Greenville Elementary



This agenda belongs to:

NAME _____

ADDRESS .....

CITY/TOWN ..... ZIP CODE .....

PHONE _____

STUDENT NO. _____

GREENVILLE ELEMENTARY SCHOOL

2026 - 2027

BUILDING 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

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.

WELCOME

Dear Students and Parents/Guardians,

The teachers and administrators are pleased to welcome you to our school! We are very proud of our school- its students, its staff, its parents, and its community. We hope that parents, guardians, and students will become as proud of our school as we are.

We expect each student to be a good citizen. To do this, students must treat others the way they want others to treat them. Students should take pride in their schoolwork, themselves, and their school community.

We have an excellent staff at our school, and we like to become genuinely involved in the lives of our students so that we can engage them in our educational program.

We invite parents to become involved in our school and our educational program. We encourage families to take advantage of the many opportunities available this year.

We hope that this will be a very rewarding year for every student, filled with growth and success.

It is the intention that this handbook will enable parents and students to become familiar with our school policies and procedures. The regulations herein are not intended to restrict the student, but rather to provide him/her the opportunity for wholesome education under safe conditions.

DAILY TIME SCHEDULE

Office Hours: 8:00am – 4:00pm
School Hours: 9:00am – 3:55pm

ATTENDANCE POLICY

Regular Attendance

Regular school attendance is very important. Research shows that daily attendance is directly related to a student's academic success. Missing too much school has long-term effects on students, such as lower achievement and lower 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 the importance for every student in the community to attend school every day.

How Are Absence Hours Counted? (*NEW CHANGE for OHIO SCHOOLS)*

Under Ohio law, a student is to be counted absent if they are not in school during school hours. All hours missed count toward absence hours: early dismissals, late arrivals, vacation days, any excused or unexcused absences, or doctor/dentist visits.

Chronic Absenteeism

Ohio law defines a student as chronically absent when the student misses **ten percent (10%) or more** of the school year for **any reason, including both excused and unexcused absences**. For Greenville City Schools, this number is 17.8 days or 116 hours. The law also requires schools to communicate with families regarding attendance concerns no later than the point at which a student has missed 5% of the minimum required instructional hours for any reason. This percentage would be 9 days or 58 hours.

Greenville City Schools will monitor attendance data throughout the school year and may implement interventions when attendance concerns arise. Interventions may include:

- Parent or guardian contact
- Attendance conferences
- Student support plans
- Referrals to school-based services
- Referrals to community agencies
- Other interventions designed to improve attendance and remove barriers to school participation

Habitual Truancy

Ohio law defines habitual truancy as absent **without a legitimate excuse (unexcused)** for any of the following:

- **30 or more consecutive hours** of unexcused absence; or
- **42 or more hours** of unexcused absence in one school month; or
- **72 or more hours** of unexcused absence in one school year.

Chronic Absence	Action by School
35 hours of excused + unexcused absences	Warning letter, Parent Square or Phone call to parent/guardian
58 hours (5%) of excused + unexcused absences	Formal parent notification letter
70 hours of excused + unexcused absences	AIT meeting and Attendance Support Plan developed
116 hours (10%) of excused + unexcused absences	Student identified as chronically absent; intensified supports
Habitual Truancy	**Action by School**
30/42/72 unexcused hours	Habitual truancy procedures initiated: parent notification letters at each threshold attendance conference with parent, possible charges filed with juvenile court

Reporting an Absence

Under the missing children legislation, ALL parents/guardians MUST call the school (**937-548-3185 ext. 2002**) or send a message via the Parent Square App and provide the reason the student will be out of school. If we do not receive a call or message by **9:30 A.M.**, we must contact the parent/guardian at home or work to notify them of the absence.

A written excuse, signed by the parent/guardian with the reason the student was out of school is to be presented to the office upon returning. If the parent/guardian called in or was called by the office, no note is needed.

Illness Policy

1. Parent/guardian may excuse illness absences up to **10 days (or 60 hours)** per school year.
2. After the 10th illness absence, additional illness absences require medical documentation from a healthcare provider to be considered excused.
3. Exceptions may be made for documented chronic medical conditions, hospitalization, mental health treatment, or other verified circumstances.

Absences will be **excused** for the following reasons ONLY:

1. Illness or injury of student or family member
2. Death in the family
3. Doctor or dental appointment
4. Representing Greenville Schools in any approved activity
5. Family member graduating from college or military
6. Participating in a religious function
7. Homelessness-related circumstances
8. College visits
9. Foster care or court-related appointments
10. Scheduled vacation (pre-approval required, according to Board Policy - see below)
11. Other situations approved by the Superintendent

Vacation Policy

The Board of Education has a pre-approval policy on students who take a vacation during the school year. The forms are available in the school office and online. The form must be turned into the office before the vacation begins. The policy allows for a maximum of 5 vacation days per school year.

Unexcused Absences

Absences that do not meet the criteria for an excused absence shall be considered unexcused. Examples include, *but are not limited to*:

- Truancy or skipping school
- Oversleeping
- Staying home without a legitimate reason
- Missing the bus or transportation
- Personal errands
- Shopping
- Hunting or recreational trips
- Failure to provide required documentation
- Any absence not approved by school administration

Tardiness and Early Dismissals

Students are expected to arrive on time and remain in school for the entire instructional day. Excessive tardiness and early dismissals negatively impact learning and may result in interventions, parent conferences, and other appropriate consequences. Students who are tardy to school will have that time recorded in increments up to a full hour absence. If a student is absent for a full school day, this will count as 6.5 hours accumulated towards that student's total number of hours absent.

STUDENT CODE OF CONDUCT (File: JFC)

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

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents will receive this handbook stating the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

THE WAVE WAY: BEHAVIOR AND DISCIPLINE FRAMEWORK

Greenville Elementary School

	Respectful	Responsible	Safe	Kind
 Hallway	-Level 0 voice -Listen to the teacher -Give others space -Hands at your side -Look only with your eyes at projects on the wall.	-Follow hallway rules even when walking in the hallway without a teacher. -Walk on the right side of the hallway (or listen to the teacher' direction).	-Walking fee and eyes forward -Hands and feet to yourself	-Smile to greet people walking by.
 Playground	-Treat others the way you would like to be treated. -Treat playground equipment with respect. -Help others -Use words to solve conflict for "kids-sized" problems -Hands and feet to yourself.	-Follow all playground rules -Tell the duty teacher right away if there is an "adult-sized" problem. -Line up right away when called in. -Stop talking once in line	-Leave nature where it belongs -Play in a gentle way -Play on equipment the safe way.	-Include everyone -Ask people to play if they are on the Buddy Bench or if you notice someone is lonely -Use kind words and actions
 Restroom	-Respect privacy -Follow adult directions	-Wash hands -Do your business quickly -No talking -Straight there and back	-Feet stay flat on the floor	-Smile if you see someone -Be mindful of people waiting
 Cafeteria	-Use table manners -Talk in a quiet voice -Stop talking when the teacher asks you to.	-Pick up trash off of table and floors. -Report "adult-sized" problems -Get everything you need from the lunch line.	-Stay seated -Raise your hand for help.	-Use kind words and actions -Use kind words to solve arguments
 |Bus	-Talk in a quiet voice -Do what the bus driver asks you to do. -Be respectful to other students, property, and the bus driver	-Stay in your seat- sitting the right way. -Items in your bookbag stay in your bookbag. -Follow all bus rules	-Sit forward with your "back on back, and seat on seat". -Keep the aisles clear	-Use kind words and actions. -Include others -Work "kid-sized" problems out with words.
 Classroom	-Listen when others are speaking. -Follow directions the first time. -Use appropriate language and tone. -Respect personal space and property. -Raise your hand and wait your turn.	-Come prepared to class. -Complete assignments on time. -Take ownership of mistakes. -Use technology appropriately. -Stay on task.	- Keep hands, feet, and objects to yourself. -Walk appropriately in the classroom. -Follow classroom procedures. -Use materials correctly. -Report concerns to an adult.	-Include others. -Encourage classmates. -Help peers when appropriate. -Use positive words. -Show empathy.

Level 1 Behaviors - Classroom/Common Area Managed by Staff

Consequences for Level 1 Behaviors	• Reminders or cues • One-on-one conversations to address behavior • Partial loss of free play/loss of classroom privilege • Teacher assigned lunch detention(s) • Reflective activities to understand the impact of actions • Temporary loss of device • Restitution • **Parental notification if behavior persists**

Type of Incident
Behavior Reported by Substitute: Any Level 1 behavior that is reported to the classroom teacher by the substitute.
Cheating/Academic Dishonesty: Copying the work of another without citation, including previously written work on a test or assignment, or improperly consulting notes or other answer sources.
Dress Code: Failure to comply with the school building's Dress Code, which can be found in the Student Handbook.
Inappropriate Behavior: Intentional acts, behaviors, or conduct in the classroom or in the school or upon school grounds that interrupts the educational process. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student's behavior, the behavior is considered inappropriate. For example, if a student causes an interruption by talking, making noises, throwing objects, play-fighting, horseplay, or otherwise distracting one or more classmates, the student is engaging in inappropriate behavior.
Inappropriate Use of Technology: Failure to comply with the district's Acceptable Use Policy, which can be found on the GCS website.
Nonverbal Refusal: Nonverbally refusing to comply with a reasonable request from school personnel or disobeying any general rule of the school, including not following directions of teachers, school administrators, or other staff members (e.g., refusing to leave an area or stop engaging in aggressive/ disruptive behavior). This includes, but not limited to, sitting with head down, throwing assignments away, kicking, hitting, throwing items, running, pushing, shoving
Out of Bounds: Walking out of classrooms without permission and/or being in an unsupervised area without staff permission.
Profanity/Use of Insulting/Obscene Language: Swearing/cursing or displaying profane gestures in school buildings, on school buses/vehicles, on school grounds, or off-campus at a school-sponsored activity.
Talking Out: Repeated vocalizations that impede classroom instruction.
Verbal Refusal: Verbally refusing to comply with a reasonable request from school personnel or disobeying any general rule of the school, including not following directions of teachers, school administrators, or other staff members (e.g., refusing to leave an area or stop engaging in aggressive/ disruptive behavior). This includes, but is not limited to, screaming, yelling, cussing, etc.

Level 2 Behaviors – Managed by Principal

Consequences for Level 2 Behaviors	• Phone call/ Parent Square to parent & Parent Conference - Mandatory • Loss of privilege • Detentions (multiple days) • Loss of device for an extended period • AIR (ISS assignment) • Out-of-School Suspension • Referral to SRO (School Resource Officer) • Referral to Guidance Counselor • Behavior Plan • Restorative conversations & restitution

Type of Incident
Repeated Offense of Level 1 Behavior & Not Responding to Tier 1 Interventions
Behavior Reported by Substitute: Any Level 2 behavior that is reported to the classroom teacher by the substitute.
Fighting: A physical altercation between two or more students. This also includes the mutual participation in an incident involving physical violence.
Forgery/Falsification: Acts, including but not limited to, falsifying school records, forging signatures, making or providing false statement(s), counterfeiting, bribery, and/or using an unauthorized computer user ID or passwords (including emails).
Inappropriate Physical Contact: Fondling, touching, or kissing in school facilities, on school grounds, at school-related activities, or while on buses transporting students to and from school-related events.
Inappropriate Social Media Use: The use of social networking sites during the school day such as Facebook, YouTube, Instagram, TikTok, Snapchat, or any other similar websites, unless used for educational purposes and with permission from school staff.
Inappropriate Use of Technology: Failure to comply with the district's Acceptable Use Policy, which can be found on the GCS website.
Inciting a Fight/Pre-Fighting: The intentional incitement to engage another student in physical conflict and/or continuous harassment, or the promotion of misconduct for any purpose.
Intimidation: Any intentional written, verbal, electronic, or physical act which causes mental or physical harm to the other student or creates an intimidating, threatening, or abusive educational environment for the other student.
Possession/Use of Tobacco/Vaping: The use of or the possession of any form of tobacco or tobacco products while in or upon the school premises is prohibited. Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic cigarettes and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form, including vaping. Smoking or the use of any 13 tobacco products shall be prohibited on all lands and inside all facilities and motor vehicles owned or leased by the district.
Profanity Directed Towards a Staff Member
Out of Bounds: Walking/running out of classrooms without permission and/or being in an unsupervised area without staff permission.
Recording/Distributing Prohibited Acts: Making, producing, or distributing videos, images, sound recording, or other mediums that show behavior prohibited by the Student Code of Conduct on school property or at school events, including using school-owned or personal electronics devices (i.e., laptops, tablets, e-readers, cell phones, or video/still cameras). Depictions of such conduct on social networking sites such as Facebook, YouTube, Instagram, TikTok, Snapchat, or any other similar websites are prohibited. Any representations of prohibited behavior must be immediately turned over to the Principal or Principal's designee. Reproduction and/or distribution of these items is also prohibited.
Theft: Unlawful taking or disposition of another's property with the intent to deprive the person of the property. Receiving stolen property or attempted theft by deception, including public property, possession of stolen property, counterfeit items or missing items and/or possession of any federal, state or district-mandated test(s). Students are encouraged not to bring inappropriate non-instructional or valuable items and large sums of money to school. West Carrollton Schools will not be liable for any lost, stolen or damaged items brought to school.

Threats to Staff: Intentional threat by word or action to do violence to a staff member or his/her property.
Intentional threat by word or action to do violence to another student, or his/her property.
Threats to Students: intentional threat by word or action to do violence to another student, or his/her property.
Use/Possession of Electronic Devices/Cell Phones: Possession of unauthorized electronic equipment and devices (ex., cell phones, iPads, video games, earbuds, audio devices, smartphones, etc.). This may result in the item being confiscated from the student by school personnel and disciplinary action will be taken. Students are personally and solely responsible for the care and security of any electronic equipment or devices brought to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.
Verbal Abuse of Peer: Any unwelcome profane or insulting remarks or gestures directed at any Greenville City Schools' student
Verbal Abuse of Staff: Any profane or insulting remarks or gestures directed at any Greenville City Schools' staff member, volunteer, visitor, teacher, or bus driver.
Violence Toward a Staff Member: An intentional act of physical aggression directed toward a staff member that results in or has the potential to result in **minor injury**. The behavior shows purposeful intent to cause physical pain or harm but does **not** cause serious injury or require medical attention beyond basic first aid.

Level 3 Behaviors - Managed by Principal

Consequences for Level 3 Behaviors	• Phone call/ Parent Square to parent & Parent Conference - Mandatory • Schedule Change • AIR (ISS assignment) or Alternative Educational Placement if applicable • Recommendation for Expulsion • Loss of privilege • Detentions (multiple days) • Loss of device for an extended period • Out-of-School Suspension • Referral to SRO (School Resource Officer) • Referral to Guidance Counselor • Behavior Plan • Restorative conversations & restitution
Type of Incident	
Arson: Setting fire, or attempting to set fire, to school property or any property belonging to, rented by, or on loan to the school district, or the property of persons employed by the school or in attendance at the school.	
Assault/Battery: An offensive attack (this includes unwanted contact with a staff member intervening to stop a fight) whether physical or with an instrument that is used as a weapon on any staff member(s), or student(s) who has not participated in or provoked the confrontation; any act causing physical abuse or injury. Such behavior shall include, but not be limited to, occurrences on school property, in school buses/vehicles, or any school-sponsored activities.	
Bomb Threat: Making statements regarding the possession or location of explosive materials.	
Bullying - ***Admin Only*** **-** Targeted, repetitive, and intentional behavior between peers, which includes any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once. This behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.	
False Alarm: Making a knowingly false statement regarding the possession or location of explosive materials. Reporting a fire when no fire exists or attempting to activate the fire alarm system on school property or buses. Making false or inappropriate 911 calls.	

Harassment - *Admin Only* - Any intentional written, verbal, electronic, or physical act portrayed through an imbalance of power and the behavior both: Causes mental or physical harm to the other student; and is sufficiently severe, persistent, 15 or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Possession of Weapon: Possession of a firearm, including any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-alikes should not be reported with this option. Possession of, on or about their person (e.g., locker, desk, book bags or bus) or distribution of any weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. Possession of, on or about their person (locker, desk, book bags, bus, etc.) or at school/school-related activities, a weapon, device, instrument, material or substance designed as a weapon or used as a weapon [e.g., rattail comb, box cutter, utility knife of any size, any razor (e.g., straight, regular, retractable, double or single edge), gas repellant, stun gun, fireworks, bullets, ammunition, smoke bomb, paint bomb, stink bomb, chemical sprays, lighters, and/or martial arts devices (e.g., throwing star, nunchakus, darts, blackjacks, chains, clubs, metals/brass or any artificial knuckles, rings, pipes, studded or pointed.

Possession/Under Influence of Alcohol: Possessing, carrying, concealing, consuming, or showing evidence of having consumed alcoholic beverages.

Possession/Under Influence of a Controlled Substance: Possessing, carrying to sell, and/or concealing drugs or items that may be considered as look-alike drugs or substances represented to be drugs of the seller or distributor and/or thought to be drugs by the buyer or receiver. Attempting to sell or distribute any prescription and over-the-counter medicines, chemical substances, and all other legal substances. Drug-related paraphernalia includes, but is not limited to, pipes, clips, rolling papers, and other items used or related to drug use. No such items shall be in a student's possession at school-related activities, on buses, or in a student's desk or locker.

Serious Bodily Injury: An incident that results in or is intended to result in serious bodily injury to oneself or others. Serious bodily injury is defined as any bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or faculty.

Sexual Misconduct: Engagement of any sexual acts including, but not limited to, vulgar/obscene words or gestures, indecent exposure, possession of profane/vulgar/ obscene material, possession/distribution of derogatory/offensive poster(s), cards, pictures, cartoons, graffiti, or drawings on school property/buses or at school-sponsored activities. (Begin Title IX investigation)

Unwelcome Sexual Conduct: Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures, or jokes or pressure to engage in sexual activity). (Begin Title IX investigation)

Use/Possession of Combustible Materials: Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter. This includes, but is not limited to, possession of a cigarette lighter or firecrackers.

Vandalism: Destruction/damage/attempts and threats to destroy/damage/deface school, private, personal, or public property. This includes, but is not limited to, setting fires, attempting to destroy/damage/deface a school or staff property or property used by the school including, but not limited to, breaking windows, graffiti, destroying restroom fixtures, using paints or any other materials to deface school property (e.g., furnishings and equipment housed within or upon the school property). Student must make restitution for damage to school property.

Bus Behavior Incidents

Level One Behaviors	Consequences
Level One Violations: • Excessive noise/yelling • Out of assigned seat briefly • Minor teasing • Throwing small objects without intent to harm • Eating/drinking on the bus • Minor profanity • Horseplay • Failure to follow minor directions • Standing while bus is stopped • Littering • Window tapping • Minor inappropriate language	• Verbal warning • Seat reassignment • Driver conference • Parent contact • Written warning • Reflection/restorative conversation • Bus conduct referral

• Unauthorized device/music volume • Mild disrespect	
Level Two Behaviors	**Consequences**
• Repeated Level 1 behaviors • Refusal to remain seated • Repeated profanity • Bullying/intimidation • Harassment of peers • Throwing objects creating disruption • Defiance toward driver • Inappropriate physical contact • Vaping possession/use • Opening emergency exits without permission • Standing/moving while bus is moving • Recording/social media misuse • Disruptive yelling causing unsafe distraction • Minor vandalism • Repeated refusal to follow directions	• Office referral • Parent meeting • Assigned seating plan • Detention • ISS • Temporary bus suspension (1–5 days) • Restorative conference • Behavior contract
Level Three Behaviors	**Consequences**
• Fighting/assault • Threats toward driver or students • Possession of weapon • Possession/use/distribution of drugs/alcohol • Lighting incendiary devices • Serious bullying/harassment • Physical aggression toward driver • Tampering with bus controls • Attempting to exit moving bus • Throwing dangerous objects • Major vandalism • Sexual misconduct • Serious threats of violence • Activating emergency exits causing danger • Gang activity/extortion	• Immediate office/admin referral • Emergency removal from bus • OSS • Extended bus suspension • Expulsion recommendation (when applicable) • Law enforcement referral • Threat assessment • Safety plan • Manifestation determination (if applicable)

STUDENT DRESS

DRESS and PERSONAL GROOMING

The Greenville School District is committed to the belief that a fundamental objective of public education is the development of, in all children, 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 realized the responsibility in setting reasonable limits beyond which a student's personal 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.

DRESS CODE

A. Students and their families are primarily responsible for the dress and grooming of Greenville City School students. 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. Remember, you are always a representative of your school.
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 disrupt the educational process or detract from the learning environment.
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 school setting.

D. Final authority in matters of school dress and grooming rests with the school administration.
E. The following interpretation of the Dress Code is to be used when a definite problem exists in the educational process.
   1. Shirts that do not completely cover the torso are not permitted.
   2. Sheer garments may be worn only when accompanied by appropriately concealing garments.
   3. While it is expected that hair cleanliness will be observed and that hairstyle will be neatly maintained, length of hair shall be left to the discretion of the student. Self-inking on the skin will not be permitted.
   4. Facial adornment (make-up, piercings, etc.) must be such as not to interfere with classroom activities or to provoke constant/widespread attention.
   5. Any apparel which exhibits or implies illegal substances, profanity, obscenity, vulgarity, sexually suggestive statements, alcoholic beverages and drug-related paraphernalia, are prohibited as part of the student dress.
   6. Any apparel which suggests membership in or affiliation with a gang is prohibited as part of the student dress.
   7. Hats and hoods may not be worn in the school building during school hours.
   8. The wearing of any item of attire that will mar, scuff, deface or damage the furniture, building or any Board-owned property is prohibited.
   9. Physical Education teachers may require modes of dress which are appropriate for the activities in which students will be participating.
   10. Shoes of a flip-flop nature are permitted but NOT recommended. Parents/guardians will accept safety responsibility.
   11. Shorts and skirts must be mid-thigh or longer so as to adequately cover private body parts in the building and on the playground.
   12. No "Heelys", or the like, (sneakers with hidden roller wheels) are permitted at school.

OPERATING PROCEDURES

BICYCLES
The school assumes no responsibility for bicycles. Students and family members may not ride bicycles on the front sidewalk or playground area during the school day. Also, no scooters, skateboards, or roller skates are allowed.

BOOKS
Lost or damaged books will be assessed a fee or fine. Unpaid charges will be added to the student's account and must be paid prior to high school graduation. A balance on this account may impact student participation in school functions in future years

CAFETERIA
Breakfast and lunch are served daily, and an annual menu calendar will be given to each student at the beginning of the school year. Unpaid charges will be added to the student's account and must be paid prior to high school graduation. A balance on this account may impact student participation in school functions in future years

CAFETERIA RULES:
1. No horseplay or loud voices in the cafeteria or hallways.
2. Food is not to be taken out of the cafeteria, unless instructed to do so by a staff member.
3. Proper dining etiquette is expected — no playing in or throwing of food.
4. Students may not share food.
5. Students will have assigned seats / tables with the homeroom class.
6. Parents, as always, are more than welcome to take their child out for lunch during the child's lunch period. **No ENERGY DRINKS or SODA** of any kind will be permitted at school.
7. No fast food is to be delivered to students at school, either by parents or a delivery company.

CANCELLATION / DELAY OF SCHOOL
In case of inclement weather, please listen to Radio WTGR 97.5 FM, TV channels 2, 7, & 22. Cancellation or delay information will also be available at the Greenville City School web site at www.greenville.k12.oh.us. Greenville City Schools will also use ***Parent Square*** (technology application) to inform families of delays or cancelations. Parents are responsible for reporting changes in contact information throughout the year to ensure effective communications. ***If school is to be closed for the day or delayed, an announcement will be made by the above methods by 7:00 AM, except in case of emergency.**

CHANGE OF ADDRESS AND PHONE NUMBER
It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address and phone record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

CONFERENCES
Individual conferences will be conducted whenever the teacher or family believes there is a need. The office may be called to make an appointment with the teacher. Conferences for the entire elementary school will be held in the fall of each year. Please see the school calendar for exact conference dates. Spring conferences are held on an as needed basis in March of each year.

DIRECTORY INFORMATION

During the 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 and fine art programs are a few examples of these activities. 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 requests 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 requests to the building principal within the two weeks from the first day the student is enrolled in a given school year.

ELECTRONIC DEVICES - CELL PHONES:

Personal electronic devices may not be used inside the building. It is expected that personal cell phones used for family communication be powered off and kept inside the backpack. These devices can be a disruption of the school's educational environment and processes as well as the privacy of others. Students who use these devises at school risk appropriate disciplinary action per the Student Code of Conduct (above). Students in violation of the policy will lose possession of the electronic device until the parent/guardian can pick up the device, in addition to other relevant consequences as listed in the building's code of conduct document.

Electronics on buses are prohibited. These items may 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 very important when riding and driving a school bus. If a student's behavior becomes a problem by not following the above rules, but riding privileges may be revoked.

EMERGENCY DRILLS

Fire drills are conducted once a month for six months throughout the school year, and tornado drills are conducted once a month during the months of March, April, and May. Detailed escape plans are posted on the wall in each classroom. During tornado drills, each classroom goes to a designated area within the building. All children are to kneel with heads covered and face toward a wall. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are conducted to these designated areas by their teacher in a safe, quiet and orderly manner.

FEES

All students attending the Greenville City Schools (K-l2) will be charged a fee for consumable items used during the school year. The amount of the flat fee is set by the Greenville Board of Education each year. If payment of the fees at one time is a problem, parents/guardians should call the school office to make arrangements for a payment schedule. **NO GRADE CARDS OR RECORDS CAN BE RELEASED UNTIL FEES ARE PAID AND OTHER OBLIGATIONS ARE MET.** Student fees must be paid in full to participate 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 dances, carnivals, musical groups, student council, and field day.

Fees for the 2026-2027 School Year:

Grade	Flat Fee	Activity Fee	Art Fee	Datebook Fee	Music Fee	Total Fees
K	$22	$5	$5			$32
1	$22	$10	$5			$37
2	$22	$10	$5			$37
3	$22	$10	$5	$5		$42
4	$22	$10	$5	$5	$5	$47

FIELD TRIPS

Field trips are an important part of the educational process at our building. While they may be enjoyable, their primary purpose is educational. While on a field trip, the student must obey those in charge, follow any specific oral or written instructions, listen to and obey the guides conducting the trip, and keep hands off unless specifically permitted. Written permission from the parent/guardian must be on file before the student will be permitted to go on any field trips. All students will be briefed orally and in writing before going on any trips.

FUNDRAISER GUIDELINES

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. The money must be deposited through the club treasurer or program teacher into the correct fund for accounting purposes. No student is to use the money raised or product for sale for personal gain. In addition, any funds necessary prior to the sale must go through the requisition/purchase order process through the treasurer's office. There is to be no "paying back" by staff or students.

Additionally, students participating in fundraisers will recognize the following precautions/recommendations:

1. Review the parent information letter that usually comes home with fund-raising material. This gives important details such as the goal for the money raised, the deadlines for participation and delivery dates.
2. Fundraiser participation is on a volunteer basis only.
3. Never go at night, go alone, or talk to strangers.
4. Parents must be involved and supervise all fund-raising activities that involve their child(ren).
5. 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.
6. Make a list of friends, family, relatives, and neighbors to contact to avoid door-to-door sales. Parents should approve this list.
7. Parents may take a fundraiser catalog to work in an effort to help their student sell items.

MOVING

If moving within the Greenville City School District, notify the teacher and the office of the new address and date of move. If moving out of the Greenville City School District, parents/guardian need to come into the office and sign a Record Release Form so that records can be released to the new school. It is appreciated that these arrangements be done at least a week in advance so that we may prepare the student and his/her classmates for the departure and ease the transition process.

NETWORK AND INTERNET REGULATION (Acceptable Use 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, suspension from school, and expulsion from school.

Damage to School Property: A student who cuts, breaks, or otherwise damages school furniture, books, or other school property including the bus, 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.

PLAYGROUND

1. The principal and/or designee will make recess determination based upon weather and playground conditions. If the wind chill factor is below 20 degrees (with or without wind chill factor), recess will be indoors. Students should dress appropriately for the weather in the event that we go outside.
2. Students coming to and from school are under the direct supervision duty teachers.
3. Students are to keep their hands and feet to themselves.
4. Wooden bats, softballs, super balls, baseballs, or hard-composition balls are not allowed on the playground. Kick balls, soccer balls, and footballs are permitted.
5. Roller skates, skateboards, or bicycles are not to be used on the playground during school hours.
6. When balls go anywhere off the playground, permission from the duty teacher is needed to get them. If this happens repeatedly, the duty teacher has the right to impound the balls.
7. No spitting on the playground, on the bus, or in the school is permitted.
8. Fighting, intentional bumping, shoving, or tripping will not be permitted.
9. Throwing stones, mulch, sticks, snowballs, etc. is prohibited.
10. There is to be no standing or jumping out of swings. NOTE: Only one student should be on a swing at a time. Avoid crooked swinging and hold on with both hands while swinging.
11. Students are to remain outside at recess, unless they are injured, become ill, or have permission from duty teacher to come inside.
12. **No electronics, cell phones, toys (including toy guns/knives/bullets), trading cards (including Pokémon cards), or action figures are permitted at school.**
13. When the whistle blows, ending recess, students are to stop playing immediately, get in line, and quietly wait to enter the building.

RELEASE NOTICE

Greenville Elementary parents may refuse to permit the release of directory information for their child within 10 days of the child being enrolled in the school. Such notice shall specify the period of time for which the refusal is to be effective.

SCHOOL PICTURES & YEARBOOKS
Individual student pictures will be taken in the fall; and fall pictures will be used for the annual yearbook. Class pictures and individual pictures will be taken in the spring. Yearbooks will be available for purchase in the spring.

SPEAK UP
Students are responsible for reporting factual information regarding potential threats and dangerous acts. Likewise, students may not knowingly spread false information regarding any student or district employee.

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

TELEPHONE
Students may use the classroom/office telephone in an emergency with permission of the teacher and/or office personnel. Students will not be called to the telephone except in an emergency. The message will be taken and given to the student later. **PLEASE MAKE ARRANGEMENTS FOR AFTER-SCHOOL MEETINGS (TUTORING, R.O.C.K., GOING HOME WITH SOMEONE ELSE, BALL GAMES, ETC.) BEFORE COMING TO SCHOOL.**

VISITORS
We welcome parents and other adult visitors. **ALL VISITORS ARE REQUIRED BY STATE LAW TO REPORT TO THE OFFICE UPON ENTERING THE BUILDING.** Parents are always welcome at school during the day, but if a parent wishes to visit their child's classroom, he/she must
call the school at least twenty-four hours prior to inform the office and the teacher. All guests must check in at the office and receive a visitor's badge before being permitted to enter the hallways or classrooms.

TRANSPORTATION

School transportation is a *form of public transportation* that is designed to be safe and efficient while serving as many students as possible. It **is not an individualized transportation service.** As in other public forms of transportation, there is little opportunity to alter or change schedules and routes to meet individual family circumstances.

Your child's AM and PM stop may be at different locations, but we will not accept schedules that vary from day to day or at a different house every other week. For instance, your child may get on at home and off at the stop closest to a sitter (or vice versa). Small children get extremely confused, and mistakes can be made when parents change a student's schedule without notice. **PLEASE MAKE EVERY EFFORT TO KEEP YOUR CHILD'S BUS STOP THE SAME ALL YEAR.**

*If your child brings in a note to be picked up, but forgets, you will need to pick up your child at their assigned stop. If you have questions, please call the Transportation Office at 937-548-3185 x7 or the school office at 937-548-3185 x3000 or x3001.

BUS PASSES
If the student is to ride a different bus or to get off at a different stop, the student must bring in a written request to the office for approval. Some buses may be crowded, and in that case, NO bus passes will be approved. Requests must be received in the school office immediately upon arrival at school in the morning. **TO ENSURE SAFETY OF ALL CHILDREN, WE WILL NOT TAKE ANY BUS CHANGES OVER THE PHONE.** These changes must be made through a written note first thing in the morning or through a personal visit to the office at the beginning of the school day. Changes to transportation plans for same day will only be made in cases of dire emergency.

If you wish your student to ride on a bus on a regular basis (babysitter, shared parenting), other than the one which transports home, the parent/guardian must fill out a form (obtainable in the office) and submit it to the office for approval by transportation.

Bus passes for students needing to go home on another student's bus should ONLY be made if no other form of transportation can be obtained. This must be submitted in writing. Such requests are to be made to the building secretary and must be signed by the parent or legal guardian. You must have the bus number and the location of the closest established bus stop as where the student will be dropped off. Approval is subject to available seating and at the school's discretion.

- Requests for more than one student to go home with the same student for parties, sleepovers, etc. will not be approved.
- Play dates or hanging out with friends will not be approved.
- Bus pick up at a regular stop will be permitted providing the student has a note, dated and signed by the parent or legal guardian.

END-OF-DAY PICK-UP

Arrangements for parent pick-up at the end-of-day need to be made before school. A note with a parent signature is required and must be turned into the teacher at the beginning of the school day. Requests by phone for end-of-day student pick-up will ONLY be considered in emergency situations and will be at the school's discretion. **Requests by phone will be denied for non-emergency situations.**

REGULATIONS (BUS)

Bus transportation is a student privilege, not a student right. Obeying the following regulations will ensure the safety of all riders:

1. Students shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Students 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 bus stop must not threaten life, limb or property of any individual.
4. Students must go directly to his/her assigned seat so the bus may safely resume motion.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must **observe classroom conduct** and **obey the driver promptly and respectfully.**
7. Students must not use profane language.
8. Students must refrain from chewing gum, eating, and drinking on the bus, except as required for medical reasons.
9. Students must not use and/or possess tobacco products on the bus or at the bus stop.
10. Students must not use and/or possess alcohol or drugs on the bus or at the bus stop.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students must carry on the bus only objects that can be held in their laps
13. Students 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. Students must not put body parts or belongings out of the bus windows.
15. Firearms, weapons, explosives or other dangerous materials or objects are prohibited on school buses. Animals are also prohibited, with the exception of those intended for special needs assistance. Glass and balloons are also prohibited on school buses.
16. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
17. Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.
18. No electronic devices (cell phones, battery operated games, cameras, laser pointers, etc.) are to be taken outside of the book bag on the bus. These items will be removed and held by the driver. If taken away, the device will be given to the building principal and disciplinary action will follow.

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

BUS DISCIPLINARY ACTION: Refer to Student Code of Conduct (above).

GRADING METHOD

GRADE CARDS

Grade cards are issued four times a year. If necessary, the teacher may send a letter at other times or ask parents to come in for a conference. Letters concerning especially good work may also be sent home.

Grades K-3

Standards-based report cards will be given (no letter grades). A key is provided on the report to explain progress and the meaning of letter codes used on the report.

Grade 4

Letter grades will be given in the following subject areas for 4th grade students: Language Arts, Math, Social Studies, Science, Art, Music, Physical Education. When calculating a grade average, A = 4, B = 3, C = 2, D = 1, F = 0.

HOMEWORK

Homework is an extension of the learning that takes place in school. Homework should provide practice and activities that reinforce classroom learning. Parents can help their children by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed each day.

MISSING WORK DUE TO ABSENCE

Teachers will provide the opportunity for students with 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.

HONOR ROLL and MERIT ROLL, Grade 4
Students in grade 4 are eligible for the Honor Roll and Merit Roll each of the nine-week grading periods when they meet the following requirements:

Honor Roll: 3.5 - 4.0 grade average
Merit Roll: 3.0 - 3.49 grade average

Honor and Merit Rolls will be published at the end of each nine-week grading period.

WORKBOOKS AND AGENDA PLANNERS
Workbooks and agenda planners are a vital part of the learning process. If any workbook or agenda planner is lost, you must purchase a second copy.

MEDICAL POLICIES

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 the schools. 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 student suspected or reported to have a communicable disease will be 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.

The nurse or medical assistant shall work with and follow the recommendations of state and local health authorities. Students having or suspected of having certain contagious diseases may require a statement from a physician stating the disease is no longer contagious before permitting them to attend school. These diseases include: impetigo, ringworm, scabies, conjunctiva, diphtheria, polio, yellow jaundice, scarlet fever, MRSA, bed bugs, pediculosis (head lice), and Covid-19. If such a statement is not presented or does not clearly state that it is permissible to return to school, it shall then be within the authority of the school nurse or medical assistant to judge whether or not a student shall be permitted to be in attendance. Other ailments may be added to the list of contagious diseases any time health officials feel it is in the best interest of the health of students.

ILLNESS AND INJURY
In case of injury, first aid will be given by the teacher, the secretary, the principa1, the nurse, medical assistant or physical education instructor, as necessary. If your child is ill, they should NOT be sent to school. Doing this protects others from being exposed to your child's illness, and it keeps your student's illness from disrupting classes in which your student is enrolled. At the same time, the elementary wants to work with parents to make sure that your student is cared for should s/he become ill while at school. Parents should advise the school at the earliest opportunity of any potentia1 illnesses or health issues that your student might have, and give us instructions as to how you would like us to handle your student in the event they become ill during the school day. In the absence of any specific instruction from parents, any student who becomes ill during the school day should request a clinic pass. The student will then be given a preliminary examination by the school nurse or a designated staff member. If the student shows measurable or visible symptoms of illness, the nurse or a designated staff member will call the student's parent or guardian to discuss the student's situation. If the nurse believes a student is too sick to stay at school, then the student's parent or guardian will be asked to come and take the student home. Being sent home by the nurse does not automatically make a student's absence excused; if the student has already been absent more than ten days, a doctor's note may still be needed to excuse the absence. If the student shows no measurable or visible symptoms, the student will be returned to class. No phone call to a parent or guardian will be made if a student shows no measurable or visible symptoms. In case of serious injury or illness, the parents will be notified. It is the responsibility of the parent, guardian or alternate provided on the Emergency Medical Form to make arrangements for the child to be taken home. If we cannot reach the parent/guardian or alternate and the child needs to go to the hospital, we will call 911, and the child will be taken to Wayne Hospital in Greenville.

Bee Stings or Other Allergies - If your child has allergies to things in or around the school building, please inform the office. Also, if your child needs to be treated for bee sting, please send the bee kit/medication to the office along with the signed medication form.

Pediculosis (Head Lice) - **Signs and Symptoms:** Irritation and itching of scalp, presence of small, light brown insects and/or their eggs or "nits" which are attached to the base of hairs, especially at nape of the neck and around the ears. **What to look for:** Lice are small insects about the size of a sesame seed. They move quickly and shy away from light, making them difficult to see. Head lice should be suspected when there is intense itching of the sea Ip and back of the neck.

Diagnosis is more often made on the basis of finding nits (eggs). Nits are tiny, whitish oval specks attached to hair shafts. As she deposits her eggs (3-4 per day), the female louse cements them to the hairs and unlike lint or dandruff, THEY WILL NOT WASH OFF OR BLOW AWAY. Nits may be found throughout the hair, but are most often located at the neck, behind the ears and on crown of head. It helps to use a magnifying glass and natural light to look for them. Red marks can be seen on scalp and neck. When severe, swollen glands may develop in neck and underarms. **Children will be excluded from school until all treatment is obtained.** This includes shampooing the hair and washing/cleaning all clothes recently worn or used. There is a special shampoo which does require a doctor's prescription. Regular shampoo does not kill the lice or eggs. After shampooing, a solution of vinegar and water can be applied to the hair to help loosen the eggs. The eggs are attached along the hair shaft with a gelatinous substance. The vinegar helps dissolve this substance. A fine-toothed comb should be used to remove the eggs. It does take some time to remove all of them. One important thing to remember: lice are not particular; they will "live off" anyone regardless of cleanliness. Children should be urged not to wear other children's clothing or use others' combs. (If you have any questions, call the school nurse). Students will be granted a 24-hour excused absence; after that time, the absences will be unexcused.

EMERGENCY MEDICAL FORMS

An Emergency Medical Form will be sent home with each child at the beginning of their school year. This form needs to be completed and signed by the parents/guardians and returned to the school office immediately. We MUST have complete and up-to-date addresses and telephone numbers and at least one (preferably two) alternate persons to call in case of an emergency. These alternates must live in the Greenville School District, or in the county. It is the responsibility of families to help keep personal information updated. If there are any changes in address, telephone or alternate numbers, please notify the office at once.

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 Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed 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 and sent to the school requesting that the drug or medication be administered.
B. **ALL** drug/medication being 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 a locked storage place, except the drug that requires refrigeration may be kept in a refrigerator in a place not commonly used by students.
D. Any changes in the provided information must be submitted to the school.
E. Ohio's Asthma Inhaler Law: This law allows students to self-administer asthma inhalers in school. Other than school nurses and medical assistants, few school personnel are trained to manage the treatment of asthma attack, or to recognize a serious turn of events, should the asthma medication not produce relief. Written instructions that outline proper procedures for school personnel to follow will help safeguard the child's well-being & could save a life. Children with severe asthma have been known to have an attack, treat it properly with the medication prescribed and still have breathing deteriorate so rapidly that they are unable to speak. These written instructions would speak for them. It is imperative that written instructions be provided so that teachers, coaches, substitute teachers, secretaries, principals, aides, bus driver & parent volunteers on field trips will be able to act swiftly & appropriately should the student not receive relief from an asthma attack.

   The written approval form shall include the following:
   1. Physician and parent/guardian written authorization
   2. The student's name and address
   3. Name and dose of the medication contained in the inhaler
   4. Date administration is to begin and cease
   5. Written instructions that outline procedures school personnel should follow in the event the medication does not produce the expected relief from the student's asthma attack
   6. Side effects or severe reactions that may occur to the child for whom the medication was prescribed or to any other child using the inhaler
   7. Emergency phone numbers for physician, parent and/or guardian
   8. Other special instructions

*The school principal, school nurse or medical assistant should receive a copy of the written approval.

DISTRICT POLICIES

STUDENT RIGHTS AND RESPONSIBILITIES **File: JF**

"School officials do not possess absolute authority over their students. Students in school as well as out of school are "persons" under our constitution. They are possessed of fundamental rights which the state must respect, just as they themselves must respect their obligations to the state. In our system, students may not be regarded as closed-circuit recipients of only that which the State chooses to communicate. They may not be confined to the expression of those sentiments that are officially approved."

"The vigilant protection of constitutional freedom is nowhere more vital than in the community of American schools." - The Supreme Court of the United States.

Society has for many years attempted to define the rights and responsibilities of individuals. It is recognized that all students attending the Greenville Schools are both individuals and citizens, with corresponding rights and responsibilities.

In asserting their right to equal educational opportunity, each student in the Greenville School District assumes the responsibility to act in such a way as not to interfere with the rights of others. In maintaining the students right to equal educational opportunity, it is reasonable and necessary to maintain order in the educational institution. A student may forfeit their right to educational opportunities when their conduct is such that it substantially disrupts the educational process, deprives others of their basic rights or violates rules established for the maintenance of the educational environment.

ANTI-HARRASSMENT, ANTI-INTIMIDATION, ANTI-BULLYING POLICY **File: JFCF**

It is the policy of the Greenville City School District Board of Education that 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 means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular students more than once and the behavior both:

- Causes mental or physical harm to the other student; **and**
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Harassment, Intimidation or Bullying also means electronically transmitted acts (i.e., Internet, email, cell phone, or wireless hand-held device) that a student has exhibited 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 it creates an intimidating, threatening or abusive environment for the other student/school personnel.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel.

Violations of this policy are to be reported to the building principal, or designee. For complete information on the complaint procedure and other information, please refer to the complete Board policy available from the Superintendent's Office.