6) 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. 7) As a learning community, we must treat others with respect, work cooperatively, share successes, and appreciate life-long learning.

1.02 OUR SCHOOL

Colors Green and White

Team Name Green Wave

ALMA MATER

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 winters appears.

Hail! Hail to the banner of old G. H. S.

Hurrah for the Green and White.

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.

(Interlude) Verse:

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,

Yeah team! Let's fight!

2.00 ATTENDANCE

Morning attendance will be taken. Good attendance is very important because it is directly related to how well you will do in school. It is important you be familiar with the attendance information that follows. Once a student arrives on the school grounds in the morning, he or she is not to leave the school grounds unless permission has been granted from the assistant principal or principal.

2.01 TARDINESS

A student arriving after 7:40 a.m. at the Junior High and 7:35 at SMS, but before the end of first period, will be considered tardy. Students arriving after the end of first period will be considered absent for ½ day. Students must bring a signed note from their parent/guardian explaining the reason for being tardy.

Tardiness to class will be considered excessive beginning with the third tardy during each semester. Excessive tardies will be handled through the inappropriate behaviors section of the student discipline code. Tardies beyond the first two of each semester may result in discipline. similar to tardies to school. **Tardiness to school will be considered excessive beginning with the third tardy during each semester and will be handled through Rule 14 of Section 4.01 of the Student-Parent Handbook.**

2.02 ABSENCES

Whenever a student is absent, the parents are asked to call the school and inform them before 9 a.m. This is very important since Ohio Law requires schools to contact the parent, by phone or letter, in the event the student is absent and the parent has not contacted the school. Any student missing more than the first period of school will be counted absent and with the appropriate note will be considered as an excused absence. Any absence not reported will be considered unexcused. After ten (10) absences a doctor's statement for further absences due to personal illness will be required. Excused absence makeup work is to be completed within the same number of school days as absences plus one school day. If a student is absent and the school does not receive a call from the parent, the school will: 1) try to contact parents at the home phone number or the emergency number the parent has given the school, or 2) contact the parents at work, or 3) send a letter on the day the absence occurred. Upon returning to school following the absence, the student is to report to the attendance office before school begins. **NO CREDIT WILL BE GIVEN FOR MAKE UP WORK IF THE ABSENCE IS UNEXCUSED.** Students participating in extracurricular activities must be in attendance a minimum of four periods, excluding lunch, and have the remaining periods excused to be eligible for participation in an extracurricular activity that day unless special permission is granted by the Principal.

Special Excuses - Anyone leaving the building to go to the doctor, dentist, or for other excusable reasons, should make an effort to arrange the appointment during the time of a study hall. Special excuses will be issued by the office. Passes should be obtained prior to first period and signed by the teacher at the time you leave the class. After leaving class, you must sign out in the attendance office before you leave the building. Approval for special excuses will be evaluated by the building principal. Parent/guardian permission is required before approval can be granted.

Classroom Attendance - Teachers will check attendance during every class against the daily attendance report. Discrepancies will be reported to the office.

EXCUSED AND UNEXCUSED ABSENCES WILL BE INTERPRETED AS STATED IN THE BOARD POLICY:

Definition of Absences

A. Excused Absences

1. Illness or injury of the student
2. Serious illness, injury, or death in the immediate family
3. Participation in a religious exercise
4. Family Vacations if approved by principal or superintendent (See Vacation Policy Pg. 31)
5. Court Appearances
6. Other reasons as outlined by the Ohio Revised Code

B. Miscellaneous Absence

1. Participation by a student or a family member in the Ohio State Fair. Families wishing to take other members of their family (students) to the State Fair or for campus visitations (as outlined above) must apply for "Vacation Travel" approval for the student not covered by the above policies.
2. Vacation Travel. See Vacation Policy Page 31
3. College graduation of a student's family member
4. Appearances of participation in an educational nonprofit function as a representative of the Greenville City Schools a. Requests will be approved by the Superintendent if the activity is in the county; however, if out of the county, the request must be approved by the Board of Education
5. Doctor or dental appointment

Note: All of the above absences in Section B need to be requested in writing to the building principal prior to the absence.

C. Unexcused Absences

1. Any absence, either from a classroom or from school in general, not approved under the areas listed in Section A or B above will be considered as unexcused absences

D. Administrative Procedures

1. Teachers will provide the opportunity for students with excused absences to make up work missed. Upon return from the absences, the students will have the number of days of the absence plus one additional day (school day) to make up the work.

E. Excessive Unexcused Absences

1. Principals will initiate the following procedures on the third day of unexcused or questionable absence:
 - a. The school will notify by mail the parents of the child as to the provisions of the law pertaining to compulsory school attendance. This form will contain the necessary information for the preparation and filing of a formal complaint in Juvenile Court when necessary.

2. Second Notice - Six days total unexcused or questionable absence (three additional days after first notice)
 - a. Principal will notify school attendance officer.
 - b. Upon filing this notice, an informal conference will be scheduled at the local school official's office at a determined time.
 - c. Notice will be given to the child's parents instructing them that they are to appear with the child for this conference. The parent and child will be advised of the following:
 - Advise the child of legal definition of an unruly child
 - Inform the child of possible consequences of being found unruly
 - Advise parents and child of the child's constitutional rights
 - d. If the matter is disposed of at the conference level, the child does not have to appear in court.
 - e. If the parents do not choose to appear, then the matter is reported to the court and a proper summons will be forwarded to the individuals, and they will be compelled to appear in court.
3. Third Notice - Twelve unexcused or questionable absences
 - a. Principal will send Juvenile Court Judge notice and the matter will be handled directly by the Judge of Juvenile Courts.

F. Doctor's Note

After 10 absences by a student, the school may send the parents a letter informing them that a doctor's note will be required for any other absences to be excused. The doctor's note must specifically excuse the student for the days of absence from school. The doctor's note must be brought to the attendance office the day the student returns to school for the absence to be excused.

3.00 DISCIPLINE

The staff of Greenville Junior High School willingly accept the responsibility to work with each student in finding solutions to personal and family problems. In return, we expect the students and parents to accept their responsibility of adopting patterns of behavior which 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.

3.01 STUDENT EXPECTATIONS

Students are expected to:

1. Come to class on time and prepared to learn.
 2. Carry and use their assignment/pass books every day as directed.
 3. Demonstrate respect for fellow students, staff members, school property, and the property of others. Demonstrate an appearance and behavior that are conducive to a productive learning environment. Contribute to a positive learning environment. Remain seated unless permission is granted by the staff member.
- Complete all assigned work.

Definition of School-Sponsored Activities: To guide students and parents, the following definition of school-sponsored activities is provided: Any activity on school property or off school property but promoted under the name of Greenville City Schools is considered to be sponsored by the school and all rules of discipline and personal conduct are to be followed. Students who violate school rules in these situations will be subject to disciplinary action.

Methods of Discipline: Disciplinary methods used with Greenville City School students will include but not be limited to the following:
Positive actions by the staff to inspire correct behavior; Emergency removal; Counseling by teachers, administrators, and school counselor; Denial of privileges; In-School Suspension (Alternative In-School Reassignment); Community Service; Noon/Lunch restriction; Friday School; Referral to Gateway Program; Detention; Referral to the Juvenile Court; Suspension from school; Expulsion by the Superintendent

3.02 DEFINITION OF DISCIPLINARY TERMS:

Positive action by the staff: A number of awards and methods of recognition have been incorporated to reward those students who behave in an acceptable manner. These include, but are not limited to special assemblies, and/or classroom rewards.

Counseling: As the opportunity presents itself, staff members talk and work with students on both school related and personal problems. If there are problems of this nature that need to be dealt with, the students are encouraged to bring these to the attention of the school. Repeated behavior problems are referred to the guidance office.

Denial of Privileges: This method would involve denying a student the opportunity to participate in a particular activity that others are permitted to engage in.

Noon/Lunch Restriction: With this method, students will be assigned to a special area for their lunch time. Students will be permitted to eat lunch, but will be denied the opportunity to socialize during the lunch period.

Detention: A teacher may assign detention to a student for a violation of classroom expectations or school rules any day, Monday through Friday either before or after school to be served with the teacher. Office detentions may also be assigned by the administration. It is the responsibility of the students to notify their parents of the detention and arrange transportation home. The school is not obligated to furnish transportation to students who have been detained. **Detention will take precedence over all extracurricular activities and after school employment.** Pupils assigned to detention are required to have study materials with them. Students will be given 24 hours notice for all

detentions. **After detention is over, students must leave the building and school grounds immediately and are not permitted to go to their lockers without permission.**

Emergency removal: The term emergency removal will be understood to mean the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises.

Suspension: The term suspension will 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 twenty-four (24) hours but not more than ten (10) school days.

Alternative In-School Reassignment (A.I.R): The term Alternative In-School Reassignment will be understood to mean the removal of a student from the normal school schedule of classes and reassignment to other special programming within the school, with daily school attendance required.

Friday School: The term Friday School will be understood to mean a two hour time frame where students will complete school work in a designated supervised area. Friday School will run for a two hour time-frame immediately after the end of the regular school day. Students are expected to bring work or materials to keep them busy for the two hours they are in Friday School. The Administration reserves the right to issue a Friday School for a violation of the student code of conduct. It is the responsibility of the student/parent to arrange transportation home from Friday School.

Community Service: Upon administrative direction, a student may be given community service in combination or in place of other forms of student discipline. Parents will need to provide transportation for after school community service.

Referral to the Juvenile Court: This would involve the filing of charges with the Darke County Juvenile Court by the school as a means of correcting behavior.

Expulsion: The term expulsion will be understood to mean the exclusion of a student from all school attendance and related activities in accordance with Board policy and state law.

NOTE: Due process will be practiced by school authorities while enforcing the above stated policies.

4.00 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:

I. ILLEGAL BEHAVIOR: Students behaving in an illegal manner may be suspended for ten days and a letter recommending expulsion may be sent to the Superintendent of Schools.

A. Arson: A student shall not burn or attempt to burn any part of any school building or any school property while on the premises of the Board of Education.

B. Assault: A student shall not cause or attempt to cause physical injury to any employee of the Board of Education, another student, or visitors while under the jurisdiction of the school.

C. Dangerous Weapons: A student shall not possess, use, or threaten to use any object which might be considered to be a dangerous weapon capable of inflicting bodily injury.

D. Destruction of Property: A student shall not 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. Defacing school property shall be considered attempting to cause damage. Restitution shall be required.

E. Extortion: A student shall not borrow or attempt to borrow any money or thing of value from any person while on Board of Education property, or while in attendance at a Board of Education-sponsored activity, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

F. False Alarms: A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe without just cause.

G. Fireworks and Explosives: A student shall not possess, use, or threaten use of any fireworks, explosives, or other such devices capable of inflicting bodily injury.

H. Narcotics, Alcoholic Beverages, and Drugs: A student shall not possess, use, transmit, conceal or show evidence of consumption of any narcotic, alcoholic beverage, dangerous drug, or inhalant unless the material in question has been prescribed for that student by a duly licensed physician. This includes electronic and/or lookalike substances which are thought to be drugs, sold as drugs, or inferred to have the effects of drugs, or represented in any way to be controlled or illegal substances. Non-alcoholic or near beer or wine will be considered as a look-alike substance.

I. Use/Possession of Tobacco by Students: Health professionals have determined use of tobacco can be detrimental to one's health and the Board of Education wishes to encourage good health practices among students in the district. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, e-cigarettes or other alternative nicotine products, cigars, clove cigarettes, chewing tobacco, snuff, and any other tobacco product by any student in any area under the control of the school district or at any activity supervised by any school employee within the district. Violation of the tobacco policy will result in the following:

1st Offense - Student attendance of board approved health seminar and a three day Alternative In-School Reassignment or a three day assignment of Friday School.

2nd Offense - Five-day suspension or Alternative In-School Reassignment.

3rd Offense - Ten-day suspension from school and possible recommendation for expulsion.

*Note: Possessing or using tobacco products by minors is against the law in Ohio. The Police will be notified for each offense.

J. Stealing: A student shall not take/acquirer property of others without the consent of the owner.

K. Illegal Act: Acts deemed illegal by school board policy, Ohio or Federal law.

II. DISRUPTIVE BEHAVIOR: Refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. Students behaving in a disruptive manner may be assigned to Alternative In-School Reassignment, Friday School, Community Service, or be suspended from school for one to five days. A second violation in this category may result in an assignment to Friday School, Alternative In-School Reassignment, unruly charges being filed, or result in a suspension of five to ten days and a letter recommending expulsion may be sent to the Superintendent of Schools.

A. Disrespect: 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.

B. Fighting: Fighting is defined as the act of hostile bodily contact among two (2) or more students. Disciplinary action will be taken if the fighting occurs in or on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education-sponsored activity. Upon investigation, self-defense shall not be considered an act of fighting.

C. Forgery: A student shall not falsely use in writing, the name of another person, or falsify times, dates, grades, address, or other data on school forms or correspondence directed to the school.

D. Insubordination: A student shall not disregard or refuse to obey reasonable directions given by school personnel.

E. Friday School Violations: A student shall not be tardy or absent from an assigned Friday School. A student shall not disregard or refuse to obey "Friday School Regulations" or the supervisor of Friday School.

F. 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 who repeatedly violate the school rules will have unruly charges filed on them in juvenile court.

G. Hazing: A student shall not engage in any form of hazing as defined by this handbook, board policy, or Ohio law. Any incident involving hazing may be classified as second offense disruptive behavior. This judgment will be made by the building principal based upon the seriousness of the act involved.

H. Leaving School Property Without Authorization: Upon boarding the school bus or upon driving or walking into school property, the student is considered to be on school property and under the direction of school authorities. Students are not permitted to leave school property until the end of the school day unless they have an early dismissal approved by an administrator or his designee.

I. Gambling: No form of gambling will be tolerated in school. Gambling paraphernalia is not to be brought to school. Playing cards are considered to be gambling paraphernalia.

J. Lying to an Adult in Authority: A student shall not knowingly lie to an adult in authority.

K. Profanity: No student shall use profanity, obscene language, gestures, or possess obscene pictures or publications.

L. Unlawful and/or Disruptive Demonstration: A student is not permitted to participate in a demonstration which is determined to be unlawful and/or disruptive to the educational process.

M. Unauthorized Publication: A student shall not print/distribute unauthorized publications including possession/distribution of obscene/pornographic materials.

N. Cheating on Examinations and School Work: A student shall not cheat on examinations and school work. This could result in loss of credit for work done, a failing grade for the course and/or suspension from school.

O. Failure to Report to School upon Arrival: A student shall not fail to report to school property upon arrival at school. Students may not stand across the street for any reason.

P. Interference with Instruction: A student shall not cause a disruption to the educational process or daily operations of the school. This includes the use of school equipment such as computers, computer hacking, inappropriate, and/or illegal use of computers, or other disruptions to the normal educational process.

Q. Threats: A student shall not threaten another student, employee of the board of education, or visitor in the school. Law enforcement officials will be contacted if the situation warrants it.

R. Horseplay: Students will not engage in horseplay at school, on the bus or during other school related activities. Horseplay is characterized by mischievous actions or activities that are disruptive to the educational process or school related activity (pushing, mock fighting, tripping etc.)

S. Possession of Tobacco Paraphernalia: Possession of tobacco paraphernalia (lighters, clips, etc.) is not permitted at any time. (including electronic cigarettes)

T. School Work Containing Inappropriate Content: Student work should contain subject matter that is appropriate for the school environment.

U. False Information/Rumor Milling: Students may not knowingly spread false information regarding any student or board of education employee.

III. INAPPROPRIATE BEHAVIOR: Violation on the part of a student of any one or more of the following rules of conduct may result in disciplinary action, including but not limited to detention, Friday School, Alternative In-School Reassignment, Community Service, suspension from school, expulsion, and/or emergency removal:

A. Truancy: A student is considered to be truant when absent from school without the knowledge of parents or school officials. Truancy is a violation of the state compulsory attendance laws. Unexcused late arrivals may be considered truant. Truancy may result in detentions, Alternative In-School Reassignment and/or referral to Juvenile Court.

B. Class Cutting: Students shall not cut any class or study hall for which they have been scheduled. Students who cut class may be assigned detention(s), Friday School, and/or AIR.

C. Excessive Unexcused Class Tardiness: Any time a student comes to class after the time for the class to begin, the student is considered late unless accompanied by an excused pass. An accurate record will be kept by the teacher of the times tardy. Tardiness will be considered excessive on the third unexcused tardy of the semester.

D. Excessive and/or Inappropriate Public Display of Affection: A student shall not be permitted to engage in excessive and/or inappropriate public display of affection.

E. Littering the School Grounds: A student shall not litter the school facilities or school grounds.

F. Audio/Electronic Devices: A student will not be permitted to use personal electronic gadgets on school property during the school day unless administrative or teacher permission is granted. This includes but is not limited to: Cell Phones, Pagers, i-Pods, Cameras, etc...

G. Unauthorized Use of a Student Locker: Students shall not enter or use any locker that has not been administratively assigned to them.

H. Classroom Misbehavior: A student shall not repeatedly disrupt the classroom to the extent that an office referral is requested by the teacher.

I. Excessive Unexcused Tardiness to School: Any student who arrives to school after the designated starting time must report to the office to sign in and receive a tardy slip. The policy on tardiness permits a student to be considered excused if the lateness in arriving is a result of important appointments, illness or emergencies, providing the school receives parental verification by telephone or in writing. All other tardiness will be unexcused. Students will not be permitted to make up any work missed as a result of an unexcused tardy.

J. Loitering: Loitering is defined as the willful presence in a school building or restricted area of a school building or in school parking lot at unauthorized times.

K. Trespassing: A student shall not enter a locked or closed area without proper authorization.

Dress Code: A student shall not violate the dress code as published in this handbook. Students violating these restrictions may receive one (1) warning and/or may be asked to leave the building to correct the violation. (See 4.03)

4.01 BUILDING RULES

Violation of any of the following building rules shall result in disciplinary action including parental contact, detention, Alternative In School Reassignment, in-school suspension, out-of-school suspension and/or expulsion, Friday School, administrative referral, counselor referral, referral to ASRP, or parent/student conference. These rules shall include, but not be limited to, the following:

SEVERE CLAUSE – Students involved in severe misbehavior will be dealt with according to the student code of conduct and may not follow the sequences listed below. Some of the consequences listed below may be reduced if, in the opinion of the principal or assistant principal, referral to the intervention assistance team or agency will be beneficial.

1. Class Cuts

1st Offense: Parent notified, Friday School Assigned

2nd Offense: Alternative In-School Reassignment or Friday School

3rd Offense: 2 Alternative In-School Reassignment Days or 2 Friday Schools

4th Offense: Suspension from school or unruly charges may be filed in court

2. Truancy

Alternative In-School Reassignment and/or Friday School per occurrence

3. Detention Truancy

1st Offense: Parent notified, Alternative In-School Reassignment or Friday School - Subsequent Offenses: Alternative In-School Reassignment or Friday School assigned for each detention missed.

4. Numerous Detentions

On the fourth detention for any reason from any teacher during a quarter grading period, the student may be assigned an Alternative In-School Reassignment or Friday School.

5. Cheating

1st Offense: Parent notified by teacher, grade of zero (0) for that assignment/quiz/test assigned, detention may be issued.

2nd Offense: Parent notified, grade of zero (0) for that assignment/quiz/test, and Alternative In-School Reassignment or Friday School assigned.

Subsequent Offenses: Suspension from school and/or AIR.

6. Fighting/Aggressive Physical Contact

1st Offense: Suspension from school and/or Alternative In-School Reassignment

Subsequent Offenses: Suspension from school, unruly charges may be filed in Juvenile Court.

7. Disrespect to a Staff Member

1st Offense: Suspension from school or Alternative In-School Reassignment

Subsequent Offenses: Suspension from school, Alternative In-School Reassignment and/or unruly charges may be filed with Juvenile Court.

8. Public Display of Affection

1st Offense: Counselor referral/warning

2nd Offense: Parent notified, detention assigned to both parties

3rd Offense: Alternative In-School Reassignment **or Friday School** assigned to both parties

9. Possession of Pornographic Material

1st Offense: Parent notified and asked to pick up material in office; possible suspension from school due to the nature of material, and/or AIR or Friday School.

2nd Offense: Suspension from school

10. Falsification of Documents (includes forging any note for absence)

1st Offense: Alternative In-School Suspension or Friday School

2nd Offense: Alternative In-School Reassignment and/or Suspension from school

11. Present in Restricted Area

1st Offense: Warning issued

2nd Offense: Parents notified, detention assigned

3rd Offense: Alternative In-School Suspension or Friday School

12. Insubordination (Disregarding or refusing to obey reasonable directions from school officials)

1st Offense: Suspension from school and/or Alternative In-School Reassignment and/or Friday School - Subsequent Offenses: Suspended from school and unruly charges may be filed with Juvenile Court

13. Sexual Harassment (Any behavior of a sexual nature that is considered inappropriate, including but not limited to verbal and non-verbal actions, as determined by school officials.)

1st Offense: Three-day suspension and/or Alternative In-School Reassignment

2nd Offense: Five-day suspension and/or Alternative In-School Reassignment

3rd Offense: Ten-day suspension from school and recommendation for expulsion

14. Unexcused Tardiness to School (enforced on a semester basis)

1st Unexcused Tardy: Warning issued

2nd Unexcused Tardy: Letter Sent to Parents, warning issued

3rd Unexcused Tardy: Detention Assigned

4th Unexcused Tardy: Detention Assigned

5th and 6th Unexcused Tardy: Friday School Assigned

7th Unexcused Tardy: Alternative In-School Reassignment

Subsequent offenses will result in additional days of Alternative In-School Reassignment and/or Friday School and/or Suspension from school.

This Policy, particularly on the first two unexcused tardies, allows for extenuating circumstances which do occur on occasion without resulting in any disciplinary action other than a warning and parent notification. As absences accumulate, it becomes increasingly more difficult to make up missed work and at the same time, stay abreast of current assignments. Students are strongly encouraged to develop and maintain good patterns of attendance.

4.02 ANTI-HAZING POLICY

It is the policy of the Greenville City Board of Education that hazing activities of any type are inconsistent with the education process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any group or organization, student or otherwise, that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing, or planned hazing, is discovered, it will be stopped immediately and be reported to the building principal and

superintendent. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

4.03 DRESS CODE

The Greenville School District is committed to the belief that a fundamental objective of public education is the development in each student the ability to order their own lives within a democratic society. We believe that in line with this basic concept, students working with their parents should be permitted to determine their own style of dress and personal grooming. While the Greenville School District accepts the concept of freedom of choice in student dress and personal grooming, it also realizes the responsibilities in setting reasonable limits beyond which a student's freedom is limited for the common good. The Board of Education accepts the following guidelines as a reasonable limitation of the student's freedom of choice in the selection of clothing and standards of personal grooming. Parents are asked to work with their son/daughter in adhering to these guidelines. If problems arise, the student will be asked to correct the situation. If the student refuses to correct the situation or is unable to correct it at school, a parent/guardian will be notified to bring appropriate clothing.

A. Students and their parents are primarily responsible for the dress and grooming of the Greenville City School student. Just as with individual conduct, individual dress and grooming should respect the rights of fellow students. This means that regard must be given to decency, neatness, and hygienic cleanliness. The individual's safety will also be our concern.

B. Appropriate dress and personal grooming are essential elements of a good education and affect the efficient operation and management of a school. No modes of grooming or styles of attire should engender disruption to education or detract from a good learning situation. Student hair color must be of a human color such as blonde, brown, black, or natural red. Extremes in color will not be tolerated.

C. School codes of dress and grooming shall require all students to appear in a manner that is reasonable and appropriate to the school environment. All clothing must be appropriate to the setting.

D. Final authority in matters of school dress and grooming rests with the school administration.

E. The following list is designed to give examples of the type of dress considered appropriate/inappropriate at the Junior High school:

1. Bare midriffs are not permitted.
2. Jeans, pants, etc. must be worn at the waist at all times. Belts must be worn if that is the only way to keep the pants up where they belong.
3. Shoes must stay on the feet at all times.
4. Length (mid thigh or longer) and tightness of skirts and/or shorts shall conform to paragraph A
5. Clothing must not interfere with the educational process, including holes, frays, sundresses, tank tops, leggings, tights and undergarments.
6. Eyebrow, tongue, nose, lip, and chin piercing is prohibited. Gauge type piercings are prohibited. Piercings with points are prohibited.
7. Sheer garments may be worn only when accompanied by appropriately concealing garments.
8. Undergarments may not be visible.
9. Muscle shirts w/ long arm openings are prohibited. Muscle shirts must be tight to arm and hemmed.
10. Any apparel which exhibits or implies illegal substances, profanity, obscenity, vulgarity, sexually suggestive statements, alcoholic beverages, tobacco products, and drug related paraphernalia is prohibited as part of the student dress.
11. Any apparel which suggests membership in or affiliation with a gang is prohibited as part of the student dress.
12. Neither hats nor head bands nor bandanas may be worn or displayed in the school building during school hours.
13. The wearing of any item of attire that will mar, scuff, deface, or damage the furniture, building, or any board owned property is prohibited. This includes chains on or near the waist.
14. The sponsor, coach, or advisor of an extracurricular activity has the authority to further restrict the student's mode of dress in that particular activity as approved through the building principal.
15. Physical education teachers may require modes of dress which are appropriate for the activities in which students will be participating as approved through the building principal.
16. Cut off shorts are not permitted at any time.
17. Students may not wear jackets or coats to class.
18. Stickers of any kind may not be worn on or near the face.
19. Eyeglasses with tinted lenses may not be worn in classrooms unless for medical reasons.

4.04 SCHOOL BUS RULES AND REGULATIONS

- (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. (See section on Tobacco violations- page 11, paragraph S)
- (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) Permitted electronic devices include: MP3 players, I-Pads, games and cell phones with headphones only. Texting is allowable, but no talking on cell phones will be permitted. Any device that includes a flash; this function is prohibited. These items will be removed and held by the driver. On the morning route, the device will be given to the building principal and discipline will follow. On the afternoon route, the device will be given to the student before departing the bus and discipline will follow. The driver and school district are not responsible for lost or stolen devices.

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.

BUS TRANSFER/PASSES: Students are not permitted to ride other buses with friends, etc. unless they obtain a bus transfer/pass from the office. In order to receive a transfer, the students must present a valid parent-signed note to the main office. The transfer form must be given to the driver of the bus which the student plans to ride

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 after giving several documented warnings.

1st Offense: First Office Referral

A Bus Conduct report will be sent to a building administrator detailing the misconduct along with the driver log. A copy of the bus conduct report will be sent home with student. The building administrator will issue a verbal warning to 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 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. The problem will be discussed with the student and the student's parents by the administrator. 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.

5.00 STUDENT OPERATING PROCEDURES

MANNERS AND COURTESY: It is expected that all students will be on their best behavior at all times whether in the building, assemblies, or at any school activity. There is no occasion for loud talking, door slamming, or running in the hall. Marking on desks, walls, floors, and lockers will not be tolerated. Teachers should be addressed by their proper titles.

STUDENT CONDUCT: Rudeness or unbecoming conduct will not be tolerated. This applies to school as well as to all extracurricular activities. Students are expected to exercise hallway courtesy at all times by walking on the right side, holding noise to a minimum, no scuffling, no shouting, and no hall traffic during class periods without a hall pass. Students are expected to conduct themselves according to high standards.

Personal pride and responsibility dictate how students should act. The reputation of the school is judged by the actions of the students, so courtesy and consideration to others should be of utmost importance. Academic achievement is generally enhanced when mutual cooperation and respectful behavior are exhibited.

In the Classroom - Students should always have pencil/pen, paper, notebook, and other necessary materials when they report to class. Each teacher will explain what the expectations are for his or her particular class.

Following the rules will ensure acceptable conduct.

In the Hallway - The hallways can be crowded between classes. Rough behavior and running in the halls are dangerous and will not be permitted. Excessive noise in the halls during class is disturbing and must be avoided.

In the Cafeteria - Students must walk in an orderly manner and wait their turn in line. Good manners are expected. All students must clean up after they have eaten and return trays and utensils to the dish washer window. Students who fail to clean up may be required to remain in the cafeteria and assist the custodian with the clean up work.

HORSEPLAY OF ANY KIND IS STRICTLY PROHIBITED AT SCHOOL OR SCHOOL RELATED ACTIVITIES.

ANNOUNCEMENTS: School announcements will be made over the intercom daily and prior to dismissal when necessary. Students should listen carefully.

ASSEMBLIES: Assemblies will be held throughout the school year for students. Unless approved by assistant principal or principal, students are required to attend assemblies and conduct themselves in an appropriate manner.

ASSIGNMENT/PASS BOOK: Students are expected to use their assignment/pass book as directed. Students who deface their assignment/pass book will be subject to disciplinary action and will be required to pay for replacement cost.

ATHLETICS: The junior high athletic program is designed to give students the opportunity to develop personal and physical skills through competitive sports. Sports currently offered at the junior high are: cross country, football, volleyball, basketball, wrestling, track, and tennis.

ATHLETIC ELIGIBILITY: Eligibility for participation in athletics at the junior high is in accordance with the rules adopted by the Ohio High School Athletic Association and the Greenville Board of Education. Academically a student will be eligible for participation upon certification of the building principal. A student must pass at least 75% of the subjects on his or her schedule that meet five days per week during the nine-week grading period and have a GPA of 1.2 or higher to be eligible to participate the following quarter. In addition, students must maintain passing cumulative averages in at least 75% of the subjects on his or her schedule that meet five days per week during the quarter in which the student participates in athletics. Athletes will be given copies of additional requirements at the beginning of each sport season.

AUDITORIUM: Students are to go to the auditorium in an orderly manner and are to sit in assigned seats at all times. Seats are organized according to assigned classes. No chewing gum, candy, or other food products are permitted in Memorial Hall at any time.

BICYCLES: Bicycles are not to be ridden during the school day. Bicycles must be walked on the campus and placed in the bicycle racks provided. Please see that your bicycle is locked.

BOOK BAGS: To insure the safety of all students and staff, students are permitted to carry book bags to school only. Students are not permitted to carry book bags from class to class. Students who ride a Greenville City School Bus are not to have any strings, toys, or objects on the outside of any book bag or backpack. If there is a string on the zipper to help close the book bag or backpack, it can be no longer than 6 inches. This rule is necessary because these may get caught on or in the entrance door or handrails of the bus.

CAFETERIA RULES:

1. Keep the lunch line moving without pushing or shoving.
2. All students must report to the cafeteria at the beginning of their lunch period.

The cafeteria supervisor will dismiss students at the appropriate time.

3. No horseplay of any kind in the cafeteria or hallways.
4. Do not take food out of the cafeteria.
5. Do not throw any food in the cafeteria.
6. Do not congregate around cafeteria doors.
7. Enter and exit the cafeteria by the doors indicated for that purpose.
8. No cutting in line.
9. The supervisor may assign seats as needed.
10. Students are not permitted to charge lunches.
11. Students may purchase a school lunch according to cafeteria policy.
12. Students are not permitted to leave the building for lunch.
13. Students may not consume Energy/Monster drinks while on school campus.
These beverages contain high amounts of caffeine and sugar, which are in violation of the district wellness policy.

COMPUTER USE: Students may use school computers and have access to the Internet and school network only if a properly signed Acceptable Use Policy is on file in the office. Students who violate the Acceptable Use Policy will be subject to disciplinary action including, but not limited to, denial of computer use privileges, being responsible for damage to computers, and other school discipline such as detention, Friday School, AIR, suspension from school, and expulsion from school.

Computer Technology and Networks Administrative Guidelines

Computer use at school is encouraged and made available to students for educational purposes. The school retains ownership of all hardware and software and reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Students must follow the following guidelines: Files stored on school computers are restricted to school related assignments only. Network password security is the responsibility of the student. Any student unable to log into the network for any reason will be subject to the penalties listed under *Disruptive Behavior*. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher. In order to comply with copyright laws and diminish the possibility of virus in the system, all computer software used must be school purchased software.

Students are not permitted to bring software from home to run on the school hardware. Copies of school computer software are not to leave the classroom / lab for any reason.

All non-school diskettes must be checked for viruses and approved for use by a teacher in charge before being used on any computer and subject to inspection and approval by school personnel at any time. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher/network administrator. Internet users must complete an Internet Acceptable Use Policy form that must be approved before using the Internet. No students shall attempt to establish computer contact into school district restricted computer nets or any other unauthorized databases. Students are not permitted to use teacher workstations unless permission is given. Students receiving the loss of privileges penalty will have their password(s) changed during the penalty period. Teachers may request reinstatement of lost privileges for a student only for the purpose of completion of required assignments. A student reinstated under this provision must be supervised at all times. Notification to parents may be made at any penalty level. Building administrators will enforce the Student Discipline Code when applicable. Penalties for discipline code infractions may include suspension and expulsion if warranted.

DAMAGE TO SCHOOL PROPERTY: A student who cuts, breaks, or otherwise damages school furniture, books, or other school property, shall be held responsible for the property damaged. Being responsible includes paying the cost of replacing or restoring the property damaged. The withholding of all grades until the damaged property is paid for is the responsibility of the principal. Students will be held responsible for books and any other school property in their use. In case of destruction beyond natural wear and tear, the student will be required to replace or pay for the property damaged or marred.

ELECTRONIC DEVICES – PAGERS, CELL PHONES, LASER POINTERS, CD/MUSIC PLAYERS, LAPTOP COMPUTERS, ETC.

Pagers, cell phones, laser pointers, CD players, laptop computers and other electronic devices may only be used in the classroom with teacher permission. These devices will not be used during emergency situations. They are regarded as a disruption of the school's educational environment and process unless used for educational purposes, and the students who choose to bring them to school risk appropriate disciplinary action that includes having the devices confiscated as well as having parents and authorities notified. **THESE DEVICES ARE TO BE TURNED OFF UPON ENTERING THE BUILDING.** The school is not responsible for any device brought to the building. There should be **NO** expectation of privacy in regards to any electronic devices confiscated on school property. Students in violation of the policy will lose possession of the electronic device...**First violation:** Student will lose the electronic device for one day. **Second Violation:** Student will lose electronic device until parent can pick up. Student will receive Detention. **Third Violation:** Student will lose device until parent can pick up and will receive a Friday School. **Fourth Violation:** Student will lose device until parent can pick up and AIR assigned. Student will not be allowed to have device in school or it will remain in the custody of the administration until the end of the semester. In addition to the consequences for the above violations, a student may also receive AIR Re-assignment, Friday School, suspension and a parent/guardian meeting **may** be required. Any extenuating circumstances need to be discussed with the Administration. Recording devices are considered an electronic device and are prohibited in the school unless express consent is given by the classroom teacher and/or administration in advance.

EMERGENCY PROCEDURE FORMS: Each student will be given an emergency procedure form on the first day of school. These are to be completed and returned to the school immediately. Students will not be permitted to go on field trips or participate in any extracurricular activities if this form is not on file.

FEES: All students attending the Greenville City Schools (K-12) will be charged a fee for consumable items used during the school year. The amount of the flat fee is set by the Greenville City Board of Education each year. Students will also be required to pay fees in some courses. Information on course fees will be available at the beginning of the school year. If payment of the fees all at one time is a problem, parents should call the office to make arrangements for a payment schedule. Lost or stolen library books will result in a processing fee of up to \$5.00 plus the replacement cost of the book. Unpaid fines resulting in a withholding being filed, will require a minimum of \$5.00. **(NO GRADE**

CARDS OR RECORDS CAN BE RELEASED UNTIL FEES ARE PAID AND OTHER OBLIGATIONS ARE MET.)

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES: Students must have written parent permission in order to participate in any extracurricular activity or to take part in any field trip. Also, an emergency procedure form must be on file.

HONORS: Academic honors are awarded after each grading period. Highest honors are given to those students who achieve a 4.0 average for the grading period. Honor roll status is given to those students who have an average between 3.5 and 3.999. Merit roll is for those students who achieve a grade point average between a 3.0 and 3.499. An Honors Reception will be held for students receiving a 3.5 or better average for the first three grading periods of the current school year.

GRADING SYSTEM:

Grades: The system of marking to be used by teachers in grades 1 through 12 is as follows:

100 -93 A	4.00	82-80 B-	2.667	69-67 D+	1.333
92-90 A-	3.667	79-77 C+	2.333	66-63 D	1.000
89-87 B+	3.333	76-73 C	2.000	62-60 D-	.667
86-83 B	3.000	72-70 C-	1.667	59-0 E	.000

A grade is a mark given to a pupil which should show his standing in a particular subject. It is also a means of showing a pupil and his parents the teacher's estimate of work accomplished.

A = Excellent B = Above Average C = Average D = Poor E = Failure
Grades marked "A" are exceptional grades and given only to those pupils who show unusual progress and knowledge of subject. Grades marked "B" are satisfactory and show a grade of work somewhat above average. Grade marked "C" are average. Grades marked "D" indicate inferior work, yet passing. Grades marked "E" indicate unsatisfactory work and failure. Only a small percent of pupils should really fail.

Students who fail two or more academic courses for the year will be candidates for retention.

TEXTBOOKS: Students are responsible for proper care of textbooks. A charge will be made for damages. Book covers are encouraged and may be required. Students should carefully inspect textbooks when issued and report damages to the teacher immediately. Students who lend their textbook to another student are responsible if that student loses their book.

GUM: Gum chewing will NOT be permitted.

HALL PASSES: During class time, students are not to be in the hallways unless they have a pass or are accompanied by a teacher. Generally speaking when the class starts, no students will be given a hall pass. Only in an emergency should more than one student be excused from the classroom at any one time. Students must use their assignment/pass book for hall passes.

Collection of Student Fees and Fines:

The administration may establish regulations for the collection of student fees and fines. Parents will be advised of fees due at the beginning of the school year. At the end of the 1st grading period, the principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines. Full payment is expected to be received by end of first nine week grading period. Transcripts are not made available until all fees and fines for that student have been paid in full.

Participation in school - sponsored activities, groups, or organizations deemed as an extra privilege and not directly related to formal assessment for an academic course, including but not limited to: interscholastic athletic programs; clubs; instrumental music programs; vocal music programs; field trips; fun/field days; and any other programs outside the regular school day will not be permitted until all fees and fines for that student have been paid in full unless the student is on an approved payment plan. An approved payment plan is as follows:

Activities with a duration of more than one week – 50% of fees owed will be due prior to participation in the activity and 100% of total fees owed paid by mid-point of the activity duration. Parents/guardians of students of accumulated unpaid fees in excess of \$300 by the end of each school year will be subject to a legal fee collection process.

LOCKS AND LOCKERS: Each student is assigned a locker which he/she will use during the school year. Changing of locker assignments is not permitted. Each student is responsible for this assigned locker to see that it is not damaged. The student is responsible for the neatness of this locker. **The student shall keep his locker locked at all times.** Each student is issued a lock for the school year. A replacement fee will be required for lost or damaged locks. The student is also responsible for this lock and combination. Only school-issued locks may be used.

LOST ARTICLES: Articles found in the school, on school grounds, or near the school should be turned in to the office where a LOST AND FOUND DEPARTMENT is maintained. Items are returned to owner if identification can be made; otherwise, they are kept for a period of time and then discarded.

LUNCH PROGRAM: Lunch time at the junior high school will be closed. This means that students must remain on the school grounds during the entire school day. No person is permitted to bring fast food lunch to school for any student. There will be no cutting or misbehavior. Students are not to return to their classrooms until the end of their respective lunch period.

MEDIA CENTER: Media Center use is a privilege given to students who wish to do reference work or to satisfy reading interests beyond the textbooks. Computers for reference work and word processing, PowerPoint, etc. are available for student and faculty use. Each student will have the opportunity to come to the Media Center during study hall, during scheduled classes, or with special permission. All students must comply with the school rules and the Media Specialist's wishes regarding student activity in the Media Center. Media Center regulations regarding the use of materials will be given to each student at the beginning of the year. Materials may be checked out for a two-week period. Overdue, lost, or damaged materials are the responsibility of the student who signed them out; fines or replacement costs will be issued to this person. Any student having overdue Media Center materials or fines will have checkout and browsing privileges discontinued until the obligations are met.

CLINIC: Each school is equipped with a clinic. It will be used for emergencies only. If a student is too ill to be in his regular class, then arrangements will be made by the office for the student to go home. Students are not to be in the clinic without a pass from a teacher or permission from an administrator.

MEDICATION ADMINISTRATION POLICY: Effective September 20, 1984, the Ohio Legislature passed Amended Senate Bill 262 which sets forth certain specific criteria before medicine can be administered to children at school. The school shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to take such medicine could jeopardize the health of the student. The following information must accompany any medication/drug which is to be administered at school.

- A. A proper school form must be completed by parent, signed by doctor if applicable, and sent to the school requesting that the drug or medication be administered.
- B. All drugs/medication requested for administration while at school must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
- C. The Board, or person designated by the Board, shall establish a location in each school building for the storage of drugs to be administered under this policy. All such drugs shall be stored in that location in locked storage, except drugs that require refrigeration may be kept in a refrigerator not commonly used by students.

D. Any changes in the provided information must be submitted to the school. *Copies of the medication form may be obtained in the school office or local doctors' offices.*

E. Students are allowed to carry inhalers as prescribed by their physician.

HEAD LICE: Students who have been found to have head lice will be excluded from school until all nits are removed.

IMMUNIZATIONS: All students enrolled at Greenville Middle School level must have the following immunizations: Polio - Three doses of Rubella, Measles, Mumps - Must have been given after first birthday. Diphtheria, Pertussis, and Tetanus (DPT) - Four doses. **Those students not meeting these requirements will be excluded from school.** Students entering from another school must also meet the above requirements. Schools have a new immunization requirement starting in the 2010-2011 school year from the Ohio Department of Health. The change includes an addition of a diphtheria, tetanus and pertussis (Tdap) booster as a requirement for all seventh grade students.

MESSAGES: Messages of an emergency nature only will be given to students during the school day.

TELEPHONE USE BY STUDENTS: Students may use the school telephone in emergency cases only. It is the responsibility of the students to bring all necessary materials to school and make arrangements for after-school activities so parents do not have to be called. Permission to use the telephone will only be granted if the student is able to prove that the situation is an emergency.

PARENT-TEACHER CONFERENCES: Individual conferences may be arranged any time there is a need. Dates and times for building-wide parent-teacher conferences are indicated on the calendar. Students are encouraged to attend conferences with their parents.

PHYSICAL EDUCATION: Physical education is a required course for 5th, 6th, 7th & 8th graders. The students will be required to wear gym shoes and socks. Physical education instructors will require modes of dress appropriate to the activities in which the student will be participating. The only exception to the participation requirements will be a medical excuse from the following:

A. A doctor for a specific time and reason

B. The student's parent with a specific reason (not to exceed three days a quarter.) All excuses must include a parent's phone number and signature.

C. Appropriate alternate activities, such as written assignments, will be assigned if the student is not able to participate in regular activities.

RECORDS: During a student's school career, the Greenville City School System collects and records data concerning students. The school recognizes that the collection, maintenance, limited dissemination of such data is essential

in school operation, but also that preserving the rights of privacy of the students and parents, providing access to the data by the student or parents, and the student's or the parent's right to correct inaccurate data is equally essential. The school system has adopted a policy to achieve these ends. Further, it has designed this policy to comply with the provisions of the "*Family Educational Rights and Privacy Act of 1974*" (Fed. P. L. 93-380). Except for a student who is no longer attending the Greenville Schools, a student or parent may refuse to permit the release of directory information provided written notice of such refusal is given to the principal of the school where the student is attending within ten days after the child is enrolled in the school. Such notice shall specify the period of time for which the refusal is to be effective. Parents, legal guardians, or eligible students shall have the right to view directory information and the official cumulative record and to request the deletion of inaccurate, misleading, or inappropriate data. Directory information includes the following information:

1. The name of the student
2. The address and telephone number
3. A date and place of birth
4. The major field of study
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. The date of attendance, the date of graduation, and awards received

It is important that accurate records are kept for each student. Therefore, it is necessary that we be informed of address, phone changes, and other information.

SCHOOL CLOSING: Occasionally, due to sudden changes in weather conditions, unforeseen heating problems, or other unpredictable calamities, we are forced to dismiss school prior to the regular time. This may present a real problem if parents are not at home. Therefore, we are requesting that parents make arrangements as to where their children should go if parents are not at home. Please inform your children of this so that they are well prepared. In the event that weather conditions indicate that school may not be in session for a particular day, please listen to one of the following radio stations for the information. (WHIO, 1290 AM; WGTZ, 92.9 FM; WCLR, 95.7 FM; Channels 2, 7, or 22) All households will be notified of cancellations and delays by use of the ONE CALL PHONE SYSTEM. **PLEASE DO NOT CALL THE SCHOOL.**

SCHEDULE CHANGES: Students will not be permitted to switch class sections in order to be with friends, etc. Changes will only be made if a very legitimate reason exists. Changes must be approved by the principal.

SCHOOL COUNSELOR: School counselor services are available for all students. These services include assistance with study skills, help with home,

school, and/or social concerns, educational planning, interpretation of test scores, and career information.

SEARCH PROCEDURES: When a school administrator has reasonable cause to believe that a student is in possession of or has within easy access any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, or any alleged stolen property, contraband or items which could cause a disturbance (i.e., water guns), a search of the student and his or her locker, desk, gym bag, etc. will be conducted. A student shall not refuse a search or impede a search of his or her person, including without limitation, his or her school bag, pocketbook, locker, gym bag, or desk. Refusal to be searched or impeding a search will result in the behavior being classified as insubordination and give just cause to substantiate that suspected violation is accurate and consequences will be given as though the violation was verified. Local law enforcement authorities may be called upon to assist in a search. Law enforcement authorities should attempt to notify parents if they intend to question a student at school.

SELLING ITEMS AT SCHOOL: Students are not permitted to sell any fund-raising merchandise, or other items, at school except school-sponsored programs.

SEXUAL HARASSMENT: Sexual harassment is defined as **unwanted** sexual advances which may be verbal, visual, or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making frequent sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking someone's exit, or assaulting a person. Students who violate this policy will be subject to disciplinary action. Students are encouraged to report acts of harassment, intimidation or bullying that they witness. 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. See section 4.01-13.

HARASSMENT, INTIMIDATION, AND BULLYING: Harassment of a student by another student or 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, ect.) to and from school, or at an official bus stop, is expressly forbidden. Harassment, intimidation, or bullying is considered any

intentional written, verbal, graphic, or physical act that a student or a group of students exhibit toward another particular student more than once. This also includes electronically transmitted acts i.e., internet, e-mail, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student exhibits toward another particular student more than once and the behavior both: Causes mental or physical harm to the other student/school personnel; and is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

SIGN POSTING: Only school organizations may post signs in the school. For special purposes the principal may give permission for outside organizations to post signs. Signs must be in good taste and the organization responsible for posting the signs is responsible for the prompt removal after the advertised event is completed. Defacing/tearing down signs is prohibited.

STORM DRILL: Procedures are outlined and posted for effective and safe student care should a tornado or other types of storm occur. This procedure will be reviewed and practiced on a regular basis.

SECURE BUILDING DRILL: The safety of our students is always a top priority. Periodically procedures will be practiced to ensure building security.

TEACHER WORK AREA: Students are not permitted in the teacher lounge or work areas.

TOYS: Students are not permitted to bring any item considered a toy to school, including trading cards of any kind.

VACATION POLICY: The following guidelines are set forth for student educational travel:

1. Application forms will be available in the main office or on-line.
2. The application form must be completed and returned to the school office prior to the start of the requested vacation.
3. An application must be completed and returned to the office of the school in which each child attends.
4. There is a limit of ten (10) school days during one school year.
5. Vacation days will not be approved during regularly scheduled semester exams.
6. Student Days absent (excused or unexcused) cannot exceed 10 prior to the start of the vacation leave.

VISITORS: It is important the office is aware of all visitors. Therefore, we ask parents and other visitors to register in the office when visiting to obtain a visitors I.D. badge. We encourage visits from parents, but we do ask that

parents secure a building pass and contact the teacher before visiting classrooms. Generally, visits by other students will not be approved.

VOLUNTEERS (ADULT): We encourage adults to become involved actively with school and school activities. If you wish to provide teacher assistance (tutoring, filing, field trip helpers, etc.), please contact the school. We insist that parents who volunteer not bring preschool children with them when on duty.

WITHDRAWAL: Any student who plans to withdraw from school must obtain a withdrawal slip from the office. This form is to be signed by each teacher and returned to the office at the close of the day. At this time, the student will receive a transfer slip which will be presented to the new school.

BUILDING FUNDRAISER GUIDLINES

While the Board of Education supports all programs fiscally to the degree of need, there are times when student fund-raising will offer them extra opportunities that enhance the educational process. Students participating in club or program fund-raising understand that they are responsible for all product that they take and must return all dollars collected. No student is to use the money raised or product for sale for personal gain. Additionally, students participating in fundraisers will recognize the following precautions/recommendations:

Review the parent information letter that comes with fund raising material. It provides the goal for money raised, deadlines for participation and delivery dates. Fundraiser participation is on a volunteer basis only.

*Never go at night, alone or talk to strangers. Parents must be involved and supervise fund raising activities involving their child(ren). Never allow children to carry collected money unless accompanied by an adult. Do not carry large amounts of cash. If the family has a checking account, it's better to send a check (or money order) to school for the fund raising merchandise sold. It's much safer than sending cash to school. Make a list of friends, family, relatives, and neighbors to contact to avoid door-to-door sales. Parents should approve this list. Parents could take a catalog to work.

STUDENT SURVEYS: Students may be asked to participate in surveys involving approved third party groups. These groups must receive prior approval from the Administration to give any survey and parents and students have the right to opt out of taking any such surveys.

DIRECTORY INFORMATION REGARDING 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. As such, these personally identifiable photographs, and/or videotape may be used in communication tools such as the building and/or district

newsletters, annual report and calendar and in communicating with the media such as allowing interviews with students. (The district reserves the right to deny media request for student interviews at any time.)

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. However, it is our primary goal 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 such request within the two weeks from the first day the student is enrolled in a school year and be sent to the following:

Superintendent
Greenville City Schools
St. Clair Memorial Hall
215 West Fourth Street
Greenville, Ohio 45331