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**1.01 GREENVILLE CITY SCHOOLS-**

**VISION STATEMENT**

Greenville City Schools will be the leader in educational offerings, student performance and community involvement, and will maximize the potential of each and every student.

**MISSION STATEMENT**

Our mission is to provide a safe and high-quality learning environment that enables the district to provide engaging and rewarding work for students and staff every day; and to strive to continuously improve, looking ahead to the future to ensure that we prepare citizens who are college, career and life ready.

**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 of our community. 7) As a learning community, we must treat others with respect, work cooperatively, share successes, and appreciate life-long learning.

**1.02 NON-NEGOTIABLES**

As an administration and staff at Greenville Middle School we believe several things to be true in our everyday work. As a staff we are responsible for the success and growth of all students. Failure is not an acceptable option for us to consider for a student in our classes and building. We do not blame the students or the parents as this does not promote educational growth or student success. All instruction for all learners is premised on rigorous core curriculum. The continuum of services allows for large group, small group and 1:1 instruction based on “how” each child learns, within the regular education classroom. Teacher-based teams of teachers co-plan and co-serve through proactive instructional practices for each and every learner within their grade-based on the principles of universal design for instruction (UDL), curriculum, and assessment.

**1.03 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 winter 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

Regular school attendance is important – research shows that daily attendance is directly related to students’ academic success. Missing too much school has long –term effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but it is important that students make every attempt to be at school each day. The Greenville City School District recognizes that it is important for every student in the community to attend school every day.

With the passage of House Bill 410 in December 2016, there are new laws regulating how schools count and report attendance to the state. Beginning in the fall of 2017, student tardiness and absences will be counted in hours (not days as in the past) and will accumulate throughout the school year. This means **ALL** absences – excused or unexcused – must be counted in hours and addressed once a child is deemed to be **Excessively Absent** (defined as: a total of 38 or more *excused or unexcused* hours in a month, or a total of 65 or more excused or unexcused hours in the school year), or **Habitually Truant** (defined as: 30 or more consecutive hours unexcused, 42 or more unexcused hours in a month, or 72 or more unexcused hours in one school year).

	Consecutive hours	Hours per school month	Hours per school year
Habitually Truant	30 without legitimate excuse	42 without a legitimate excuse	72 without legitimate excuse
Excessively Absent		38 with or without a legitimate excuse	65 with or without a legitimate excuse

Under the new Ohio law, a student will be considered absent if they are not in school during school hours. It is important to understand that leaving school early, late arrivals, or doctor/dentist visits will also count towards absence hours.

If a student is absent for a whole school day, this will count as 7 hours accumulated towards the maximum 42 hours per month and 72 hours per year.

Parents of students who are absent from school will be notified within two hours after the beginning of the school day, the attendance officer or his/her designee shall make at least one attempt to contact the parent/guardian of the absent student without legitimate excuse as required for O.R.C 3321.141 – Eff. April 4, 2019.

After a student accumulates 21 hours of absence in a single month or 34 hours during the school year, the building attendance secretary will send a warning letter to the student's parent/guardian notifying them that their child is halfway to becoming truant. Should the student accumulate 32 hours of absence in a single month, or 60 hours in a school year, a second warning letter will be sent to the parent/guardian notifying them that further absences by their child may require them to attend an Absence Intervention Team (AIT) meeting.

After a student reaches 42 hours of unexcused absence in a single month, or 72 total hours during the school year, the school district will contact the student's parent/guardian to schedule a meeting to discuss a plan for getting the student to school. During the meeting, an Absence Intervention Plan will be developed and implemented. The student must follow this plan for the remainder of the school year. If the student fails to make progress on the plan within 60 days, the school district will file a truancy complaint with the juvenile court.

## 2.01 DEFINITIONS

As part of HB 410, effective at the start of the 2017-2018 school year, *Chronic truant* will no longer be used. *Habitual truant* refers to a child of compulsory school age (6-18) who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

### A. EXCUSED ABSENCES

Students must be in school unless the absence has been excused for one of the reasons listed below. Parents are to notify the school before school begins on the day of the absence, to explain the nature of their child's absence from school. **You can report your child's absence by calling the attendance secretary at (937) 548-3185 to record the information. Each absence MUST be followed with a note upon the child's return to school. The note needs to be given to the appropriate building secretary stationed in the office. If a note has not been received within two days of returning from absence, the absence will stand as unexcused.** If you must leave school during the day, you must have permission from the principal's office to sign out. All students are expected to make up class work missed during an absence.

### B. LEGAL REASON FOR ABSENCES

1. Illness – The principal or designee may require the verification of the illness from a physician if deemed necessary.
2. Death in the family.
3. Religious holidays of the student's faith.
4. Required court appearance or subpoena by law enforcement agency.
5. Scheduled doctor or dentist appointments.
6. Vacation – A note must be sent per district policy for approval at least one week prior to the vacation.
7. Other reasons as outlined by the Ohio Revised Code.

### C. Members of the Absence Intervention Team

Membership of each team may vary based on the needs of each individual student, but must include:

- A representative from the school district or school
- Another representative from the school district or school who knows the child, and
- The child's parent (or parent's designee), or the child's guardian, custodian, guardian ad litem, or temporary custodian.
- The team also may include a school psychologist, counselor, or social worker, or a representative of a public or nonprofit agency designed to assist students and families in reducing absences.

### D. TARDY TO SCHOOL OR CLASS

If a student is not in his assigned room when school begins at 7:30 am, or the tardy bell rings before each class, he/she will be considered tardy. If a student is tardy to school, he/she must report to the office for a pass to class. Students may have two unexcused tardy to school/class before a consequence is assigned. If student has entered the building prior to tardy bell then the student is tardy to class, not tardy to school.

### 3.00 DISCIPLINE

The staff of Greenville Middle 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 Positive Behavior Intervention Support (PBIS); Emergency removal; Counseling by teachers, administrators, and school counselor; Denial of privileges; In-School Suspension (Alternative In-School Reassignment); Community Service; Noon/Lunch restriction; Evening School; Detention; Referral to the Juvenile Court; Suspension from school; Expulsion by the Superintendent

### 3.02 DEFINITION OF DISCIPLINARY TERMS:

**Positive action by the staff (PBIS):** 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 lunchtime. 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.** Pupils assigned to detention are required to have study materials with them. Students will be given 24 hours' notice for all before or after school detentions.

**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. Students are expected to complete all missed work due to suspension and will receive full credit upon completion of any assignment based on original criteria and amount of time given to their classmates.

**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.

**Evening School:** The term Evening School will be understood to mean a two-hour time frame where students will complete school work in a designated supervised area. Evening 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 Evening School. The Administration reserves the right to issue Evening School for a violation of the student code of conduct. It is the responsibility of the student/parent to arrange transportation home from Evening 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. Ammunition:** A student shall not possess, use or threaten to use any object that would be considered ammunition and contain material that could be detonated from any weapon or weapon system.

**B. Arson / No Unauthorized Fires:** 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 or any other property belonging to another person.

**C. Assault / No Unauthorized Touching, Hitting, or Throwing:** 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.

**D. 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. This would include but not be limited to guns, explosives, knives over 2 inches in length and items that mimic the appearance of these items causing alarm or panic.

**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. 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.

**I. 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 look-alike 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 look-alike substances.

**J. 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, cigars, clove cigarettes, chewing tobacco, snuff, electronic cigarettes and vapors 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 Evening School.

**2nd Offense** - Five-day (5) Alternative In-School Reassignment or suspension.

**3rd Offense** - Ten-day (10) 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.

**K. Stealing:** A student shall not take, acquire or gain access to property of others without the consent of the owner.

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

**M. Tasers/Stun gun:** A student shall not possess, use, or threaten to use any object, which might be a taser, stun gun, non-lethal or similar like device. This would include but not be limited to purchased or homemade devices that act in this manner.

**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, Evening 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 Evening 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. Self-defense meaning that the person had no other means of escape from the situation presented.

**C. Forgery (Falsification of Documents):** 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.

1st Offense: Alternative In-School Reassignment or Evening School

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

**D. Insubordination:** A student shall not disregard or refuse to obey reasonable directions given by school personnel/officials. 1st Offense: Suspension from school and/or Alternative In-School Reassignment and/or Evening School - Subsequent Offenses: Suspended from school and unruly charges may be filed with Juvenile Court

**E. Evening School Violations:** A student shall not be tardy or absent from an assigned Evening School. A student shall not disregard or refuse to obey "Evening School Regulations" or the supervisor of Evening 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. Game activities may be provided or approved by school personnel during free activity periods.

**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 or Possession of Pornographic Material:** A student shall not print/distribute unauthorized publications including possession/distribution of obscene/pornographic materials. 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 Evening School.
- 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, possession or use of projectile items 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/Nicotine Paraphernalia:** Possession of tobacco/nicotine paraphernalia (lighters, clips, delivery devices, chargers, etc.) is not permitted at any time.
- T. School Work Containing Inappropriate Content:** Student work should contain subject matter that is appropriate for the school environment.
- U. Speak Up Law:** Students are mandated to report criminal activities associated with the operation/functioning of the school. This would include knowledge of students with guns, knives, drugs, assault or fighting at school.
- V. Sprays and Chemicals:** Students are not allowed to spray body spray or release other chemicals within the building as these cause health impairment/life threatening concerns for staff and students.
- W. 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, evening school, alternative in-school reassignment, community service, suspension from school, expulsion, and/or emergency removal:

- A. Audio/Electronic Devices:** A student will not be permitted to use personal electronic gadgets on school property during the school day unless administrative permission is granted. This includes but is not limited to: Cell Phones, Pagers, i-Pods, Cameras, etc...
- 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), Evening School, and/or AIR.
- C. Classroom Misbehavior:** A student shall not repeatedly disrupt the classroom to the extent that an office referral is requested by the teacher.
- D. Dress Code:** A student shall not violate the dress code as published in this handbook. Students violating these restrictions may receive one (1) warning, asked to call home to correct the violation and/or may be asked to leave the building to correct the violation or removed to AIR until item is corrected. (See 4.03)
- E. 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.
- F. Excessive and/or Inappropriate Public Display of Affection:** A student shall not be permitted to engage in excessive and/or inappropriate public displays of affection.  
1st Offense: Counselor referral/warning  
2nd Offense: Parent notified, detention assigned to both parties  
3rd Offense: Alternative In-School Reassignment or Evening School assigned to both parties
- G. 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 shall make up any work from being tardy to school whether excused or unexcused.
- H. Littering the School Grounds:** A student shall not litter the school facilities or school grounds.

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

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

**K. 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.

**L. Unauthorized Use of a Student Locker:** Students shall not enter or use any locker that has not been administratively assigned to them. Students must maintain the locker in an appropriate manner and not cause damage by marring, denting or defacing.

#### **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, out-of-school suspension and/or expulsion, Evening School, administrative referral, counselor referral, 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 (IAT) or agency will be beneficial.**

##### **1. Numerous Detentions**

After repeated violations of a school code, the student may be assigned an Alternative In-School Reassignment or Evening School.

##### **2. Cheating**

1st Offense: Parent notified by teacher, grade of fifty (50) for that assignment/quiz/test assigned, detention may be issued.

2nd Offense: Parent notified, grade of fifty (50) for that assignment/quiz/test, and Alternative In-School Reassignment or Evening School assigned.

Subsequent Offenses: Suspension from school and/or AIR.

##### **3. Fighting/Aggressive Physical Contact**

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

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

##### **4. 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.

##### **5. Present in Restricted Area**

1st Offense: Warning issued

2nd Offense: Parents notified, detention assigned

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

##### **6. 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

##### **7. Unexcused Tardiness to School**

1st Unexcused Tardy: Warning issued

2<sup>nd</sup> Unexcused Tardy: Letter Sent to Parents, warning issued

3<sup>rd</sup> Unexcused Tardy and any that follow: May result in detention assigned

\*Administration may also use referrals to counselor, Alternative In-School Reassignment, Evening School and/or referral to Truancy Officer as options for supporting good school attendance as appropriate.

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 educational 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 boundaries 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. Student may be placed in AIR room until clothing concern is corrected.

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.

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 Greenville Middle 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 and tightness of skirts and/or shorts shall conform to paragraph A
5. Clothing must not interfere with the educational process.
6. Students will 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.
7. 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. Gauge type piercings are prohibited. Piercings with points are prohibited.
8. Students shall not wear any jewelry (including piercings) that could create a safety hazard for that student or other students in a class.
9. Sheer garments may be worn only when accompanied by appropriately concealing garments.
10. Undergarments may not be visible.
11. Muscle shirts w/ long arm openings are prohibited. Muscle shirts must be tight to arm and hemmed.
12. 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.
13. Any apparel which suggests membership in or affiliation with a gang is prohibited as part of the student dress.
14. Neither hats, head bands nor bandanas may be worn or displayed in the school building during school hours.
15. 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.
16. 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.

17. 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.
18. Students may not wear coats, flags or blankets to class.
19. Stickers of any kind may not be worn on or near the face.
20. 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 (includes look-alike products and devices) on the bus or at the bus stop. (See section on Tobacco violations- Illegal Behavior: page 6, paragraph J and Disruptive Behavior: page 7, 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.

#### **4.05 BUS MISCONDUCT PROCEDURES** **BUS CONDUCT LEVELS FOR 5<sup>th</sup> -8<sup>th</sup> GRADE**

We feel confident that our students are well aware of proper school bus behavior. After several documented 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.

##### **1<sup>st</sup> Offense:** First Office Referral

A bus conduct warning report will be sent to the administrator. A copy of the conduct report will be sent home with the student. The bus driver will issue a verbal warning and seat reassignment.

##### **2<sup>nd</sup> Offense:** Second Office Referral

A Bus Conduct report will be sent to the building administrator detailing the misconduct. A phone call will be made to the parent and a copy of the bus conduct form will be sent home. Discipline may be issued.

##### **3<sup>rd</sup> Offense:** Third Office Referral

A Bus Conduct report will be sent to the building administrator detailing the misconduct. A phone call will be made to the parent and a copy of the bus conduct form will be sent home. The student will serve a two (2) day bus suspension for 5<sup>th</sup> and 6<sup>th</sup> graders and five (5) day bus suspension for 7<sup>th</sup> and 8<sup>th</sup> graders.

#### **4<sup>th</sup> Offense:** Fourth Office Referral

A Bus Conduct report will be sent to the building administrator detailing the misconduct. A phone call will be made to the parent and a copy of the bus conduct form will be sent home with the student. The student will serve a five (5) day bus suspension for 5<sup>th</sup> and 6<sup>th</sup> graders and ten (10) day bus suspension for 7<sup>th</sup> and 8<sup>th</sup> graders.

#### **5<sup>th</sup> Offense:** Fifth Office Referral

A Bus Conduct report will be sent to the building administrator detailing the misconduct. A phone call will be made to the parent and a copy of the bus conduct form will be sent home. The student will serve a ten (10) day bus suspension for 5<sup>th</sup> and 6<sup>th</sup> graders and the remainder of the semester for 7<sup>th</sup> and 8<sup>th</sup> graders. Note: If there are less than (20) days left in a semester, the student will serve not less than a (20) day bus suspension.

#### **6<sup>th</sup> Offense:** Sixth Office Referral

A Bus Conduct report will be sent to the building administrator detailing the misconduct. A phone call will be made to the parent and a copy of the bus conduct form will be sent home. The student will serve bus suspension for the remainder of the semester for 5<sup>th</sup> and 6<sup>th</sup> graders. NOTE: If there is less than twenty (20) days left in the first semester, the student will serve not less than a twenty (20) day bus suspension. For students in the 7<sup>th</sup> and 8<sup>th</sup> grade the bus suspension will be for the remainder of the school year.

#### **7<sup>th</sup> Offense:** Seventh Office Referral (5<sup>th</sup> and 6<sup>th</sup> graders only)

A Bus Conduct report will be sent to the building administrator detailing the misconduct. A phone call will be made to the parent and a copy of the bus conduct form will be sent home. The student will serve bus suspension for the remainder of the school year.

#### **Severe Clause:**

*Should student behavior justify more immediate action, the bus driver may omit the first step and the administrator may omit any step in this plan and impose a more severe level of discipline immediately.*

\*The building administrator may adjust disciplinary actions as deemed necessary at any time in the process.

\*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.**

### **6.00 GENERAL SCHOOL INFORMATION: (Alphabetical)**

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

**APPOINTMENT NOTIFICATION:** When picking up a student early for an appointment, a signed note will be required for the student to be brought to the office early. Otherwise, the student will be called down to the office once proper identification and signature are obtained.

**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.

**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 unless special permission has been granted by administration. 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.

### **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 products 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 fundraising 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.

### **CAFETERIA and BUILDING RULES:**

1. Keep the lunch line moving without pushing or shoving. Social distancing/spacing requirements observed.
2. All students must report to the cafeteria at the beginning of their lunch period.
3. The cafeteria supervisor will dismiss students at the appropriate time.
4. No horseplay of any kind in the cafeteria or hallways.
5. Do not take food out of the cafeteria.
6. Do not throw any food in the cafeteria.
7. Enter and exit the cafeteria by the designated locations indicated for that purpose and grade level.
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.)
14. Any containers brought in for consumption of liquid during the school day must be clear/transparent containers. Water is the only liquid that should be brought in or held within these containers while at school.
15. Students need to observe all social distancing and mask requirements for this area.

**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 if necessary. Students are not to be in the clinic without a pass from a teacher or permission from an administrator.

### **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 1<sup>st</sup> 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. Grades and Credits 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 durations 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.

**COMMUNICABLE DISEASES:** Controlling the spread of communicable diseases through casual contact is essential to the well-being of the school, district and community operation. In order to protect the health and safety of the students and staff, we must follow all state laws and Ohio Department of Health regulations pertaining to immunizations and other means for controlling communicable diseases that are spread through casual contact in schools. Students must follow all mask and social distancing procedure.

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated.

Any students suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. Upon the recommendation of the school nurse, the student may be excluded from school. Re-admission is dependent upon a decision by the physician, school nurse or public health nurse.

**COMPUTER USE:** Students may use school computers/iPads 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/iPad use privileges, being responsible for damage to computers/iPads, and other school discipline such as detention, Friday School, AIR, suspension from school, and expulsion from school.

### **COMPUTER TECHNOLOGY AND NETWORK 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 thumb drives 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.

**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 (10 School Days) 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

**PERSONAL ELECTRONIC DEVICES – PAGERS, CELL PHONES, LASER POINTERS, CD/MUSIC PLAYERS, LAPTOP COMPUTERS, IPADS, BLUETOOTH DEVICES, ETC.** Pagers, cell phones, laser pointers, CD players, laptop computers, iPads, bluetooth devices and other electronics 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. Personal electronic devices are to be turned-off and placed in the locker prior to the start of the school day at 7:30 AM. Students who arrive at school after the start of the school day should turn off their device and place it into their locker prior to going to their first class for that day. At the end of the day, students should remain off the phone until they are out of 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 Evening 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, Evening 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 at the beginning of the year or complete form online. 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.

**GRADING SYSTEM:**

**Grades:** The system of marking to be used by teachers in grades 4 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	59-50 F	.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 = Below Average    F = 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 "F" indicate unsatisfactory work and failure. Only a small percent

of pupils should fail. **Students who fail two or more academic courses for the year will be candidates for being placed on Student Success Plans (SSP) and possible retention.**

**\*\*Computation of Letter Grades is as follows:**

1. Yearly average is calculated by adding the Total Quarterly Points divided by four (4) Quarters
2. Semester average is calculated by adding Total Quarterly Points divided by two (2) Quarters
3. High School offerings at the Middle School will be calculated by adding the Quarterly Points weighted by “2” for each quarter plus each Semester Exam Points weighted by “1” toward the year average. Class offerings at this category include (Algebra I, Spanish, and French)

**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.

**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, etc.) 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. (See SEXUAL HARASSMENT page 17)

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

**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.

**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 2010-11 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.

**LOCKERS:** Each student is assigned a locker, which he/she will use during the school year. Changing of locker is not permitted. Each student is responsible for his or her assigned locker to see that it is not damaged. The student is responsible for the neatness of this locker and making sure it closes properly. **The student shall keep the locker locked at all times** and is responsible for the combination. Bringing items of value to school is discouraged as we are not responsible for lost or stolen items. Lockers are school property and as such are subject to search along with its contents at any time. (See **Search Procedures** – Page 17)

**LOST ARTICLES:** Articles found in the school, on school grounds, or near the school should be turned in to the office where items will be placed in LOST AND FOUND DEPARTMENT (Located in the cafeteria). 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 middle 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.

Prices: HS Lunch – **\$3.15**      K-8 Lunch - **\$3.00** (Reduced- .40)      Breakfast - \$2.00 (Reduced- .30)      Milk - .50

**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.

**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 the parent, signed by the 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 personal physician. Self-carry orders should be on file with the school nurse.

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

**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 MS students. 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 the student. The school system recognizes that the collection, maintenance, the 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.

**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 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.**

**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.

**SCOOTERS:** Scooters are allowed at school, but students must comply with all traffic laws and signage posted in and around the school and school zones for safe operation.

**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.

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

**SELLING ITEMS AT SCHOOL:** Students are not permitted to sell any fund-raising merchandise, or other items, at school except in the case of 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. (See HARASSMENT page 15)

**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.

**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.

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

**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.

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

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

**TRANSPORTATION CHANGES:** Any changes to a student's end of day transportation will require a signed note from the parent or guardian and must be received prior to 2:00 PM on the day of the change. If necessary, administrative approval may be given for the change if contacted in advance due to extenuating circumstances. Students will not be notified of changes unless a signed note or administrative approval has been obtained.

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

1. Limited to five (5) school days during one school year. Approval of additional vacation days will be at the discretion of the Superintendent.
2. Students/Parents are encouraged not to request vacation days beyond the five (5) day limit as attendance is vital to educational success.
3. Assignments are to be completed and turned in according to the Board of Education attendance policy.
4. Students/Parents are requested not to request vacation days during regularly scheduled exams, Ohio mandated achievement/graduation tests, and state stipulated count weeks.
5. **High School ONLY:** Teacher and Administrator acknowledgment section must be completed.
6. Vacation form should be completed and returned to the building principal prior to the start of the vacation date requested.  
(A separate form must be completed for each child)

**VISITORS:** It is important the office is aware of all visitors. Visitors will be buzzed in after stating their business and providing identification. 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.