

GREENEVIEW HIGH SCHOOL
Agenda Book
2024 - 2025

Greeneview High School
4710 Cottonville Road
Jamestown, Ohio 45335

PH: (937) 675-9711
WEBSITE: www.greeneview.org
FAX: (937) 675-6805

TABLE OF CONTENTS

SECTION ONE: GENERAL INFORMATION

Activity Opportunities.....	8
Bell Schedule.....	8
Building Cleanliness.....	8
Cell Phones.....	8
Class and Study Hall Rules.....	9
Copiers/Printing.....	9
Directory Information on Students.....	9
Emergency Drills.....	9
Hall Conduct.....	10
Library Expectations.....	10
Lockers.....	10
Locks.....	10
Lunch Procedures.....	10
Non-School Sponsored Clubs.....	11
Posters and Flyers.....	11
Progress Book.....	11
School Calendar.....	6
Student Aides.....	11
Student Interviews.....	11
Test Security.....	11
Textbooks.....	11
Visitors.....	11
Work Permits.....	12

SECTION TWO: ACADEMICS

Academic Awards.....	18
Add/Drop Procedures.....	13
Adding a Course.....	13
Admissions/Withdrawals.....	13
Correspondence Course Work.....	16
Course Credit.....	14
Course Load.....	13
Course Retake Provision.....	17
Diploma with Honors (GCCC)/Career Tech Pathway.....	20
Diplomas.....	14
Dropping a Course.....	12
Early Graduation.....	16
Educational Options.....	15
Exam Exemption Policy.....	19
Fees.....	14
Grading Scale.....	17
Graduation.....	16
Graduation Requirements.....	15
Greene County Career Center.....	20
Honor Roll.....	18
Interim Reports.....	17
National Honor Society.....	18
President’s Award for Educational Excellence.....	19
Report Cards.....	17
Scholars Achievement Levels and Rewards.....	18
Scholars Regulations.....	17
Summer School.....	14
Transcripts and Letters of Recommendations.....	15
Graduation with High Honors Status.....	17

SECTION THREE: POLICIES AND GUIDELINES

Absences.....	21
Athletic Code of Conduct.....	27
Athletic Eligibility.....	28
Attendance Policy.....	21
College Days/Job Shadowing.....	25
Compulsory School Attendance/Truancy.....	24
Computer Technology and Networks.....	25
Confidential Communications.....	25
Dance Contract.....	24
Driver's Test.....	24
Early Dismissal.....	23
Eighteen Year-Old Procedures.....	24
Field Trip Criteria.....	26
Internet Use Policy.....	26
Leaving School Grounds.....	24
Make-up Work.....	25
Medication.....	22
OHSAA Scholarship Participation Policies.....	27
Perfect Attendance Award.....	24
Period by Period and Half Day/Full Day Absences.....	22
Ramtourage Expectations.....	27
Tardy to Class.....	24
Tardy to School.....	23
Vacations.....	22

SECTION FOUR: STUDENT CODE OF CONDUCT

Aggressive Behavior/Bullying.....	32
Board Adoption.....	38
Bus Discipline/Bus Removal Procedures.....	29
Bus Rules.....	29
Cheating.....	32
Code of Conduct.....	29
Community Service Project.....	37
Detention.....	36
Discipline Limitations/Discipline Ladder.....	37
Dress Code.....	31
Drug and Alcohol Abuse Disciplinary Progression.....	35
Drug and Alcohol Policy.....	34
Emergency Removals.....	35
Expulsion Procedures.....	37
Fighting/Assault.....	33
Harassment.....	32
Hazing.....	32
Infractions Which May Result in Suspension/Expulsion.....	38
Jurisdiction of School Authority.....	33
Permanent Exclusion.....	39
Prohibited Articles.....	33
Public Display of Affection (PDA).....	31
Re-Entry Following an Expulsion.....	37
Saturday Alternative Program.....	36
Search and Seizure.....	32
Student Driving Rules.....	29
Suspected Chemical Abuse.....	34
Suspension Procedures.....	37
Tobacco Use/Possession.....	34
Weapons.....	33
<u>APPENDIX A</u>	40

2024-2025 School Calendar

August 14	First Day for Students
August 24	SAT
September 2	Labor Day (no school)
September 14	ACT
September 10	Interims
October 5	SAT
September 18 & 25	Parent Teacher Conf. (3:00-6:30)
October 9	PSAT/NMSQT
October 17 & 18	Fall Break/End of 1 st Qtr.
October 26	ACT
November 2	SAT
November 12	Interims
November 27-29	Thanksgiving Break (no school)
December 7	SAT
December 14	ACT
December 20	End of 2 nd Qtr/1 st Semester (two hr early)
December 23-January 3	Christmas Break (no school)
January 20	Martin Luther King Day (no school)
February 6	Interims
February 8	ACT
February 13 & 20	Parent Teacher Conf. (3:00-6:30)
February 17	Presidents Day (no school)
March 7	Virtual Learning Day/End of 3 rd Qtr.
March 8	SAT
March 14	ACT test for all juniors
March 24-28	Spring Break (no school)
April 5	ACT
April 15	Interims
April 18	No School
May 3	SAT
May 16	Graduation
May 21	Last Day for Students (2 hr. early)
May 27	Memorial Day
June 7	SAT
June 14	ACT
July 12	ACT

Calamity make-up days are scheduled for January 20, February 17, or at the end of school if it is deemed necessary in consideration of instructional hours needed.

Student 2-Hour Early Release for Professional Development:
September 11, November 6, December 20, February 5, May 7

State Testing: April 17, April 24, May 1

AP Government Exam - May 5, Computer Science - May 7, AP Language - May 13, AP Biology - May 15,
AP Calculus AB & BC Exam - May 16,, AP Precalculus Exam - May 16,

**The Greeneview Board of Education approved and adopted the Student Handbook on June 27th.
Student Handbook**

This handbook contains information on a wide variety of topics that will be relevant to you as a student. It outlines policies, procedures, rules, regulations, and other important information that will affect you on a daily basis. You are required to read the handbook carefully and ask questions about anything that is not clear to you.

The handbook is revised annually with the help of students, parents, and teachers. *It may be necessary to make revisions sometime during the school year. In that case, the information will be given on the morning announcements.* No written document can cover every possible contingency that may arise; therefore, some procedures will be a matter of common sense. Students will be informed of changes when they occur.

The behavioral expectations outlined in this handbook apply any time you are under the jurisdiction of the school. The Code of Conduct remains in place until revised or replaced. This includes times when you are at school, on field trips, on the bus, and at school-sponsored activities. All school employees including teachers, secretaries, custodians, cooks and bus drivers are responsible for helping to enforce school rules. Our goal is to maintain a disciplined environment in which learning can take place.

Principal Advisory Committee: Administrator Michael Tighe; Counselor – Jeff Zipes; Students will be represented by their class officers (President and Vice-President).

**Greeneview Schools' Website
www.greeneview.k12.oh.us
Mission of Greeneview Schools (2105)**

The mission of Greeneview Schools is to provide our students with challenging work, which nurtures their love of learning and prepares each one for productive citizenship.

- Our students will be known and valued by a knowledgeable staff in a caring environment.
- Our curriculum will consider each student's unique needs and encourage all students to realize their maximum academic development.
- Parents, school staff, and the community must work together to provide students with opportunities for academic and social growth.
- Our schools will promote and develop self-esteem so students can attain their maximum level of achievement.
- Our school will promote skills and attitudes, which will help in their future.
- Our programs will help students develop self-direction so they can become lifelong learners.
- A quality staff development program is essential to our educational process.
- Every aspect of the school environment will focus on the well being of our students.

SECTION ONE: GENERAL INFORMATION

Bell Schedules

Regular Schedule (High School)			8 th Grade Only		
7:10		Warning	7:10		Warning
7:20	8:17	First	7:20	8:17	First
8:21	9:13	Second	8:21	9:13	Second
9:17	10:09	Third	9:17	10:09	Third
10:13	11:05	Fourth	10:13	10:43	Lunch
11:09	12:35	Fifth	10:47	11:39	Fourth
11:09	11:39	1 st Lunch	11:43	12:35	Fifth
12:05	12:35	2 nd Lunch	12:39	1:31	Sixth
12:39	1:31	Sixth	1:35	2:30	Seventh
1:35	2:30	Seventh			

Greeneview High School Activity Opportunities (2430)

Baseball	Green Club	Soccer
Basketball	Marching Band	Softball
Bowling	NHS	Student Council
Cheerleading	Office Aide	Symphonic
Chorale	Pep Band	Tennis
Concert Band	Project Charlie	Track
Concert Choir	Quick Recall	Varsity G
Cross Country	Robotics	Volleyball
Drama Club	Scholars Club	Wrestling
FFA	Service Club	Yearbook
Flag Corp	Sensations	
Football	SODA	
Golf	SOUL'd Out	

Building Cleanliness

Students are responsible for disposing of paper, cans and bottles from food consumed in the building. It is left to the discretion of the teacher whether students can eat or drink in class.

Cell Phones (5136)

The Governor of Ohio recently signed into law an order that all public K-12 schools adopt a cell phone policy that prohibits all cell phone use in the classroom, with exceptions for students who need access to their phone for medical reasons.

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Greeneview Local Schools has determined the use of cell phones by students during school hours should be limited. The objective of this policy is to strengthen Greeneview Local's focus on learning, cultivate a strong foundation of knowledge, and foster a sense of community without our schools.

Beginning with the 2024-2025 school year, all students, upon entering their classroom, will place their phone in a designated area in the classroom. Each classroom will have a set of "pouches" hanging in the room. Students will place their cell phone into the assigned pouch, and can claim the phone back at the end of the

period. Upon entering the next classroom, they will once again place their phone into their assigned pouch for the entirety of the class period.

Students will also not be allowed to use apple/electronic watches or earbuds during class. Watches that can access the same applications as their phone are prohibited. If students are using their watches or earbuds in class and are distracted from the learning environment they will be asked to put them up during the class period as well.

Should students fail to place their phone in the assigned pouch at the start of the class period or attempt to access their phone during class, they will be assigned the following consequences:

Classroom will give a verbal warning

If a classroom teacher has already given a student a warning, a 2nd occurrence will lead to an office referral. From there, the following consequences will take place:

1st offense: Warning, returned to a parent

2nd offense: Returned to a parent and student receives two detentions

3rd offense: Returned to a parent and student receives SAP

4th offense: Returned to a parent and student receives ISSL

5th offense: Returned to a parent and student receives OSS

All students will be allowed to access their phone during the four minute transitions between classes as well as in the auditoria during their lunch period. As mentioned prior, students who need to use their cell phones for documented medical purposes will still be allowed to carry a cell phone on their person during the school day. Students will not be permitted to use cell phones while in restrooms at any point during the school day.

Class and Study Hall Rules

- Bring books, paper, pencil, and supplies. Come prepared.
- Be in the room when the tardy bell rings.
- Treat other persons and property with respect.
- At the end of the period, remain seated until dismissed by the teacher.
- Each teacher may have additional rules for his/her class or study hall.
- It is left to the discretion of teachers whether students may eat or drink in class.

Copiers/Printing

All students will be allowed to print 250 copies per year under their given copy code. When the limit is reached, students may be charged for additional copies and will need to be approved by the office.

Directory Information on Students (8330)

According to State Law, ORC 3319.321, schools may release information without parental consent. Directory information for students includes name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, awards or honors received, weight and height if a member of an athletic team, dates of attendance, grade level, date of graduation, and major field of study/grade level. We will continue to release directory information unless we receive a request from the parent or guardian to withhold it. Parents and students of legal age shall be notified at the beginning of each school year of their right to restrict the release of directory information.

Emergency Drills (8420)

Fire, lockdown, and tornado drills will be held periodically through the year. The procedure to be followed in the drills is posted in each classroom. Students are expected to be familiar with these procedures and to participate in the drills in a quiet and orderly fashion. Active Intruder drills will take place during the fall and may take place again later in the year during the spring.

Hall Conduct (5500)

There is to be no running, public display of affection, horseplay, or excessive noise in the halls. During class time, any student who is in the hall must have a hall pass.

Library & Makerspace Expectations

- Students must have a library pass to enter the library during classes.
- Students must bring something to work on and come prepared.
- Misuse of computer hardware and/or software or makerspace equipment and materials will result in disciplinary action. (See Acceptable Use Policy)
- Students must request librarian approval to use the makerspace equipment and materials.
- When using the makerspace, students are expected to put safety first, to use only what is needed, to help each other, to clean up after themselves, and to be respectful of others in the library and makerspaces. Students who do not adhere to these expectations may lose their makerspace privileges.
- Books are checked out for a three-week period and may be renewed once.
- Overdue notices will be sent out via email at the end of each quarter. Once an item has been overdue for over two months parents/guardians will be contacted.
- Magazines may not be checked out of the library.
- Excessive talking or other disruptive behavior will result in dismissal from the library and possible disciplinary action.
- The librarian may deny library and makerspace privileges to students who are not making constructive use of their library time.
- **Cell phones may not be used in the library.** As per the Policy 5136, if a student is seen using a cell phone or web-enabled communicating device (excluding Chromebooks), the device will be confiscated and turned into the office.

Lockers (5771)

School lockers are available for student use and will be assigned by the office. We expect that they will be taken care of and not mistreated. You will be held financially responsible for damage to your locker. Please protect your locker combination. Only you are responsible for your locker contents. Students should go to their lockers before school, between periods (if necessary) and after school. You should not go to your locker during the time classes are in session. **Student lockers are the property of the school district. Lockers and their contents are subject to random searches by school officials at any time, without regard to reasonable suspicion.**

Locks

Combination locks for Band, Art, and Physical Education will be available for a refundable \$5 security deposit in the office. The security deposit will be returned when the undamaged lock is returned to the teacher.

Lunch Procedures

Students may either purchase lunch in the auditoria or bring lunch from home. **Food deliveries from outside of school for lunch must be brought by the students' parent/guardian to the front office. Food brought from the outside can only be for their students.** Food and drink are to be consumed in the auditoria (or outside on the picnic tables when the weather is nice). Orderly and courteous behavior is expected while waiting in the lunch line and while eating lunch. Students are to enter the lunch line along the wall as they enter the auditoria. Cutting in line is not permitted, and students may not save a place in line for their friends. Students are expected to stay in the auditoria. The parts of the building west of the auditoria are off limits to students who are on their lunch break, unless they have received permission from the teacher or administrator supervising the auditoria. Restrooms are open at lunchtime. Students may not leave the premises at lunchtime. Visitors are not permitted to eat lunch for any reason. Failure to follow these guidelines will result in disciplinary action. **Students may only charge up to \$25.00. No additional charges will be allowed until this charge is paid. If a student has a negative lunch account, the student will only be allowed to purchase a school lunch; i.e. no a la carte items.**

Non-School Sponsored Clubs (5730)

Applications for non-school sponsored clubs are available in the office. The club must be student initiated and student run. A written purpose of the club must be provided and a staff member must agree to provide supervision. All provisions of the federal Equal Access Law will be followed by the school administration. All non-curriculum-related clubs will be treated equally. The club's existence terminates at the end of the school year.

Posters and Flyers

All posters, flyers, etc. that are displayed in the school must be approved by the administration. Groups putting up posters and flyers are responsible for taking them down.

Progress Book

An individual Grade (Progress) Book account will be issued to each student and parent. Students and parents are expected to regularly check their account to receive feedback and updates. If a student or parent has difficulty accessing their account, they may go to the guidance office for assistance or to have their password reset.

Student Aides

The principal must approve all student aides. A form to request a student aide is available in the guidance office. The principal has the right to place a student aide back into study hall if the student has a "C", "D or F" at interim and quarter, has excessive absences, and/or severe/frequent disciplinary actions. Student aides must follow all school rules, to include cell phone and computer use.

Student Interviews

No person other than an employee of the Board of Education shall be allowed to interview a pupil in the school except with the approval of the superintendent or principal, and then for necessary urgent business only. Every effort shall be made to guarantee that each student's individual rights are protected. If a person from the media, military, law enforcement or other agency other than Children's Services Board wishes to interview a student during school hours, the student must present a note from a parent requesting the interview take place at school. Such an arranged interview must be conducted during a student's study hall.

Test Security

Cell phones must be powered off and not be seen or the student may be dismissed and scores canceled.

Textbooks

Textbooks will be issued to students at the beginning of the year. Students are responsible for the books they are issued. If a book is lost, stolen, or damaged, the student will be held financially responsible.

Visitors (9150)

The Board of Education does not allow visitors at Greeneview High School except for educational purposes. Visitors will be provided with a badge that identifies them as visitors. Unknown persons without passes should be reported to the office. All visitors to the school will be required to show identification.

Work Permits (5895)

There are two papers: Physical paper (students must have a current physical during the current school year), Pledge of Employer and Application for Employment paper (requires parent's signature). When you return the papers, you must also bring in your birth certificate.

These papers may be picked up before school, during lunch period, or after school. After the papers are received by the principal's office, the work permit will be issued. The student must sign for the work permit at the time it is picked up.

SECTION TWO: ACADEMICS

Add/Drop Procedures

Once school has started, schedules will be changed only in cases with a demonstrated need. The counselor and/or principal will make this decision based upon such factors as the size of the classes to be added or dropped, the student's ability and effort, teacher recommendation, and other relevant circumstances. Student schedules may not be changed until final approval is given from the counselor's office.

Adding a Course:

- Students who are considering the addition of a course to their current course load should first discuss the matter with a guidance counselor during the first 5 days of the course.
- When a course addition is advisable, the course will be scheduled based upon need and availability.
- New courses may be added only during the first five school days of a course.

Dropping a Course:

- Students must notify a counselor of their desire to drop a course and complete the course drop procedure no later than five days through the course. A Withdraw/Fail will be included in the GPA at the end of the semester or year, if dropped after five days. Students must drop any courses by the end of the fifth day (exceptions must be approved by the principal).
- Dropping a course must not cause a student to exceed study hall limits of an average of one study hall per year.
- **Students must pass five credits to be eligible for athletics (not including PE).**
- **Students who are having academic difficulties (D/F) in an advanced course (Honors, AP, etc.) may request to transfer to the regular section of that course prior to the first quarter interim if a comparable course exists.**
- **Students in an AP/Honors course cannot drop the course in order to be eligible for athletics.**

Admissions (5120)/Withdrawals (5130)

Admission to Greeneview High School will be handled through the Board Office. Withdrawals will be handled through the Counselors' Office.

In order to comply with the Missing Child Act, a copy of the student's birth certificate is needed for admission to Greeneview High School. The school also needs copies of custody, guardianship or foster care papers if appropriate. A parent/guardian must be present as the student registers at the Board Office.

For students entering or withdrawing from Greeneview, all fees owed by a student must be paid in full in order for transfer of high school credits to take place. On the last day of attendance, a withdrawal form, obtained from a counselor, must be completed and all textbooks returned. Students' records will be sent to the receiving school upon request from the new school. Due to the Missing Child Act, records are not permitted to be hand carried by parents to the new school.

At the time of withdrawal, students will be expected to return their Chromebook and textbooks.

Course Load

All students must carry a minimum load of six class periods per day unless excused for an approved guided learning experience. Students may have no more than an average of one study hall per day. An athlete must be taking at least 5 credits to remain eligible (not including PE).

Course Credit (5421)

In order to receive credit in a class, a student must have a passing grade average for the class and **must pass either the last nine-weeks or the final exam. If a student fails both the fourth quarter and the final exam, the student will fail for the year, regardless of previous grades**

Fees (6152)

Fees will be charged in some classes to cover the cost of workbooks or other consumable supplies. Students should pay these fees by the end of the first grading period, and should pay by check in the main office. This is to be done before or after school and lunchtime only. If needed, arrangements to pay fees on an adjusted schedule may be made with the principal. Student records, including report cards, will be held for all students who owe fees. All students are charged a \$30 one-to-one computer fee. The fee payment schedule for receipt of grade cards is 1/4 the total bill first quarter, 1/2 second quarter, 3/4 third quarter, and full payment by the end of the year. This is based on the cumulative amount due. Students who qualify for free lunch status are not required to pay academic fees. **Fees paid within 2 weeks of graduation must be paid in cash.** **Students will not receive a diploma or participate in graduation exercises unless all fees are paid in full.**

Summer School (2440)

Summer School may be offered in certain subject areas. Check with the guidance counselors for specific course offerings. Courses, with the exception of physical education, must have been taken for a full year and failed in order to be repeated in summer school. Applications for summer school courses and requirements may be obtained in the Counselor's office in May. Any failed subject will remain on the student's schedule. Approved Summer School courses are counted in the student's G.P.A. To be eligible to participate in summer school, students must earn at least 40% in the course.

Diplomas

Diploma: Awarded to the student who has met all curricular requirements as well as state assessment requirements.

Diploma with Honors: To be awarded a diploma with honors, the student shall be required to meet diploma standards and seven of the following eight requirements:

1. Earn four credits of math, including Algebra II
2. Earn four credits of science, including two "advanced science"
3. Earn four credits of Social Studies
4. Earn three sequential credits of one world language or two sequential credits of two world languages
5. Earn a 3.5 cumulative GPA through the third quarter of the senior year
6. Score a 27 or higher on the ACT or a 1280 or higher on the SAT
7. Earn two additional seals (at least four total) not including the Honors Diploma Seal
8. Complete the Ohio Means Jobs Readiness Seal, a Field Experience and Portfolio, or Work-Based Learning Experience (co-op/internship)

Students can use the Student Strength Demonstration to replace one of either the ACT/SAT, GPA, or World Language Requirement.

Options include:

- Pass at least 12 hours of College Credit Plus
- Complete at least 3 AP courses with a score of 3 or higher on the AP exam
- Earn at least 12 CTAG credits
- Score a 50 or better on the .ASVAB

Transcripts and Letters of Recommendation (8330)

Admissions Procedure: College and University Members agree that they will accept for the purposes of documenting student academic records, only official transcripts in the admission or registration process which come directly from the counseling, guidance, or registrar's office of the institution(s) the candidate attends or has attended or from other appropriate agencies. When students apply to colleges and scholarships, the students will inform the Counselors' Office which college the transcript and High School Profile should be sent by filling out a transcript request form in the Counselors' Office or on the Guidance website. The Counselors' Office staff will prepare transcripts and letters of recommendation for students. Allow one week for the preparation of a transcript and two weeks for the preparation of a letter of recommendation.

Educational Options (2210, 2220, 2464)

Credit Flex – Students may pursue high school credit by creating an individualized Credit Flexibility Plan. Through this plan, students may seek credit for a correspondence or online course through an approved provider, educational travel, an internship, music, arts, after school program, community service, sports, engagement project, etc. Students need to submit their plan to the CFP Review Panel by May 1st of the prior year for approval. Students are responsible for any costs incurred as part of this program.

College Credit Plus – Students reduce their Greeneview High School schedule and attend college classes on-campus (most area colleges participate). There is no charge for tuition, fees, or books. Students are responsible for transportation and meeting Greeneview High School requirements. Students receive both Greeneview High School and College credit. Grades count in Greeneview High School cumulative GPA. Students must meet minimum admissions qualifications set by individual colleges. Both the parent and student must attend a state mandated information meeting during the prior year to participate.

AP Courses – These courses are designed to mirror entry-level college courses by offering a college level curriculum, instruction, and expectations. Students taking these courses must take the Advanced Placement Test in May and if a student receives a 3, 4, or 5, (on a scale of 1 – 5), they may be eligible to receive college credit for the course from participating colleges. There is a fee for the AP Exam.

Pre AP/Honors Courses – These courses offer an enriched and accelerated curriculum over and above ordinary high school courses. The student should be prepared to accept greater responsibility for working independently.

AP and Pre AP/Honors courses are weighted in GPA for transcripts.

Graduation Requirements (5460)

The student must earn at least 21 units of credit, including: 4 units of English; 4 units of Social Studies; 4 units of Mathematics (up to and including Algebra II); 3 units of Science (1 unit must be Biological Science and 1 unit must be Physical Science); 1 unit of Fine Arts; 1 unit of Physical Education and Health; one half unit of Financial Literacy, and 3 and a half units of electives. For those who attend the Greene County Career Center, a student will only need 3 Social Studies courses and will not need a fine arts credit.

To be eligible to graduate, every student must take all six end-of-course exams. These are ELA 2, Algebra 1, Geometry, Biology, American History, and American Government. Students must score “competent” on the ELA 2 and Algebra 1. This is a minimum score of 684. AP Government students at Greeneview High School will also take the American Government end-of-course exam in addition to the AP Government Exam. If a student is unable, after multiple attempts, to acquire the minimum score, the school will explore alternative options to competency.

Finally, every student must earn a minimum of two graduation seals. There are 12 possible seals. A student has to have at least one seal in the first nine; i.e. both seals cannot come from sections 10-12 in the list below. They are:

- OhioMeansJobs Readiness Seal - create an approved OMJ Readiness Seal
- State Seal of Biliteracy - Proficient or better on ELA 2 or Remediation free score on ACT (18) or SAT (480) in ELA sections AND 4 or higher on foreign language AP Exam or score at least “Intermediate High” on ACTFL test

- Industry-Recognized Credential - earn an approved industry-recognized credential in an “in-demand” job field
- College-Ready Seal - earn remediation free scores on the ACT (18 in ELA and 22 in Mathematics) or SAT (480 in ELA and 530 in Math)
- Military Enlistment - provide evidence of enlistment in a branch of the U.S. Armed Services
- Citizenship - proficient or better on BOTH American History and Government EOCs OR proficient or better on AP exam in Social Studies or B or better in appropriate class taken through College Credit Plus
- Science - earn proficient or better on the Biology EOC OR earn proficient or better on a science AP exam OR earn a B or better in appropriate class taken through College Credit Plus
- Honors Diploma - earn one of the following; academic honors diploma, career-tech honors diploma, STEM honors diploma, Arts honors diploma, Social Science and Civic Engagement honors diploma
- Technology Seal - earn a proficient or better on an appropriate AP exam OR earn a B or better in an appropriate College Credit Plus course
- Community Service Seal - complete 20 or more hours of pre-approved community service
- Fine and Performing Arts Seal - complete 1 credit of Fine Arts in high school (grades 9-12)
- Student Engagement Seal - complete 6 or more extracurricular activities during high school (grades 9-12)

These are minimum requirements only. Many students, especially those who intend to go to college, will earn as many as 23-25 credits before graduating.

Credit for Summer School and Correspondence Courses will count toward graduation. Only Summer School credit will be counted in the grade point average.

Graduation (5460)

Diplomas will be granted in the spring of the current school year only. **Students must have met all the requirements for graduation and be receiving a Greeneview diploma in order to participate in commencement exercises.** Participation in the graduation ceremony is a privilege, not a right. The school reserves the right to deny participation in the graduation ceremony as a disciplinary action.

Fees paid within 2 weeks of graduation must be paid in cash. Students will not receive a diploma or participate in graduation exercise unless all fees are paid in full

Early Graduation (5464)

A student may be granted a diploma from Greeneview High School upon completion of graduation requirements of the Greeneview Board of Education and the State of Ohio. If a student wishes to participate in the graduation ceremony before the last semester of his/her senior year (8th semester), the following conditions must be met:

- All transcripts of credit earned from external institutions must be received by May 15 of the anticipated year of graduation for the student’s name to be included in the graduation program. In order to meet prerequisites for graduation, all transcripts must be received at GHS by the day prior to graduation.
- By the end of the first semester of the year of anticipated graduation, the student and parent must meet with a guidance counselor to discuss the request for early graduation. **It is the sole responsibility of the student/parent to make sure the guidance department within the May 15 time-frame receives all credits.**

The student will assume responsibility for ordering the cap and gown and any other items required for the graduation ceremony.

If a student, not presently enrolled, has completed graduation requirements and wishes to participate in graduation ceremonies, she/he must notify the school no later than January 15th of the graduation year.

Correspondence Course Work (2451)

Correspondence work to fulfill credit requirements for graduation must be initiated through a counselor and completed in a timely manner. Students must have failed the course before applying for a correspondence course. Any exception to this must be pre-approved by the principal. Students obtaining credit through correspondence courses are required to take the final exam, without a book or notes, at GHS or at GCCC. All correspondence work needs to be completed by April 15. The correspondence school will not issue or grant credits unless all fees are paid and all exams are complete. Greeneview High School will accept credit issued by the correspondence institution only when work has been approved in advance. In order for the student's name to be included in the graduation program, Greeneview High School must receive all transcripts of correspondence course work by May 15 of any graduation year. In order to meet prerequisites for graduation, all transcripts must be received at GHS by the day prior to graduation. All correspondence course work will be unweighted in calculating a student's GPA. Students must pay for correspondence/online work.

Current Grading Scale

	<u>Regular</u>	<u>Honors/Pre-AP CC+ AP</u>	
	<u>Points</u>		
A	90-100	4.0	5.0
B	80-89	3.0	4.0
C	70-79	2.0	3.0
D	60-69	1.0	2.0
F	0-59	0.0	0.0

Greeneview Course Retake Provision

A student may retake an entire course the following year or semester for a replacement grade. The lower of the two grades will be dropped from the student's GPA and transcript. This provision will not be in effect for summer school, correspondence courses or credit flex courses. Students will not receive additional credit for the retake course.

Report Cards (5420)

Report cards will be issued at the end of the first three quarters to all students who do not owe fines or fees. The final report card of the year will be mailed home unless fines or fees are owed, in which case the student will receive a fee notification informing him/her of what is owed.

Interim Reports

Interim reports are issued approximately half way through each quarter. This should provide adequate notification to allow students time to improve unacceptable grades. Interim reports are available on Progress Book and paper copies are available upon request.

Scholars Regulations

Scholars must show their cards to receive discounts or privileges. Scholar's cards may not be used by anyone other than the persons to whom they were issued. Scholars who receive a Saturday school, ISSL or suspension during a quarter in which they are entitled to privileges or discounts will automatically surrender their cards and no longer be entitled to the privileges and/or discounts.

Scholars Achievement Levels and Rewards

Blue Level: 4.0 or higher GPA, (no D's or F's), no SAP/ISSL, no suspensions. **Rewards:** one-minute early dismissal for lunch, free admission to home games, end of year ice cream social, two exam exemption.

Red Level: 3.0-3.999 GPA, (no D's or F's), no SAP/ISSL, no suspensions. **Rewards:** one-minute early dismissal for lunch, free admission to selected home athletic events, end of year ice cream social, one exam exemption.

Honor Roll (5430)

At Greeneview High School we believe that recognition is due for those students who achieve academic success. At the end of each nine weeks, any student who has earned a 3.0 average or higher qualifies for the Honor Roll. A student, who, by taking honors classes, etc., earns a 4.0 or higher qualifies for the Special Honor Roll. Students receiving a grade lower than C- will not qualify for the Honor Roll.

Graduating with High Honors (5430)

Summa cum laude and Magna cum laude are distinctions awarded to high-achieving students at Greeneview High School at the end of the third quarter of their senior year. Summa cum laude is for students who have graduated "with the highest distinction" by earning a cumulative GPA of 4.3 or higher. Magna cum laude is for students who have graduated "with great distinction" by earning a cumulative GPA of 4.0 to 4.2. Greeneview High School will continue to rank students, but will no longer designate a Valedictorian or Salutatorian. Grade point averages will be exact and will not be rounded up or down for purposes of determining academic distinctions.

National Honor Society (2430, 5840)

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Greeneview High School.

Students who have a 3.50 cumulative grade point average at the end of the first semester of the sophomore, junior or senior year are eligible for consideration for membership. By the end of the first semester of the current school year, the student must have earned at least one credit in four different subject areas in college preparatory courses as defined by the Minimum Core Curriculum. Each candidate will be required to complete a Student Activity Information Form, and obtain faculty recommendations.

In addition, students must have completed a minimum of 25 hours of volunteer service during the current school year or the preceding summer. The service may be performed through the school or through the community. Students will be required to provide references that can verify the hours of service.

Members are liable for dismissal if the standards of scholarship, leadership, service and character that were used as a basis for their selection are not maintained. Students will receive limited warnings during their membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal. A hearing by the Faculty Council will be conducted to consider the dismissal of a member. All faculty members may make comments on candidates on a voluntary basis. Membership in the National Honor Society is both an honor and a responsibility. Students elected to membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character, which resulted in their selection. The integrity of the Society's standards should always be upheld.

Academic Awards

The Greeneview Academic Boosters organization awards certificates, medals, and academic letters each year to students who qualify. The awards are given at the annual Academic Awards Assembly in the spring. The following qualifications are used to issue the awards:

- **Certificate** - 3.000 to 3.999 GPA for the first three grading periods of the year
- **Certificate with Honors** – 4.0 or higher GPA for the first three grading periods of the year

- **Academic “G”** - This is awarded, in addition to the certificate, the first time a student achieves a 3.5 or higher during the first-three nine-weeks GPA; second achievement at this level, a bronze medal; third time achievement at this level, a silver medal; fourth time achievement at this level, a gold medal.

President’s Award for Educational Excellence

The President’s Award for Educational Excellence will be presented to graduating seniors who have met the following criteria: attained a grade point average of 3.5 on a 4.0 scale; rank 85th percentile or higher on standardized tests in reading or mathematics, or have the recommendation of outstanding work by two members of the faculty.

Exam Policy

At no time can a student exempt a class they are currently failing or, for a year-long class, failing the 4th quarter.

Except seniors during the 2nd semester, students cannot use more than three exemptions a semester. 2nd semester seniors have no limit on the number of exemptions they can use.

Only Seniors can exempt the same class both semesters.

On exam days, students can come late and leave early, but cannot return for exams. In other words, once a student is at school on an exam day, they must stay until the end of their exams.

These are the ways students can earn Exam Exemptions:

- **Perfect Attendance** earns two exemptions a semester. At the end of the year, perfect attendance applies to both semesters, regardless of whether the class is a 2nd semester or year-long class. Perfect attendance is defined as being in school all day everyday.
- **Blue Scholars** for previous two quarters earn two exemptions a semester.
- **Red Scholars** for previous two quarters earn one exemption a semester.
- A student can earn an Exam Exemption with an **A average** in a course at the end of the semester. For a year-long class, a student may earn an Exam Exemption at the end of the 2nd semester with an A average for the entire year.
- For Seniors only, **seniors with a B average** in the 2nd semester of a year-long class can exempt that class.
- A student who has had no school issued discipline and has the **Amnesty Certificate** will earn one exemption.
- Any student who is enrolled in a class with a Ohio State Test (8th grade and EOC) can earn an exam exemption for that specific class if the **student scores 700 or greater** on that test. On occasion, we do not receive scores from the state before the final exam exemption cut-off. In those instances, no exemptions will be granted.

WebXams and AP Course Exams Only

- All students taking an AP course or WebXams are required to take the teacher created exam during the first semester.
- At the end of the second semester, students will be required to take the AP exam by the College Board or the WebXam.
- Unless they are failing the fourth quarter, students do not have to take a final exam.
- They do not have to use an exemption to leave, but must have parent permission.
- These two types of exams (WebXams and AP Exams) will **not** count against the limit of three exemptions a semester.

Any student that is truant on the day of an exam will not be able to make up the exam(s) from the period(s) they miss.

Perfect attendance is defined as being in school all day, every day. This means no tardies, no early dismissals, attending all detentions and Saturday alternative programs as assigned, and no removals from the classroom for disciplinary reasons.

Where state assessments apply, students are required to complete those exams. The principal will determine a cut-off date for semester grades as they pertain to exemptions. This date will be within one week of the start of exams.

Attendance exemptions can be revoked if a student exceeds the criteria after the completion of the exemption form.

Greene County Career Center (2370, 2421)

Students who wish to apply to the Greene County Career Center may do so at the end of their second year of high school. Students who wish to apply for the Career Center in grades 11 and 12 must have 10 credits, at the end of the sophomore year. Students should have passed the following courses:

English 9	1 credit	World History	1 credit
English 10	1 credit	American History	1 credit
Math	2 credits	Health	.5 credit
Science	2 credits	Physical Education	.5 credit

Students are selected on the basis of credits earned, grades, behavior, attendance and goals pursued. Applicants must be in the second year of high school or sixteen years old by the end of the current academic year. A student should have passed physical education to apply for GCCC. If a student is short one or more credits, he/she may be placed on a pending status or asked to send new transcripts as credits are made up. GPA, attendance, essential academic skills and discipline records may also be taken into consideration.

Students returning to Greeneview High School before completing their program at Greene County Career Center must have met all Greeneview requirements in order to graduate. Note: GCCC students are welcome at all school-sponsored activities; however, they must observe all GHS rules and regulations.

Consideration of transfers to Greene County Career Center, transfers back to partner school, or changes in career preparation program will only be possible at the following times after school begins:

1. Transfers only before the first five (5) days of school and changes in career preparation programs before the twelfth day of school, based on the Career Center Calendar.

2. At the end of first semester for transfers, based on the Career Center Calendar.

Diploma with Honors (Greene CCC)/ Career Technical Education Pathway

To be awarded a diploma with honors, the student shall be required to meet diploma standards in seven of the following eight requirements:

1. Earn four credits of Math, including Algebra II
2. Earn four credits Career-Tech courses
3. Earn a cumulative score of proficient or higher on the technical assessment aligned to their program
4. Earn two sequential credits of two world languages
5. Earn a 3.5 cumulative grade point average through the third quarter of the senior year
6. Score a 27 or higher on the ACT or a 1280 or higher on the SAT:
7. Meet requirements to earn the Industry Recognized Credential Seal or Technology Seal
8. Complete the Ohio Means Jobs Readiness Seal, a Field Experience and Portfolio, or Work-Based Learning Experience (co-op/internship)

Students can use the Student Strength Demonstration to replace one of either the ACT/SAT, GPA, or World Language Requirement.

Options include:

- Pass at least 12 hours of College Credit Plus
- Complete at least 3 AP courses with a score of 3 or higher on the AP exam
- Earn at least 12 CTAG credits
- Score a 50 or better on the .ASVAB

Any student who does not participate in Graduation ceremonies may pick up his or her diploma the following week at school.

SECTION THREE: POLICIES AND GUIDELINES

Attendance Policy

The Greeneview Board of Education has adopted the following procedures regarding absences from school and what constitutes acceptable excuses for them.

Absences (5200)

1. The student's parent/guardian must phone between 7:00 and 9:00 AM to inform the staff that the student will be absent that day. The school's phone number is (937) 675-9711.
2. When returning to school after an absence, **the student must present a note from a parent/guardian in order for that absence to be counted as excused.** The note must include the date of absence, the reason for the absence, student's first and last name and first and last name of parent/guardian writing the note.
3. **A parent/guardian note is required within three school days, while a doctor note will be accepted up to five school days after the absences. Only ten parent notes will be accepted for any type of absence, including tardies. Students will be able to use six five parent notes per semester, for a total of ten for the year. Additional absences beyond the six five parent notes per semester will require a professional note. Failure to bring a note will result in the absence being considered unexcused. If we receive no contact from parent/guardian within the given time, then the absence will be recorded as unexcused and considered truant.** The office staff will contact parents in cases where reasons are not specified or there may be doubt as to whether or not a note is legitimate. Notes for absences and early dismissals must come from the parent/guardian of all students including those over 18 years of age. Notes may be faxed to the school at (937) 675-6805.
4. The student will be issued an admit slip. **If homework was assigned or a test announced prior to the student's absence, the teacher may require that the work be turned in or that the test be taken at the regular time. Otherwise, assigned made-up work must be completed within the same number of days missed, starting with the day after the student returns to school and receives the assignments.** Students suspended from school by the administration will be required to make up all missed work. It is the responsibility of the student to request assignments from his/her teachers and, upon his/her return to school, to submit all work missed within the same number of days he/she was suspended.
 - If the make-up period carries over into the next nine weeks, an incomplete will be recorded on the report card. At the end of the make-up period, any work not completed will be recorded as zeroes and the grade will be averaged. This grade will replace the incomplete.
5. An excused absence from school will be approved on the basis of one of the following conditions:
 - Personal illness. The school may require a doctor's note for excessive absences.
 - Illness in family
 - Quarantine of the home. The absence under this condition is limited to the length of quarantine as fixed by the proper authorities.
 - Death of a relative.
 - Observance of religious holidays.
 - Family emergency or special circumstances as determined by the principal.
6. If a student's absence is unexcused, s/he is responsible for all material covered during the absence.

When a student of compulsory school age is absent from school with combined non medical excused absences and unexcused absences in excess of 38 hours of school in a month, or 65 in a school year, the parent/guardian will receive written notification within seven (7) school days after the date of the absence that triggered the notice requirement that the student is considered "excessively absent" by the state of Ohio.

If a student misses, **unexcused**, more than 30 consecutive hours, 42 hours in a month, or 72 hours in a year, the student will be considered "**habitually truant**". The parent/guardian will receive notification by mail and phone. The school must establish an Attendance Intervention Team (AIT) consisting of the assistant principal, advisory teacher, student, and parent/guardian to develop an Attendance Intervention Plan (AIP) to improve attendance. The Principal shall make at least three (3)

meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, diligent efforts to reach the parent by telephone, email or regular mail. If the terms of the AIP are not met, truancy charges will be filed with the Greene County Juvenile Court.

7. Students enrolled in College Credit Plus classes may be on campus at Greeneview High School for a shorter period of time due to their college class schedules. As such, the Greeneview attendance policy will be adjusted to fit the student's schedule. For example, if a CCP student is only present at Greeneview High School for 4 periods a day due to their college class schedule and the student comes in before the end of their first class period for the day, the student will be assigned a tardy, whether excused or unexcused, for that day as they missed less than 25% of their scheduled time on campus. Likewise, if the student misses more than 25% of their scheduled time on campus, whether excused or unexcused, the student will be assigned an absence.

Medication (5330)

On occasion, students will be required by a physician to take prescribed oral medication during school hours. **There are forms available in the office, which must be filled out by the parents and the physician in order for the student to be permitted to take the medication.** Such medication must be stored in the office. Students are not to bring to school any medication. **Medication must be in original packaging.**

Distribution of over the counter medicine will be given only if the appropriate form is on file AND a parent/guardian is contacted at the time of distribution.

Vacations (5200)

Parents are advised to look at the entire school year and to plan carefully *if or when* vacation days are needed. Students may take up to 5 vacation days during the school year. These days should be arranged with the school office before they occur.

- All days over 5 will be counted as unexcused absences. All vacation days count towards ten (10) absences for which a parent note is accepted.
- Notification should be made with the school at least a week prior to anticipated vacation days.
- It is the responsibility of the student to request assignments from his/her teachers and, upon his/her return to school, to submit all work missed within the same number of days he/she was absent. Any missed exams due to vacation will need to be made up upon return.

Situations, such as senior portraits or driving exams, may be used as vacation days as long as they are pre-approved by the principal in advance.

The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent/guardian, but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal. The student may be given approximate assignments and materials and pages to be completed. **This request should be made at least a week prior to requested vacation days. Any missed exams due to vacation will need to be made up upon return.**

- The nature of these absences is such that the student will know in advance that s/he will miss school. In such cases, it is desirable that teachers are notified and assignments procured in advance of the absence.
- It is the student's responsibility to obtain assignments prior to his/her absence.

Period by Period and Half Day/Full Day Absences and Truancy (5200)

Attendance is kept in every class period. A student who, because of arriving late or leaving early, misses more than half the period is considered absent from the class.

- Half day/full day attendance. A student who is absent up to three periods will be considered one half day absent. A student missing four or more periods will be considered one day absent. A student who arrives before the end of 2nd period will be counted as tardy to school.
- Truancy (being absent from school without the permission of the student's parent/guardian and school officials) for 1-3 periods will result in a SAP and 4-7 periods will be two SAPs.

Early Dismissal (5230)

- Dismissal from the building between 1:30-2:30 pm, will be counted as early dismissal.
- Notes from parents requesting early dismissal must be presented in the office before school begins in the morning. The note should include the following information: student's first and last name, reason for the dismissal, time of the dismissal, phone number of the parent or doctor, and signature of the student's parent or guardian.
- The names of students who will be leaving early will appear on the Daily Absence List.
- Students leaving school early must sign out in the office. If a student returns to school before the day ends, s/he must sign in at the office. Failure to sign in or out may result in disciplinary consequences.
- The following is a list of acceptable reasons for early dismissal: appointments (doctor, dentist/orthodontist, court or court related matters, driver's license permits or examinations); a set of circumstances which, in the judgment of the principal, constitutes good and sufficient cause for an early dismissal.
- The following are not acceptable reasons for early dismissal; to go to work (unless the student is in an approved school work program); baby-sitting; to transport relatives/friends; hair appointments; picture appointments; job interviews.
- Students who leave school early because of illness may not return to the school grounds at the end of the day.
- **Students who leave school early in order to travel out of town must notify the office in advance in order for it to be excused as a vacation day.**

Tardy to School (5230)

1. A student who arrives late to school must sign-in and get an admit slip in the office in order to be admitted to class.
2. **Students who do not attend, or who leave early cannot attend or participate in any after school activity, unless approved by the administration. (students arriving late to school may participate in after school activities if they arrive by 9:23 am providing the reason is approved by administration. Students arriving after 9:23 am will not be eligible for after school activities unless they have a doctor signed note that required them to arrive after 9:23 am). On a two-hour delay schedule the arrival time would adjust to 10:46 am.**
3. To have an excused tardy, the student must bring a written note from a parent or guardian. The parent/guardian note is required no later than the next school day. Tardy notes count against the 10 allowed parent notes (6 per semester).
4. Acceptable (excused) reasons for being tardy are illness/injury (limited to one time per grading period without a doctor's note); illness in the family; death in the family; family emergency (must be explained with a note from parent or guardian); doctor appointment; dentist/orthodontist appointment; court or court related matter.
5. Examples of unacceptable (unexcused) reasons for being tardy: needed at home; overslept; habitual car trouble; baby-sitting; hair appointment, picture appointment, etc.; transporting family or friend on an errand; habitual alarm clock problems.
6. Consequences for unexcused tardies to school are: (Consequences result from tardies that accumulate during each nine-week grading period.)
 - First offense Warning
 - Second offense Warning
 - Third offense 1 detention
 - Fourth offense 2 detentions
 - Fifth offense SAP or ISSL
 -

Any additional offense will result in an office referral for each offense. Consequences for additional tardies may range from SAP to OSS.

Dance Contract

All students who attend a school dance with a student who does not attend Greeneview Local Schools will be required to fill out a dance contract and have it signed by the outside student's building principal.

Tardy to Class (5200)

1. There is adequate time provided between periods to get to class. Students should not visit their lockers or the restroom after each class.
2. Teachers will keep track of tardies throughout the day and will assign discipline according to the consequences listed above under Tardy to School. Students who come to class late will not be sent to the office for an admit slip except at the beginning of the school day. Students will be limited to one tardy per grading period before consequences.
3. If you have been legitimately detained by a teacher, that teacher will write a late pass to admit you to your next class. Students who arrive late to class because they have gone to the office or another teacher without a prior request from the office or teacher will not be issued a pass, and should be counted as unexcused tardy to class.

Perfect Attendance Award

The Perfect Attendance Award is announced at the Academic Awards program. **Perfect Attendance is defined as being at school all day every day.** This means no tardies, no early dismissals, attending all detentions and Saturday Alternative Programs as assigned, and no removals from the classroom for disciplinary reasons. There are no exceptions granted. Approved college days are not counted as absences. Students participating in Credit Flex/CCP are not eligible for Perfect Attendance Awards.

Students who have a contagious illness or condition are not to attend school. The absence for illness will be excused and full credit given for all work missed if made up. Under no circumstances does the Perfect Attendance Exam Exemption Policy justify attending school when it puts others at risk of illness.

Compulsory School Attendance/Truancy (5200)

A child between six and eighteen years of age is of compulsory school age. The parent/guardian of a child of compulsory school age shall cause such a child to attend school for the full time the school is in session. No parent/guardian having legal care of a child of compulsory school age shall violate the school compulsory attendance law. Students, by Ohio law, are not permitted to quit school because they have a job or work permit unless they are eighteen years old or due to other circumstances unless reviewed and approved by the superintendent, county office official, and/or court review.

Drivers Test

A student should notify the office beforehand if they are going to miss school due to a driver's test if they want it to be an excused absence. Students who miss school to take a driver's test and do not notify the office will receive a tardy or unexcused absence, depending on how much time they miss.

Leaving School Grounds (5200)

Parent permission is required for students to be permitted to leave school grounds once they have arrived.

Eighteen Year-Old Procedures

Eighteen year-old students must abide by the same school rules as all other students concerning absence notes from parents, early dismissal notes, etc. unless they are legally emancipated. The principal must approve independent status. Excessive absences may result in loss of privileges such as prom, senior picnic, or walking at graduation.

Make-up Work (2330)

When a student has been absent it is the student's responsibility to see the teacher about make-up work. If a test was announced or homework was assigned prior to the absence, the teacher may require that the test is taken or the homework is turned in at the regular time. Otherwise, assigned make-up work must be completed within the same number of days as the days missed. Make-up work is required for all absences.

College Days/Job Shadowing

Seniors have three excused days per year and juniors have two excused days per year to visit institutions of higher learning. Sophomores, with special permission from the Guidance Office, may have one day. Students must notify the main office at least **two days in advance** of the college visitation in order for the absence to count as a "nonabsence". If the college visit occurs within two days of the absence and administration approves the visit, then the day will not be coded as a "nonabsence" and it will count towards the ten excused absences for the year. The permission form must have time and date of visit **prior** to the form being signed. Visits that are not local will be given consideration concerning times. Students must also bring back the college day permission form from the institution with a telephone number and signature to verify their visitation before make-up work is permitted. **The school reserves the right to limit the number of students going on a college visit on a given day.** College days will not be permitted within the first two weeks of school, the last two weeks of school, or during semester exams. College days do not count against perfect attendance when proper procedures are followed; however, any day above the prescribed amount of days will count against perfect attendance even though it is excused. All paperwork must be correctly completed and returned to the office in order for the day to be excused. Students are encouraged to take college visits during the summer. Job Shadowing experiences follow the same guidelines, but a student must fill out a principal's field trip form and have it approved within two days of the experience.

Confidential Communications (2411)

Statements made to a school counselor by a client and advice given to a client will be held in confidence by the counselor or school nurse unless one of the following conditions applies:

- There is a clear and present danger to the client or others.
- The client voluntarily testifies in a court of law.
- The client gives consent to the testimony.
- The counselor has a need to confer with another professional.
- The counselor has a need to share the communication with a supervisor.
- The counselor is ordered to testify in a court of law.
- An illegal act has been committed.

Computer Technology and Networks (7540)

Computer use at Greeneview Schools is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect copies, and/or delete all files and records created or stored on school owned computers. Students must observe the following guidelines. Failure to do so will result in penalties as may coincide with the list of disciplinary infractions or as determined by school officials.

1. Files stored on school computers are restricted to school related assignments only; personal files may not be stored.
2. Network password security is the responsibility of the student.
3. Students shall not (without authorization) copy, damage, or alter in any way, hardware and software. Students shall not, without authorization, delete a file or knowingly introduce a computer virus into any school computer, computer system, or other electronic device.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using programs selected by the teacher/instructor.

5. All non-school software and diskettes must be checked for viruses and approved for use by a network administrator/teacher/instructor before being used on any school computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher/instructor/network administrator.
7. Internet or other "net" users must complete an Internet Consent Form, which must be approved before using the net.
8. No student shall attempt to establish computer contact into or with any school district restricted computer net (LAN's), or any other unauthorized databases, sites, or other computers.
9. There is to be no food or drink around computers.

Internet Use Policy (7540.03)

The Internet and World Wide Web are tremendous resources for research and communication. Teachers and students can access a world of information from their classroom computers. Resources in the classroom and the school library media center have been carefully selected for accuracy, quality, and age appropriateness. This is not the case with information on the Internet. Some of the information is up-to-date and very useful, and some of it is inaccurate and totally inappropriate for student use. Therefore, it is necessary for students to adhere to the following guidelines.

1. Students will use and visit only school appropriate educational sites and will assume the responsibility of immediately exiting inappropriate sites that they visit inadvertently.
2. Students will use the Internet for school purposes only. General "surfing" and visiting chat rooms is not permitted; unsupervised surfing is not permitted.
3. Elementary students will use only the sites that the teacher has previewed and/or bookmarked for class use.
4. Students should be polite and use appropriate language when on the electronic network.
5. Students will not reveal their personal or school address, telephone number, or other information on the Internet.
6. Students will adhere to all copyright laws and other applicable laws. The copying or transferring of copyrighted materials is illegal. Sources of information must be properly cited.
7. Students are not permitted to download programs. This is to protect our network from computer viruses.
8. Students are responsible for any damage to hardware or software.
9. Students will not be permitted to access the Internet through any personal electronic device, laptops, phones, etc.

Failure to comply with the usage guidelines may result in loss of network privileges and other administrative or disciplinary action.

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such informational files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Field Trip Criteria

In order for students to earn the right to go on field trips, they must meet the following requirements:

- 1) No failing grades in the current quarter.
- 2) No out of school suspensions
- 3) No more than 5 absences within the three week preceding the field trip.

Any exception to these guidelines must be approved by the administration.

Athletic Code of Conduct (2431)

Each student participating in athletics will be provided with an athletic handbook, which outlines rules and regulations for student athletes.

GHS Ramtourage Expectations



*expect all spectators to show good sportsmanship [...]. Foul language (cursing/profanity) should not be used. Athletes, coaches, officials, opponents, or other spectators should not be ridiculed or harassed for decisions or actions they have taken on/off the playing field. **Yelling anything other than positive encouragement should be avoided at all times and is against our ideas of good sportsmanship.** We want our opponents and officials to have a positive experience with Greeneview athletics. Do your part to ensure we have this. Poor sportsmanship may result in your removal from the athletic contest. Continued violations of our expectations may result in denial of attending our contests.*

-Athletic Handbook, page 2

While cheering positively for our team is the ideal, we recognize that **some degree of good-natured sporting jest can be appropriate**. As such, offered below are a few guidelines and examples to help clarify what is appropriate and what is inappropriate. This is not an exhaustive list, and as always, the final decision rests in the hands of the school administrator and/or site manager at each event.

Ideal (Positive Encouragement)	Acceptable Sporting Jest	Inappropriate (Heckling / Ridiculing the Official or Opposition)
Examples	Examples	Examples
<ul style="list-style-type: none"> • We believe • DEFENSE • Drop the hammer • Let's go Rams • We are Greeneview 	<ul style="list-style-type: none"> • Air ball • Flopper • You traveled, you walked • Start the buses • Scoreboard ("other team") • Counting missed shots during warm-ups <p>Note: Sporting jest is appropriate if done <u>once in the moment</u>, not if it becomes harassing in nature. For example, it is acceptable to chant "air ball" after a missed shot that does not touch the rim, but it is not acceptable to continue to chant air ball every time that player touches the ball.</p>	<ul style="list-style-type: none"> • Boing the opposing team during introductions • I'm blind, I'm deaf... • Comments made to individual players • Jawing back and forth with individual opposing fans, even if initiated by the other school • Yelling comments such as "you're terrible" at the officials.

Athletic Eligibility (2431)

The Greeneview Local Schools will have the following policies in conjunction with the Ohio High School Athletic Association (OHSAA) regarding student/athlete eligibility.

OHSAA Scholarship Policies

1. In order to be eligible in grades 7-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of (5) five one-credit courses or the equivalent, which count toward graduation. Students enrolled in the Post Secondary Option Program must also be passing five credits the preceding grading period to be eligible. Credits earned at the post secondary school will be combined with the credits earned at Greeneview.
2. The OHSAA has eligibility requirements for each student athlete in grades 7-12. Greeneview Schools have the following policies in conjunction with the OHSAA regarding student/athlete eligibility. **Student athletes must meet all three of the following criteria: grades, and yearly grades do not impact eligibility. The immediately preceding grading periods what apply for eligibility per OHSAA. For Fall Sports, the fourth quarter grading period from the prior school year counts** toward eligibility. Summer school grades do not count towards eligibility and cannot be used to replace a grade. If a student is not eligible at the end of a grading period, **then they are not eligible until the next grading period (nine weeks) has completed. Grades will be re-checked at the end of that period.**
 - A. Must have a GPA of at least 1.5.
 - B. Must have passing grades in a minimum of five credit courses of equivalent.
 - C. Must have less than two failing grades (F).
3. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in a **minimum of five of those subjects in which the student received grades.**
4. The Ohio Revised Code requires schools to establish a grade point average for a student to be eligible to participate in extra-curricular activities. Greeneview Schools has established a 1.5 grade point average to be eligible to participate in athletics. Also in addition to all the above policies, the student must have a grade point average of 1.5 or above during the proceeding grading period to be eligible.
5. Also, **in addition to all the above policies, the grades of all current student athletes will be checked at interims.** If a student does not meet the above eligibility criteria at interims, the student will be ineligible to participate in games until they have met the criteria listed above. The ineligibility begins on the Tuesday after the interim reports are to be distributed. The student will become eligible for games as soon as the criteria are met. Written notification from the classroom teacher is needed. The athlete is responsible for making sure this written notification is given to the Athletic Director. If a student does not regain eligibility before the conclusion of the season, then the student will forfeit all awards earned at that time. A student that becomes ineligible at interim must attend at least one after school tutoring session per week in order to remain on the team and continue to participate in practices while trying to regain their complete eligibility. The tutoring schedule can be obtained from the guidance office. Athletes not eligible to participate in games due to academic ineligibility cannot be dressed in their team uniform for a game. An athlete that is ineligible from the preceding grading period may not participate in any way on a team.
6. If a student attains the age of 19 before August 1 of a given school year s/he is ineligible to participate in athletics.
7. The eligibility or ineligibility of a student continues until the start of the fifth day of the next grading period at which time the grades from the immediately preceding grading period become applicable.
8. Summer school or correspondence school grades may not be used to substitute for failing grades earned any grading period.
9. Once a student enters high school, s/he has eight semesters of athletic eligibility.
10. Students at Greene County Career Center are eligible to participate in athletics at Greeneview High School, assuming they meet the eligibility requirements outlined above.
11. **An athlete should not change or drop a course without first consulting with the principal or athletic director to determine whether or not such a change might result in a loss of eligibility.**

SECTION FOUR: STUDENT CONDUCT CODE

Code of Conduct (5500)

Respect for law and for other persons in authority shall be expected of all students. This conformity applies to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of the District.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers of otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Discipline Code shall be reviewed annually. R.C. 3313.20, 3313.534, 3313.66, 3313.661

Bus Rules (5610.04)

1. To help the bus driver maintain the schedule, all students need to be ready and waiting when the bus arrives. Unnecessary waiting increases traffic hazards and congestion.
2. His or her driver will assign each student a residence side designated "place of safety." While waiting at the bus stop, students are to wait at their designated "place of safety," in a quiet, orderly manner, and will demonstrate proper care and respect for each other, and for the yards and property of neighbors around the stop. When the bus approaches, students must remain in their "place of safety" until the bus stops and the driver opens the door. Students need to line up in an orderly fashion prior to boarding. Students are advised to use the handrail when entering or exiting the bus. When departing the bus to go home, students must stand in their assigned "place of safety" until the bus leaves the bus stop area.
3. Students will follow driver instructed Ohio Pre-Service and K-3 Safety guidelines when crossing any street/road. Students who cross the road/street in the morning, must remain at their residence side "place of safety" until signaled by the driver that the crossing can be made safely. Students who cross the road/street in the afternoon, will not cross until signaled by the driver to do so. After crossing, students are to wait at their assigned designated "place of safety" until the bus leaves the stop. After the driver's signal, students need to look both ways before crossing any road. STOP-LOOK-LISTEN. Walk quickly; do not loaf, you may be holding up traffic. ALL CROSSING IS TO BE DONE IN FRONT OF THE BUS. STUDENTS ARE NOT TO CHECK MAILBOXES UNTIL THE BUS DEPARTS THE STOP AREA. Bus pass students must follow the same rules as students who regularly ride.
4. Students need to avoid crowding or pushing when getting on or off the bus. This is dangerous and may cause injury.
5. Upon boarding, students are to sit in the seat assigned by the driver. Take your seat quickly, as soon as you get on the bus. Share your seat with other students who are assigned to that seat.
6. Students should conduct themselves on the school bus as they would in the classroom. Transportation is a privilege and will be provided to each student who qualifies until the student displays an inability to follow bus rules and regulations. If misbehavior occurs, parents will be warned of the possibility of the school's refusal to transport the student.

7. Talk quietly at all times when you are riding the bus. There is to be NO talking at ANY railroad crossing until the bus crosses and clears the tracks.
8. The driver is responsible for the orderly conduct of the students. While on the bus, students are under the authority of and directly responsible to the bus driver. Students will follow directions and cooperate with the driver promptly and respectfully. Cooperation is essential to student safety. The school bus driver is required to report all infractions of misconduct to the building administrator on a School Bus Referral form. All disciplinary action concerning transportation is handled by the building administrator and is in compliance with Greeneview Discipline Plan on school bus behavior. Our drivers will notify parents of initial minor infractions, in an attempt to correct the misbehavior. This will be done prior to principal/parent contact.
9. While on the school bus, all students will sit in their assigned seat and STAY seated at ALL times. While the bus is in motion, observe classroom behavior, sit in a manner which affords the most protection, seat on seat, back on back, feet on floor. Keep the aisle clear at ALL times. Talk quietly, keep your hands, feet, clothes, supplies and belongings to yourselves, out of the aisle and inside the bus.
10. Throwing anything inside the bus or out the open window is prohibited.
11. Eating and drinking are not permitted on the bus at any time. This includes chewing gum and eating candy. This is a state law.
12. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses.
13. Alcohol, tobacco in any form, and non-prescription drugs are prohibited on school buses.
14. Students are not permitted to board or get off the bus at any stop other than their regularly assigned stop, except with a written request from the parent, the approval of the building administrator, and the issuance of a bus pass, to be given to the driver. In the case of a family emergency, the morning bus driver will permit a student to board a non-assigned bus with a note from his/her parent. Such an emergency is subject to verification. All evening route changes are to have the principal's approval. These rules include requests to ride a bus other than the assigned bus. For example, to go to a friend's house, to a baby-sitter, etc.
15. Any damage done by a student riding the school bus such as a cut cushion, broken window, etc., will have to be paid for by the student or parent of the student doing the damage.
16. The use of cell phones is prohibited while on the bus.
Due to the space and seating limitations on each bus, students are permitted to transport normal educational materials that can be held on their lap. Large items, such as musical instruments, athletic equipment, classroom projects/displays, must have prior driver approval. These items will be considered for transport if space is available and allowable per State Law.

Bus Discipline/Bus Removal Procedures (5610.04)

Step 1: Driver and student conference

- Conference between driver and student. The driver discusses the problem and his/her expectations. The driver explains that future problems will be referred to the principal.

Step 2: Referral to Principal

- Consequences will be either two detentions or one to three-day bus suspension.

Step 3: Referral to Principal

- Up to a three-day bus suspension
- Parent conference is required for reinstatement.

Step 4: Referral to Principal

- Up to a five-day bus suspension
- For reinstatement of riding privileges, a meeting must be held with parent, student, and principal.

Step 5: Referral to Principal

- Up to ten-day bus suspension with possible recommendation to the superintendent or other designated personnel for expulsion from the bus for the rest of the semester.

Note: Severe infractions such as, but not limited to, fighting, tobacco, drugs, alcohol, and disrespect may warrant deviation from these steps and advancement to more severe penalties.

Student Driving Rules (5515)

Driving to school is a privilege, not a right. Students who refuse to cooperate with the student driving rules or who have excessive disciplinary problems will be denied that privilege.

1. Any student who drives to school must have a parking tag displayed in his/her car. Tags are available in the office and cost \$10.00. Tags will only be sold to students who hold a valid driver's license. Replacement parking tags may be purchased in the office for \$2.00.
2. **No sitting in cars or loitering near cars once you arrive at school and during the lunch period.**
3. Cars should be locked and remain locked during school hours.
4. Drivers may not leave their parking spaces until their seat belts and those of all passengers are secured.
5. Cars will exit the lot in an orderly fashion, following the instructions of the teacher on duty in the parking lot.
6. Drivers must operate their vehicles in a quiet, safe and responsible fashion.
7. These regulations apply to motorcycles and scooters as well as cars and trucks.
8. Cars parked in the school parking lot may not display anything vulgar, suggestive, demeaning, or racist.
9. Students may not ride in the back of a truck or on the outside of any vehicle.
10. Any student who parks in the school parking lot is subject to being searched if an administrator deems necessary.

Public Display of Affection (PDA)

Any public displays of affection (PDA) are not appropriate for school and are prohibited. PDA includes holding hands, interlocking arms, kissing, embracing, walking with your arm around another student, etc. *A general rule for all students to follow is to keep your hands to yourself.*

Dress Code

1. Hair will be well groomed and clean.
2. Shorts/skirts will be at least the length of the person's fingertips extended down the side while in a standing position. Form fitting pants (leggings, yoga pants, spandex, etc.) must have an outer garment that covers the front and back.
3. Absolutely no see-through top unless acceptable clothing is worn underneath. No cleavage is permitted to be shown.
4. No tank tops are permitted. Shirts must have sleeves with no large armholes that expose the armpits.
5. Straps on shirts, tops, and dresses must be a minimum of two inches. No spaghetti strap tops or dresses.
6. Tops must be long enough to completely cover the midsection of the body. This means when standing, sitting, bending, reaching, etc., there will be no bare skin exposed. No crop tops as well.
7. Any patches, belt buckles, decals or printing worn on any clothing must be in good taste and may not be vulgar, suggestive, demeaning, disruptive or racist. Any clothing items that display the confederate flag or make reference to it will not be allowed.
8. Clothing cannot make references to drugs, alcohol, tobacco or other subjects deemed inappropriate by administration.
9. Shoes must be worn at all times.
10. Hats are to be kept in your locker during the school day. No hats may be worn in school (except for religious reasons).
11. Headbands are allowed as long as they are no wider than two inches, and so long as it does not communicate gang affiliation.
12. Sunglasses are prohibited unless prescribed by a doctor.
13. All clothing worn to school should be clean and in a good state of repair. No holes with skin showing, above finger length tip, are allowed in pants or jeans.
14. Girls must wear bras in grades 9-12.
15. Clothes worn for physical education classes are not to be worn to other classes.
16. Excessive or inappropriate makeup is not permitted. Face painting is prohibited except on designated school spirit days.
17. Any article of clothing that exposes undergarments may not be worn.
18. No long chains from an object or clothing are permitted.
19. Physical Education clothing must also be in accordance with dress code.

Students who are in violation of the dress code will be required to rectify the situation and/or face disciplinary consequences. A student who is sent home to change clothes will be counted as absent (unexcused) for the time s/he is gone.

Cheating

Cheating on academic work will not be tolerated. Cheating may take many forms including copying the work of another student, giving information to another student, plagiarism, using crib notes, etc. A student who has been caught cheating is subject to at least ISSL or Saturday School. The student will receive a grade of zero for the entire test, paper, etc., and may be subject to disciplinary action as well. In addition, s/he runs the risk of being denied admission to the National Honor Society, losing out on scholarship opportunities, etc.

Hazing (5516)

Hazing activities of any type are prohibited by the Board of Education. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to join any student organization that causes or creates a substantial risk of causing mental or physical harm to any person. Any known or suspected incidents of hazing should be reported to the principal. Persons who participate in hazing may be liable for civil and criminal penalties in accordance with Ohio law in addition to school discipline.

Aggressive Behavior/Bullying (5517.01)

Aggressive behavior toward a student is prohibited. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This includes stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, or hazing. Bullying is defined as one sided by the state of Ohio. To see board policy, look at Appendix A.

Harassment (5517)

Harassment of any kind will not be tolerated. Sexual harassment is defined as "any activity of a sexual nature that is unwanted or unwelcome," including, but not limited to: unwanted touching or patting, verbal comments of a sexual or sexually suggestive nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, unwanted body contact, and exposure to physical gestures, body movements, visual or auditory material,(including Cyber Bullying that comes into the school) of a sexual nature which would be perceived by a reasonable person as offensive. To see board policy, look at Appendix A.

Search and Seizure (5771)

When school administrators have reasonable suspicion to believe that a student has used, has on his person or within his personal possessions, has in his assigned school locker, has in his or her car, is within easy access of, has sold, intends to sell, transport, give away or conceal any mood altering chemical or unauthorized substance, paraphernalia, weapon, fireworks, or any alleged stolen property, a search of the student and his locker, desk, and automobile will be conducted. **A student shall not refuse a search or impede a search of his/her person, including without limitation, his/her briefcase, purse, locker, desk, and automobile if such automobile is parked on school grounds.** Refusal to be searched or impeding such a search will result in the administration calling the parent and/or police to assist in the search. When the administration believes a student is concealing evidence of a crime upon his person or property, the police will be asked to obtain a warrant and conduct the search. This policy applies at any school event, on or off school property. There are no implied expectations of privacy for any information stored on any school computer.

Jurisdiction of School Authority

The jurisdiction of school authority includes: regular school hours; all school-sponsored activities, both on-site and off-site; the time immediately before and after school or school activities when school personnel are charged with the responsibility of supervising students; coming to or returning from school or school activities on the school bus; and at bus stops during the time the bus is stopped to pick up or discharge pupils. Jurisdiction shall come within the school's responsibility when other means of transportation agreed to, provided by, leased or rented by the school or any organization in any way connected with the school is used. The scope of the school's jurisdiction can also include conduct at private functions and occurrences off of the school premises, if such violations are covered by school policies such as the Greeneview Athletic Policy, or if such occurrences create or have the potential to create disruption at school (i.e. cyberbullying).

Prohibited Articles (5772)

Problems can arise when students bring to school articles that are hazardous to the safety of others, or interfere in some way with the orderly functioning of the school. Examples of such articles are water pistols, radios, laser pointers, and CD players. Cell phones and other electronic devices are permitted for emergency reasons only with prior administrative approval. Cell phones and electronic entertainment devices may be used at lunch or during class changes. Other articles that are likely to cause problems must be left at home. If brought on school property, they will be confiscated, and appropriate disciplinary action will be taken. Greeneview High School is not responsible for lost or stolen articles.

Weapons (5772)

Students are prohibited from possessing, storing, making, or using a weapon on any school property or at any school event. A weapon may include, but is not limited to, firearms, guns whether loaded or unloaded, knives, razors, and clubs.

A student who violates this policy will be referred to his/her parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Students will report any information concerning weapons or threats of violence to the building principal.

Fighting/Assault

Fighting is not an acceptable method of resolving problems. Consequently, there will be severe disciplinary consequences for students who are involved in a fight or who assault another individual. Throwing a punch is considered to be fighting. Those consequences are:

1. Fighting
 - **First Offense:** five-day out-of-school suspension. If it can be determined who started the fight, that person will receive an additional two-day suspension.
 - **Second Offense:** ten-day OSS; expulsion recommended.
 - ***Voluntary participation in an anger management program may result in modification of this punishment.***
2. Assaulting Another Individual
 - **First Offense:** ten-day OSS with possible recommendation for expulsion and at the discretion of administration
 - **Second Offense:** ten days OSS; expulsion recommended

Tobacco Use/Possession (5512)

All students are prohibited from the use or possession of tobacco or tobacco substitutes, e-cigarettes, vapes and any tobacco or vape paraphernalia in any area under the control of the school district or at any activity supervised by any school in the district (ORC 3313.751). A student possessing or using tobacco, tobacco substitutes and/or paraphernalia in any form while under the jurisdiction of school authorities and on school grounds or at school sponsored activities shall be assigned:

1. First Offense: Three-day OSS
2. Second Offense: Five-day OSS
3. Third Offense: Ten-day OSS

Smoking Cessation classes may be offered at Greeneview High School on a quarterly basis. Participation in this educational program along with a one day OSS may be chosen as an alternative to the three day OSS for first time offenders. This class will only be offered to students one time while a student at Greeneview high school.

Drug and Alcohol Abuse Policy (5530)

All students in Greeneview Schools will have access to copies of the school policy on drugs and alcohol. All students will be responsible for understanding the school policy and for making responsible decisions against the use of alcohol and/or drugs. Alcoholic beverages will be treated as a controlled substance.

Students who voluntarily request assistance or counseling in situations where their use and/or possession of these substances has not been detected by school officials will not be in violation of school policy based on information divulged. The primary responsibility for helping students who are involved with alcohol and drugs lies with the parents. Information on resources and referral to local alcohol and other drug counseling services will be available through the guidance counselors, administrators and/or the County Drug Education Coordinator.

Suspected Chemical Abuse (5530)

The school will not knowingly permit students to stay in school who possess (includes, but not limited to purses, wallets, lockers, desks, etc.), buy, sell, use, transmit, apply, or consume any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, mood altering inhalant, prescription drug, counterfeit substance, alcoholic beverage, intoxicant or mind/mood altering chemical of any kind, or drug paraphernalia.

Students may not bring non-prescribed medication to school such as Aspirin, Tylenol, diet pills, etc.

This rule is in effect during school or at any school sponsored activity on school grounds, on school buses, or at any other time when a school group is using the school or off school grounds at any school sponsored activity.

Drug and Alcohol Abuse Disciplinary Progression (5530)

1. First Offense

Contact parents

- Contact police if warranted
- Remove from school the remainder of the day

The student will be suspended out-of-school for ten days. The ten-day OSS will be reduced to five days if the student enrolls in an approved chemical assessment program. The student must complete all recommendations made by the assessment agency or be suspended out of school the remaining five days. Verification of completed compliance must be furnished by the agency.

2. Second Offense

- Contact parents
- Contact police if warranted
- Remove from school the remainder of the day

The student will be suspended out of school for ten days and expulsion recommended.

Students distributing, selling, or attempting to make a sale of illegal drugs/chemicals, controlled or counterfeit substances to others in school, on school property, or at a school activity

- Contact parents
- Contact police
- Recommended drug assessment
- Removal from school the remainder of the day
- Suspend out of school for ten days
- Expulsion
- If a student is representing a counterfeit substance as an illegal or mood altering substance, s/he may be disciplined under the school code.

Emergency Removals (5610)

1. If a student's presence poses a continuing danger to persons or property, or is an ongoing threat, or is disrupting the educational process, then:
 - The superintendent, principal, assistant principal, athletic director, or designee may remove the student from the premises, at either a curricular or extracurricular activity.
 - A staff member may remove the student from curricular or extra-curricular activities under his/her supervision, but not from the premises. Reasons for the removal must be given to the principal, in writing, as soon as possible.
2. In an emergency removal a pupil can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.
3. If suspension or expulsion is likely to follow the emergency removal, a due process hearing must be held within three school days after removal is ordered. The procedures to be followed in the hearing are outlined in the Board Policy Manual.

Detention (5610.02)

Teachers may assign detention for minor misbehavior and violation of rules. This shall include, but not be limited to talking, not following directions, inappropriate or disruptive behavior, and tardiness to class. Students who repeatedly misbehave or violate rules may be referred to a principal. **Detentions are not appealable to the principal or assistant principal.**

- Work, athletic practices, games, meets, matches, or other extracurricular activities are not excused reasons to miss detention.
- The student is expected to serve the detention on the day(s) assigned unless s/he has an excused absence from school that day. Students who have an excused absence from detention are expected to serve the detention on the next scheduled detention day after being absent.
- The student may be asked to choose morning or evening detention when it is assigned.
- Morning detention is scheduled from 6:30-7:15 am on Wednesdays.
- Evening detention is scheduled from 2:35-3:35 pm on Tuesdays and Thursdays.
- In cases where a student has an unavoidable conflict with a scheduled detention, the detention may be rescheduled in the office; however, this privilege may be used no more than one time per quarter, and must be rescheduled **prior** to the original time.
- When serving detention, you must bring some type of school work or appropriate reading material (approved by the detention monitor) to do during detention.
- No talking is permitted and you must remain in your assigned seat until dismissed.
- Students who do not have work to do, who sleep, or who cause a disturbance will be asked to leave.
- Students who skip detention will be assigned SAP.
- Detention assignments are not appealable to the Superintendent or Board of Education.
- Any detention not served within one-month converts to a SAP unless there are extenuating circumstances.
- No food or drink permitted in detention area.
- Violation of detention rules will result in no credit for the time served that day, and will result in a referral to a principal for further disciplinary action.

Saturday Alternative Program (5610.02)

The SAP is offered as an alternative to suspension for certain more severe behavior problems or continued minor problems, and as an automatic consequence for skipping classes and skipping detention. Students who are assigned to SAP are required to spend one or more Saturday mornings at school from 8:00 to 11:30, engaged in silent study.

1. **Excused absence.** Students can be excused from SAP (and assigned a later date prior to the assigned date determined by the principal) for illness or emergency leave. **Each student will be permitted one excused absence for illness and one for emergency leave during the school year. In case of last-minute illness or emergency, the parent/guardian must call the school (675-9711) between 8:00 and 8:15 AM on Saturday morning and leave a message on the machine.**
2. **Maximum Assignments.** Each student will be permitted a maximum of three assignments to SAP during the school year.
3. **Student responsibility.** Students are responsible for bringing their own study materials, supplies, and acceptable reading materials. The supervising teacher will determine whether reading materials are acceptable. The student must bring enough work to last the entire morning (3 1/2 hours). Students who do not bring enough work, who refuse to work, who sleep, who talk, or who are otherwise disruptive will be dismissed by the supervising teachers and will be suspended from school.
4. **Parent responsibility.** Parents are responsible for providing transportation.
5. **Restroom privileges.** Students may use the restroom at the discretion of SAP supervisors with only one student going to the restroom at a time.
6. **Early dismissal.** Students assigned to SAP will not be dismissed early except in an emergency and that time will be made up at a later date assigned by the principal.
7. **Late arrivals.** Students who are late but arrive at school prior to 8:30 am must serve the remaining time of that Saturday and will be assigned one day of detention. Students who arrive after 8:30 am will not be admitted to SAP and will be suspended from school.
8. **Missing SAP.** Students who are truant from SAP will be subject to the following penalties: first offense = 2 day ISSL; second offense = 3 day ISSL; third offense = 1 day OSS.
9. **Appeal.** SAP assignments are not appealable to the superintendent or Board of Education.
10. **Athletic practices, games, matches, or other extracurricular activities** are not cause for missing SAP

Community Service Project

Students who continue to misbehave will be assigned progressively more serious disciplinary consequences. However, a student who has moved up the disciplinary ladder does have the option of moving a step down that ladder by performing a voluntary Community Service Project in the school or community. The details of this service can be arranged with the principal or assistant principal.

Discipline Limitations/Discipline Ladder

Continued misbehavior on the part of a student will result in increasingly more severe disciplinary consequences. The following guidelines will be followed:

1. Maximum number of times teacher detention will be assigned throughout the year is four per teacher.
2. Maximum number of times detention will be assigned in a grading period is four.
3. Maximum number of times detention will be assigned for tardiness to school and/or class for the entire year is eight.
4. Maximum number of times SAP (Saturday Alternative Program) will be assigned for the entire year is three.
5. Maximum number of times Out-of-School Suspensions (OSS) will be assigned throughout the year is three.
6. Maximum number of OSS days is ten.

Suspension Procedures

1. The assistant principal, principal or superintendent may be suspended.
2. No suspensions are to exceed ten school days per offense.
3. The student must be given written notice of intention to suspend and the reasons for the suspension.
4. The pupil must have an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his/her designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately.
5. The school will attempt to contact the parents by phone to notify them of the suspension.
6. The parent/guardian or custodian of the student will be notified by mail as to the reasons for the suspension within 24 hours. In the event telephone contact with the parent/guardian could not be made, the written notice of suspension will be sent certificate of mailing endorsed to addressee only. In addition, the treasurer will be notified in writing. The written notice will include the reasons for the suspension, the right of the pupil and/or parent to appeal to the Board of Education or its designee, the right to be represented at the appeal and to request the hearing on the appeal to be held in executive session.

Expulsion Procedures

7. Only the superintendent can expel.
8. The superintendent must give the student and his/her parents written notice of the intended expulsion. The notice is to include reasons for the intended expulsion
9. The student and parent or representative has the opportunity to appear before the superintendent to challenge his/her action or to otherwise explain the actions of the student.
 - The notice must state the time and the place to appear, which must be not less than three days or more than five days after notice is given.
10. The superintendent may grant an extension of time. If granted, s/he must notify all parties of the new time and place.

Notice must be given within 24 hours of the expulsion to the parents of the student. The notice must include the reasons for the expulsion and the right of appeal to the Board of Education.

Re-entry Following an Expulsion

When a student returns to school following an expulsion, it is necessary to meet with the assistant principal to establish re-entry requirements, behavior goals, and to determine where the student is on the discipline ladder. Also, the returning student must meet with the counselor to establish a new schedule.

Infractions which may result in disciplinary action including suspension or expulsion

1. Gambling, extortion, and/or blackmail on school grounds or at a school sponsored activity.
2. Theft, destruction, or vandalism of school property.
3. Theft, destruction or vandalism of private property on school grounds or at a school sponsored activity.
4. Fighting with or assaulting a student, school employee, or other person on school premises, or while in the custody and control of the school or in the course of a school-related activity.
5. Possession of a dangerous weapon or any device that may cause harm or injury to any person. (This includes fireworks such as firecrackers, smoke bombs, etc).
6. Possession of a gun or a knife exceeding 2 ½ inches in blade length will result in an automatic suspension with recommendation for expulsion.
7. Students created objects, look alike or potentially dangerous objects, (i.e. soft guns, pop guns, etc.) or any normal items which are used as a weapon.
8. Possession, sale, transmission, use at school or coming to school having used narcotics, alcoholic beverages or the mood altering substances. This includes counterfeit substances and drug paraphernalia.
9. Possession or use of tobacco or tobacco substitutes in any form.
10. Engaging in protest/dissenting activities, which disrupt the school activity and/or its mission.
11. Disruption or interference with curricular or extracurricular activity.
12. Disregard of reasonable directions or commands by school authorities.
13. Violations of special rules of conduct for school buses.

14. Threats, slander or libel directed toward any employee or other student.
15. Disrespect for and defiance toward a teacher or other school authority having jurisdiction over the student.
16. Dress code violation
17. Violation of absenteeism and tardiness policy.
18. Violation of Student Driving or Parking Regulations.
19. Repeated violation of a school rule or the accumulation of violations of a series of school rules and regulations.
20. Refusing to accept an alternative form of discipline.
21. Failure to participate in classroom activities.
22. Falsification of notes relating to absence, early dismissal permission, etc.
23. Harassment or bullying of a student or staff member for reasons including but not limited to age, race, color, national origin, religion, sex, academic status, handicap, activity status, or physical appearance. Racial slurs will not be tolerated.
24. Engaging in gang-related activity, including but not limited to: displaying gang-related signs and symbols, wearing gang-related clothing, disseminating gang-related material or participating in recruitment/initiation activities.
25. Misconduct by a pupil that regardless of where it occurs is directed at a district official or employee, or the property of such official or employee.
26. Undesirable conduct not otherwise specified in school rules.
27. Possession, distribution, or use of pornographic materials in any form.

Note: The consequence for unacceptable behavior during the last few days of the school year may be suspension since time lines will not permit the use of alternative consequences

Permanent Exclusion (5610.01)

The Board of Education has adopted a policy, in accordance with Ohio Law, which permits the Superintendent to request permanent exclusion of a student 16 years of age or older who is convicted or adjudicated delinquent for committing certain offenses on school property or at a school activity. Those offenses are: conveying any deadly weapon or dangerous ordinance onto school property or to any school activity; trafficking in drugs; committing murder, aggravated murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape; complicity in the commission of any of the above prohibited acts. Possession of chains, knives, guns, and fireworks could result in recommended permanent exclusion from school.

Board Adoption

The Greeneview Board of Education approved and adopted the Student Handbook on June 16, 2022

APPENDIX A

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy. Harassment, intimidation, or bullying means:

- A any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
 - B. Violence within a dating relationship
-

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Adopted 5/12/03

Revised 2/9/06

Revised 12/6/07

Revised 11/22/10

Revised 11/15/12

Revised 3/20/14

© Neola 2013