

Greenville Middle School



This agenda belongs to:

NAME _____

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STUDENT NO. _____

GREENVILLE MIDDLE 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.

WE BELIEVE

- High expectations result in higher levels of achievement; ALL of our students and adults are capable of learning more than they are now learning.
- Our schools must prepare students to become information seekers, active problem solvers, and team players in a knowledge-based and technologically advanced society.
- Effective leaders are accountable for inventing and designing quality schoolwork to enhance the development and growth of the whole person based on the core values of our school system.
- Authentic learning results from actively participating in challenging and highly engaging work that incorporates individual learning styles.
- Strong commitment to our school district and our community as partners is essential in supporting an educationally strong, safe, and enriched learning environment.
- 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.
- As a learning community, we must treat others with respect, work cooperatively, share successes, and appreciate life-long learning.

DAILY TIME SCHEDULE

Office Hours: 7:00am – 3:00pm

School Hours: 7:30am – 2:25pm

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 Middle School*

	Respectful	Responsible	Kind	Safe
Hallway 	-Quiet Voices -Help others -Follow adult directions	-Follow school rules -Walk quietly and on one side of hall -Keep hands/feet to self	-Walk and keep all objects to yourself -Listen for directions	-Go only to correct area -Go promptly to area -3-6 feet away
All Settings/ Classrooms 	-Keep hands/feet to yourself -Be polite and quiet--- Write only on correct surfaces -Use appropriate language	-Follow adult directions -Allow others to resolve their conflicts -Have your assignment supplies at all times. -Be where you belong	-Walk -Follow rules -Sit only on chairs in a correct way -Treat others kind	-Be involved and focused -Demonstrate self-control -3-6 feet away -Sanitize
Before/After School 	-Listen to adult directions -Use quiet voices and enter calmly -Exit building in an orderly manner with quiet voices	-Be responsible for your belongings -Go to acceptable locations. -Go directly to your location-bus, home, or to activity.	-Go where you belong -Follow rules -Use manners at breakfast -Follow directions -Be on time	-Follow procedures for area. -Personal devices only before bell -3-6 feet away
Restrooms 	-Respect others' privacy	-Flush/ Wash hands -Throw away trash	-Report problems to adult	-Return to class promptly -1 to 2
Lunch 	-Use a quiet voice -Sit appropriately -Be a good sport	-Follow directions & go to designated area -Follow rules in games	-Enter and Exit orderly and quietly -Throw away trash	-Demonstrate self-control -Be Aware -3-6 feet away

LEVEL 1 BEHAVIORS - CLASSROOM/COMMON AREA MANAGED BY STAFF

Consequences for Level 1 Behaviors	- Reminders or cues - One-on-one conversations to address behavior - Temporary loss of privileges - Teacher assigned lunch detentions/after school detentions - 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.	
Disruptive Behavior: Repeated behavior that impedes classroom instruction.	
Dress Code: Failure to comply with the school building's Dress Code, which can be found in the Student Handbook.	
Inappropriate Behavior: Any intentional action that disrupts the educational process. This includes behaviors that cause a teacher to stop instruction or prevent learning, such as talking out, making noises, throwing objects, or distracting others.	
Inappropriate Use of Technology: Minor, non-disruptive or first-time inappropriate use of a device that does not significantly interfere with instruction or violate safety expectations. Examples include using a phone without permission, being off task on a device, or accessing non-academic content during instructional time.	

Nonverbal Refusal: Failure to comply with a reasonable request or school rule without using words, demonstrated through actions such as ignoring directions, remaining in place when directed to move, or continuing a behavior after being told to stop. Examples include putting one's head down and refusing to engage, discarding assignments, pushing materials away, or other nonverbal actions that show refusal to follow directions.
Out of Seat/Area: Being out of an assigned area or location without permission, including leaving the classroom or being in an unsupervised area, or repeatedly being out of seat without staff approval.
Preparedness: Not bringing materials, not completing or turning in work, minor misuse of classroom materials.
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.
Tardiness to Class: Late arrival to the scheduled classroom
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 • Schedule Change • Detentions (multiple days) • Loss of device for an extended period • Thursday School • In School Suspension (ISS assignment) • Out-of-School Suspension if behaviors persist • Restorative conversations & restitution
Type of Incident	
Repeated Offense of Level 1 Behavior & Not Responding to Tier 1 Interventions	
Destruction of School Property: Loss, destruction, defacement, or inappropriate use of textbooks, school materials, computers and/or computer-related materials. This includes all Greenville City Schools property.	
Disruptive Behavior: Repeated behavior that impedes classroom instruction	
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).	
Gambling: (could be Level 2 or 3) No form of gambling will be tolerated in school. Gambling paraphernalia is not to be brought to school.	
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 that impact 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. This includes inappropriate photos & videos.
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.
Out of Bounds: Walking/running out of classrooms without permission and/or being in an unsupervised area without staff permission.
Profanity Directed Towards a Staff Member: (could be Level 2 or 3, depending on severity) Using inappropriate, offensive, or vulgar language toward a staff member, including comments, gestures, or actions intended to disrespect, insult, or demean.
Recording/Distributing Prohibited Acts: Recording, sharing, or posting videos, images, or audio of inappropriate or prohibited behavior on school property or at school events is not allowed. All such content must be turned over to school administration and may not be reproduced or distributed.
Skiping Class: Being absent from a scheduled class or assigned location without permission, including leaving class without approval or failing to report to class after arriving at school.
Unexcused Tardiness: Repeated late arrival to school or classroom
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.

LEVEL 3 BEHAVIORS - MANAGED BY PRINCIPAL

Consequences for Level 3 Behaviors	- Phone call/ Parent Square to parent & Parent Conference - Mandatory - Schedule Change - In School Suspension (ISS assignment) or Alternative Educational Placement if applicable - Out-of-School Suspension - Recommendation for Expulsion - Restorative conversations & restitution - Charges filed
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.	
Disruptive Behavior: Extreme behavior that impedes Classroom instruction	
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 BOE activity, unless both parties enter into the agreement freely and without the presence of either an implied or expressed	

threat.
False Alarm: Making a false statement regarding the possession or location of explosive materials. Reporting a fire when no fire exists or trying to activate the fire alarm system on school property or buses. Making false or inappropriate 911 calls.
Fighting: A physical altercation between two or more students. This also includes the mutual participation in an incident involving physical violence.
Harassment and Intimidation - 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.
Hazing: A student shall not engage in any form of hazing as defined by school policy or Ohio law. 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
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 of a Weapon: Possession, use, or distribution of any firearm, weapon, explosive device, or object capable of causing serious bodily injury or used as a weapon while on school property, at school activities, or on school transportation. This includes firearms, knives, box cutters, razor blades, ammunition, fireworks, stun guns, chemical sprays, martial arts devices, and similar dangerous instruments. Weapons may include items found on a student's person, in lockers, desks, book bags, vehicles, or other personal property.
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.
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.
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. (applies to students and staff)
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.
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.
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/Verbal Abuse to Staff: Intentional threat by word or action to do violence to a staff member or his/her property.
Threats/Verbal Abuse to Students: intentional threat by word or action to do violence to another student, or his/her property.
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).
Use/Possession of Combustible Materials: Possession or use of explosive, incendiary, or combustible materials or devices capable of causing harm or disruption, including bombs, fireworks, firecrackers, lighters, explosives, or similar dangerous items on school property, transportation, or at school activities.
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.

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.

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 • Unauthorized device/music volume • Mild disrespect	• Verbal warning • Seat reassignment • Driver conference • Parent contact • Written warning • Reflection/restorative conversation • Bus conduct referral
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	• Office referral • Parent meeting • Assigned seating plan • Detention • ISS • Temporary bus suspension (1–5 days) • Restorative conference • Behavior contract

• 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	
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)

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.**

STUDENT DRESS CODE AND GROOMING

The Greenville School District believes public education helps students learn to make responsible choices within a democratic society. Students, with parent support, may choose their style of dress and grooming within reasonable limits that support safety, respect, and a positive learning environment. When concerns arise, students will be asked to correct them. If not corrected at school, a parent/guardian will be contacted. Students may be assigned to ISS until the issue is resolved.

Dress and Grooming Expectations

Students and parents are responsible for appropriate dress and grooming. Clothing must be safe, clean, and suitable for school and must not disrupt learning. Final decisions regarding dress and grooming rest with school administration.

Not permitted:

- Bare midriffs; visible undergarments
- Pants worn below the waist (belts required if needed)
- Sheer clothing without appropriate coverage
- Muscle shirts with large arm openings
- Coats, flags, or blankets worn to class
- Hats, headbands, or bandanas worn inside the building
- Stickers worn on or near the face
- Tinted glasses (unless medically required)
- Apparel promoting violence, sexual content, drugs, alcohol, tobacco, profanity, or gang affiliation
- Unsafe jewelry or piercings (including gauges or pointed piercings)
- Items that damage school property (including chains)

Additional guidelines:

- Shoes must be worn at all times
- Skirts and shorts must be appropriate in length and fit
- Body art promoting prohibited content must be covered
- Extracurricular sponsors and PE teachers may set additional requirements with administrative approval

STUDENT OPERATING PROCEDURES (PAGES 12 – 20)

- **Announcements:** Made daily; students should listen carefully.
- **Appointments:** A signed note or proper identification is required for early dismissal.
- **Assemblies:** Attendance and appropriate behavior are required unless excused by administration.
- **Assignment/Pass Books:** Must be used as directed; defacement may result in replacement costs.
- **Bicycles:** Walk bikes on campus and secure them in racks.
- **Book Bags:** Allowed to and from school only unless approved. No dangling items; zipper strings may not exceed 6 inches.

BUILDING FUNDRAISER GUIDELINES

While the Board of Education supports programs as needed, fundraising may provide additional educational opportunities. Participation is voluntary. Students are responsible for all products and funds collected, and no funds or products may be used for personal gain.

Parents must review the fundraiser information letter and supervise all activities. Students should not fundraise alone, at night, or with strangers. Avoid carrying cash when possible; checks or money orders are preferred. Families are encouraged to fundraise through approved contacts rather than door-to-door sales.

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 1st grading period, the principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines. Full payment is expected to be received by end of first nine week grading period. 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, ISS, 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, 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, CELL PHONES, LASER POINTERS, SMART WATCHES

House Bill 96 requires that all Ohio school districts to prohibit the use of a cell phones, by students during the instructional day. As a result of HB 96, Greenville City Schools has approved the following policy:

Cell phones and personal electronic devices are to be turned off and left in student lockers during school hours. School hours are from **7:30am to 2:25pm** each day. Cell phones and personal electronic devices are not to be used at any time during the school day.

Students shall not use cell phones or other electronic devices to take photographs or video unless permission is given by an administrator. Any student found to be using a cell phone or an electrical device outside of the above guidelines, or any student who is disruptive with a device, will be found in violation of the policy and subject to the following.

1. The **first violation** of the policy results in a verbal warning and requiring the student to put the phone/device in their locker.
2. The **second violation** of the policy will result in the confiscated device being held by a teacher or administrator for the remainder of the class period.
3. The **third violation** will result in the device being confiscated and held in the main office for the remainder of the day.
4. **The fourth violation** will result in the device being confiscated and held until a parent can pick up the phone/device.
5. **The fifth violation** will result in the device being confiscated and held until a parent can pick up the phone/device and conference with the parent to discuss the student's cell phone use.

Further violations will result in disciplinary actions deemed appropriate by the administration. This may include but is not limited to lunch detention, after school detention, in-school suspension, or out-of-school suspension as per the student code of conduct. **Students who refuse to surrender their electronic device when found in violation of the policy will be subject to disciplinary action for insubordination.**

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 - 0 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)
4. ***Paper Grade Cards will no longer be printed. Parents will be notified when Grade Cards are available digitally.***

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

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.

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.

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. Changes should be made within the first two weeks of the semester. Changes outside of the two-week window may result in an F for the year posted to Gradebook.

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 **Parent Square App**. **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 AND E-BIKE

Scooters and E-Bikes 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. Metal detection devices may be used in this search when deemed necessary. 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. The building does use the Crisis Go app as part of the emergency response system.

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. Sale of illegal items is strictly prohibited.

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.

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 and will include the use of the Crisis Go App.

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:

6. Limited to five (5) school days during one school year. Approval of additional vacation days will be at the discretion of the Superintendent. Vacation days WILL count against attendance thresholds which determine chronically absent students (see attendance guidelines)
7. Assignments are to be completed and turned in according to the Board of Education attendance policy.
8. Vacation form should be completed and returned to the building principal prior to the start of the vacation date requested.
9. A separate form must be completed for each child.
10. Students/Parents are requested not to request vacation days during regularly scheduled exams, Ohio mandated achievement/graduation tests, and state stipulated count weeks.
11. High School ONLY: Teacher and Administrator acknowledgment section must be completed.

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.

988 SUICIDE AND CRISIS LIFELINE

The 988 Suicide and Crisis Lifeline provides 24/7, free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text “988” to reach a trained specialist for help and support. Contact 988ohio@mha.ohio.gov for questions about the Suicide and Crisis Lifeline.

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!*