

2020-2021 Greenville High School **STUDENT HANDBOOK**



MISSION STATEMENT:

At Greenville High School we will empower learners to be resilient, to respect differences, and to achieve academic success and emotional maturity in order to become responsible citizens.

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.gpsjackets.org or at the Board office, located at:

Central Services Facility

1414 Chase Rd.

Greenville, MI. 48838

The School Board governs the school district, and is elected by the community. Current School Board members/Trustees are:

Norice Rasmussen, President
Kire Wierda, Vice-President
Ronald Billmeier , Secretary
James H. Anderson, Treasurer
Rocky Hansen, Member/Trustee
Jodi Petersen, Member/Trustee
Charlie Mahar, Member/Trustee

The School Board has hired the following administrative staff to operate the school:

Linda VanHouten, Superintendent
Michelle Blaszczyński, Assistant Superintendent
Dr. Michael Leiter, Principal
Todd Oatley, Assistant Principal
Jack Gilbert, Assistant Principal
Brian Zdanowski, Athletic Director
Kylie Tripp, Roxanne Faber and Mandy Schroeder, Guidance Counselors

The school is located and may be contacted at:

111 N. Hillcrest St., Greenville, MI. 48838 (616-754-3681)

Elastic Clause

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may arise requiring actions that are not covered in this handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

It is the responsibility of the student and parents to be familiar with the most recent edition of the student handbook. Therefore, this handbook is subject to change without notice.

These rules and policies apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

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INTRODUCTION & GENERAL INFORMATION

General Building Conduct

Students shall not be dropped off at school before doors open at 7:15 a.m. Classes begin at 7:40 a.m. and students are dismissed at 2:35 p.m. each day. Students are not to be in the building after 2:45 p.m., at night, or during the weekend unless under the direct supervision of a Greenville Public Schools staff.

Accommodating Persons with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the building principal or superintendent if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

(Cross Reference: NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity, NEOLA 2260.01 Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities)

Equal Opportunity/Nondiscrimination Statement

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following people have been designated to serve as the District's Title IX Coordinators and Compliance Officers for matters involving alleged discrimination. Any inquiries regarding the School District's non-discrimination policies should be directed to either:

Lisa Steed, Director of Human Resources, 616-225-1000 ext. 8927

Brian Zdanowski, Athletic Director, 616-225-1000 ext. 8227

For further information, you may also contact:

Office for Civil Rights

U.S. Department of Education

1350 Euclid Avenue, Suite 325

Cleveland, OH 44115

Telephone: 216-522-4970

FAX: 216-522-2573

TDD: 877-521-2172

E-mail: OCR.Cleveland@ed.gov

(Cross-Reference: NEOLA 2260 *Nondiscrimination and Access to Equal Educational Opportunity*)

Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports;
3. Sign themselves in and out of school in the main office and may verify their own absences. NOTE: All attendance standards continue to apply;
4. Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

(Cross-reference: MCL 722.52, NEOLA 5780 Adult Student Rights)

Accidents

For your own safety, any accidents or serious illnesses which occur in the school building, on school property, at practice sessions or at events sponsored by the school must be reported immediately to the staff person in charge of the class or activity and to the main office. An accident or injury report must be completed for all occurrences. Injury as a result of student fights must also have an accident report(s) on file.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that:

1. The animal is appropriately housed, humanely cared for, and properly handled,

2. students will not be exposed to a dangerous animal or an unhealthy environment.

(Cross-Reference: NEOLA 8390 Animals on District Property)

Assemblies

Please demonstrate your school pride through courteous behavior at all assemblies and extra curricular events. During assembly programs, please sit in the section designated for your class. Attendance is mandatory to all assemblies.

1. The student behavior at these events displays more than any other school activity the conduct and manners of the student body. Every person taking part in these events is entitled to the respect and attention of the student audience.
2. When dismissed to an assembly, students are to go directly to the assembly without stopping at lockers or restrooms on the way.
3. When a person rises to speak, conversation should cease at once. Sit quietly and give the program your courteous attention.
4. Certain forms of behavior at an assembly are considered to be in very poor taste in an assembly situation. Excessive noise, stamping of feet, whistling, or other similar disturbances cannot be tolerated.
5. If a student displays improper conduct, he/she may be removed from the event and be refused the privilege of attending future activities.
6. Remain until the assembly is finished and then leave in an orderly fashion.
7. The student body can make assemblies worthwhile and enjoyable by the way they act. Let's be proud of Greenville High School and show our respect to our guests.

Athletics

In ALL matters of interscholastic athletics, the competitions are governed by the rules set forth by the Michigan High School Athletic Association Inc., of which Greenville High School is a member. To be eligible to participate in interscholastic athletics, a student must comply with these rules. The rules will be emphasized by each coach to all athletes at the beginning of each sport season. It is the responsibility of each athlete to become familiar with these M.H.S.A.A. rules and regulations. Athletes should refer to the Greenville High School Athletic Code Handbook found online on the GHS Athletics webpage at <https://greenvillejackets.org/> or get a copy in the Activities Office in the North Lobby.

Backpacks, bookbags, athletic bags, large purses

~~Backpacks, book bags, athletic bags, large purses, etc., are prohibited in all classrooms. Students may only use backpacks, book bags, athletic bags, etc. to carry items to and from the building.~~ **THIS POLICY WILL NOT BE ENFORCED TO START THE 2020-2021 SCHOOL YEAR DUE TO COVID19 PRECAUTIONS**

Class Speakers

Class Speakers are not automatically the three students with the highest GPA's. In lieu of Valedictorian and Salutatorian, Greenville High School honors three students who have excelled in attitude, skills, and knowledge. Three class speakers will be selected from the ranks of those students graduating "With Highest Honors" to deliver an address of "Welcome", "Class History", or "Farewell" at the Swingout program. A committee based on the criteria given below chooses the students selected for this academic award.

Selected students must meet the following criteria:

1. Have earned a cumulative G.P.A. of at least 3.67 or higher.
2. Be a full time student of Greenville High School for at least two years.
3. Be students, who are in the minds of the Selection Committee, capable of writing and delivering the address assigned to them.
4. Exhibit high moral character.

Equal Access for Non-School Sponsored Student Clubs

Students are encouraged to participate in co-curricular activities. Clubs and organizations give students an opportunity to improve leadership qualities, learn new skills, meet other students with similar interests, and to have fun. A list of the clubs and organizations is available in the Counseling and Athletic Office. A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

The principal shall grant the group's request and first determining that:

1. The activity has been initiated by students
2. Attendance at the meeting is voluntary
3. No agent or employee of the District will promote, lead, or participate in the meeting
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
5. Non-school persons do not direct, conduct, control, or regularly attend the activity.

(Cross-reference: NEOLA 5730 Equal Access for Non District-Sponsored Student Clubs and Activities, MCL 380.1299 20 USC 4701 et seq.)

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

(Cross References: NEOLA 8462 *Student Abuse and Neglect*, MCL 722.621 *et seq.*)

Parking

Parking at Greenville High School is a privilege. Students planning on parking in the school lots must register and pay a fee. Registration is conducted in the main office.

Only vehicles that are legal to drive on Greenville city streets may park in the school parking lot.

Guidelines for Student Distribution of Non-School-Sponsored Materials

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
 - a. Students must not distribute material that:
 - b. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - c. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - d. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - e. Is reasonably viewed as promoting illegal drug use; or
 - f. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4 and 5.

The distribution of non-school-sponsored materials must comply with the above guidelines and must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

(Cross Reference: NEOLA 5722 *Student Publications and Productions*)

Dance Policy and Expectations

Attendance at school-sponsored dances is a privilege. Students may be prohibited from attending dances or other extracurricular activities as a consequence for poor behavior/choices or consistently underachieving academic performance.

Students/Guests attending a dance must demonstrate acceptable behavior. Students will be appropriately dressed, demonstrate appropriate conduct, and show respect to all chaperones. All dance styles must comply with the standards of modesty and safety. By purchasing a ticket, students will be accepting these dance behavior expectations and the possible consequences of being asked to leave the dance if they do not cooperate with school personnel.

1. Dress guidelines for Homecoming, Snowcoming and Prom: Homecoming and Snowcoming (semi-formal) dress shirt and tie, slacks, dresses, skirt and blouse. Prom: (formal) tux, suit, gowns.
2. Guest
 - A. Guest approval form must be turned into the main office the week of the dance. Students should be conscientious of guests being refused entrance balanced against the costs of clothing, dinner reservations, etc...
 - B. Guests must be current high school students, previous GHS students in good standing and age 20 or younger.
 - C. Guests must check in at the door and present picture ID before admission.
 - D. A student may only have one guest.
3. Students suspected of being under the influence of alcohol or drugs will not be allowed to enter the dance. A parental contact will be attempted if there is a reasonable confirmation of use.
4. Once a student leaves a dance, he/she will not be allowed to re-enter.
5. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.
6. Middle school students are NOT allowed.

7. Sponsoring groups must make plans for a dance under the supervision of an advisor. They will be responsible for the organization, promotion, and clean up.

School Closings & Early Release

In case of bad weather and other local emergencies, please listen to local radio or television stations to be advised of school closings or early dismissals. School closings for any reason will be announced as early as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. This information will also be posted on the website, Facebook, mass email or text through *School Messenger*, etc.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

(Cross-Reference: NEOLA 8220 *School Day*, NEOLA 8420 *Emergency Evacuation of Schools*)

Student Fundraising

Fundraising activities by school organizations must be approved in advance by the Activities/Athletic Director. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

(Cross-reference: NEOLA 5830 *Student Fundraising*)

Student Pictures

A school-approved photographer comes early in the school year to take pictures of all students. The pictures provide each student with a photo to be inserted in the yearbook and the opportunity to purchase a packet of pictures from several package options. Payment for this packet of pictures must be made when the picture is taken. If the pictures are unsatisfactory, the parent has the option of having a "retake" or receiving a refund of his/her money, upon returning all the pictures in the original packet. All students are expected to get their pictures taken.

Residency

Students attending Greenville Public Schools must meet certain residency requirements:

1. The student must reside within the Greenville Public School District.
2. Students under 18 years of age must be living with their parent(s) or legal guardian. Students 18 or older may establish an independent residency within the district or reside with another family within the school district.
3. Non-resident students wishing to attend Greenville High School must obtain permission from the Greenville Board of Education or superintendent. Montcalm County has adopted "Schools of Choice" meaning students from any of the seven school districts in Montcalm County may apply to attend another Montcalm County school. Special

Intermediate School District programs and agencies of the court also place non-resident students in schools outside of their resident district.

Law Enforcement Authorities-Notification

The building administrators may request that law enforcement officers conduct an investigation and question students who are potential witnesses of alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents, guardian or representative. In the absence of a student's parents, guardian or representative during any questioning of such students, an administrator or a designated certified school person shall be present.

Lost and Found

The lost and found articles are stored in the main office. If you lose anything or find anything, check with the secretary in the main office. Items found should be immediately turned into the office. Items remaining unclaimed at the end of the year are donated to charity or otherwise disposed of.

Lockers

Lockers are installed in the halls for the convenience of all students. Students will be assigned a locker when they enroll, and will keep the same locker all through high school. Expectations for locker use

1. Students are responsible for the care of their lockers and must bear the cost of any damage that they inflict. Damage to lockers by others must be reported immediately to the office.
2. Keep your combination a secret.
3. Lockers should be kept locked at all times to prevent the loss of student property and school-issued property.
4. Students are not to share lockers.
5. If your locker will not open properly, check with the office. Do not kick or bang on the locker.
6. Clean out your locker periodically. It is of particular importance to take good care of gym lockers. Do not leave valuables in the locker room. Turn these over to the coach or physical education teacher for safekeeping.
7. All lockers must be completely cleaned out at the end of the school year. The school is not responsible for items left in lockers at the end of the school year.

Student Elections & Limitations on Holding Office

Holding an office at Greenville High School whether elected or honorary is deemed an honor. To be worthy of such an honor, certain conditions must be met that involve class standing, tenure at Greenville High School, character and attitude.

Should any students be nominated who, in the opinion of the faculty and administrators, do not meet the conditions set forth, they shall be considered ineligible.

1. Students shall have attained a cumulative GPA of at least 2.00
2. Students shall have a reputation for character (integrity, honesty, ethical behavior and positive attitude, willing to contribute to and support the highest standards of Greenville High School within and without the classroom).
3. All petitions and nominations for elective and honorary position will be reviewed by the administration to assure that all criteria are met, prior to election or appointment.
4. The Homecoming King and Queen and their court must be enrolled in Greenville High School and in attendance for two consecutive semesters preceding the election.
5. Guards and Ushers for graduation must be enrolled and in attendance their full junior year.
6. The class officers must be in attendance their full previous year.
7. No student should be elected to more than one office in student council.
8. The mayor of the student council shall be a senior.

National Honor Society-Selection Criteria and Scoring

Membership in the National Honor Society at Greenville High School is open to students beginning with the first semester of their sophomore year.

To become a member of the National Honor Society, a student must have earned a minimum cumulative grade point average and must have demonstrated all of the qualities established by the national organization: Scholarship, Leadership, Character, and Service. Service is demonstrated through participation in both school and community activities. The selection process used at Greenville High School is given below.

Minimal Cumulative Grade Point Average: The first step in membership is to attain a cumulative grade point average of 3.30. A student's actual cumulative GPA is awarded points by the selection committee based upon a rating scale.

Student Government

Experiences in a student leadership program are designed to help meet the leisure, recreational, social, and educational interests of students. All students are permitted to participate to the extent to which they are capable. The following standards are offered as guidelines for students when making decisions regarding participation as a leader of the student body, or an individual class.

Eligibility Requirements for Executive Officers and Elected Members of the Student Council

1. Academic - All officers should maintain an acceptable level of intellectual growth. This is to suggest that ability and effort are important considerations when evaluating achievement.
2. Citizenship - An officer's behavior has an impact on the school. Officers should conduct themselves in a manner that does not adversely affect the program, school system, or community.

Each marking period, a student's academic achievement will be evaluated. If a student's continued membership or participation will adversely affect either the student or the program, the student may be declared ineligible. Similar consequences would result if an officer's citizenship and/or conduct were unacceptable.

It should be understood by all, that a primary purpose of schooling is student growth. To that end, every effort will be made to counsel, teach and encourage an acceptable level of academic and citizenship achievement before declaring an officer ineligible.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can also be obtained from the counseling office.

(Cross-Reference: NEOLA 5350 *Student Self Harm/Threat Of Suicide*)

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct a minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

(Cross References: NEOLA 8420 *Emergency Evacuation of Schools*, MCL 29.19)

Leadership and Participation in School and Community Activities

Students who are academically eligible are invited to complete an application form for membership. The application form gives students a chance to document their various activities and their level of involvement in them. All recorded activities must have signatures to validate them. Students must meet a minimum 15 hour community service requirement. This may accumulate from the start of the freshmen year. There must be documented participation in both school and community activities, and some degree of leadership must be authenticated in at least one area. Activities of a religious nature will be accepted; paid activities, however, will not be accepted since voluntary service is stipulated. Based upon these documented activities, points will be awarded on a rating scale used by the faculty selection committee.

Character: As part of the application process, a student must receive teacher nominations and recommendations. The faculty selection committee awards points based upon a rating scale. Letters of recommendation from community organizations may also be submitted, but will not replace the required faculty evaluations.

Students who are invited to apply for National Honor Society membership will be advised about completing the application process and the scoring procedure in more detail at an informational meeting where applications are distributed.

Guest Teachers

Students need to be very cooperative with guest teachers. Guest teachers have the same authority as regular teachers. Students sent to the office by a guest teacher will be subject to the same disciplinary action as if referred by the regular teacher.

Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross References: NEOLA 3130 Teacher Placement MCL 380.1249 MCL 380.1249a

Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity.

Extracurricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal or designee will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

(Cross-references: NEOLA 2520 *Instructional Supplies, Materials and Equipment*, NEOLA 5513 *Care of District Property*, NEOLA 6152 *Student Fees, Fines, and Charges*)

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

(Cross-references: NEOLA 2340a *District Sponsored Field, Co-Curricular or Extra-Curricular Trip Guidelines*, NEOLA 8600 *Bus Discipline Guidelines for Student Transportation*)

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

(Cross-Reference: NEOLA 2411 *Guidance and Counseling*)

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For assistance and support for homeless families contact the student's school counselor.

(Cross-References: NEOLA 5111.01 *Homeless Students*, McKinney-Vento Homeless Assistance Act)

School Volunteers

All school volunteers must complete the "Volunteer Information Form" (available in the Central Offices Facility) and be approved by school administrators before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact a building administrator.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

(Cross-Reference: NEOLA 3120.09 *Volunteers*)

Visitors

During business hours, typically 7:00am-3:30pm, visitors, including parents and siblings, are required to enter through the main office entrance on the Hillcrest Street side of the building. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

(Cross-reference: NEOLA 9150 School Visitors)

Work Permits

The application form to obtain a work permit for high school students may be obtained from the high school office. Before a work permit can be issued, an application form must be obtained and completed. The prospective employer must fill out the application form and then the student can return the completed form to the high school office. A birth certificate or valid driver's license is required of students requesting a work permit. The work permits will be kept on file at the employer's place of business. Students issued work permits must be aware that poor school attendance may affect the continuance of a work permit.

Working During School Hours

There is only one way to be excused to work during a school day. A work release process is completed as part of the co-op program. Minors under 18 years old are required to have a work permit in order to be legally employed. This permit is obtained in the main office.

ATTENDANCE, PROMOTION & GRADUATION

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends a public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (2) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (3) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

(Cross-reference: NEOLA 5200 *Attendance*, NEOLA 5223 *Absences for Religious Instruction*, NEOLA 5230 *Late Arrival/Early Dismissal*, MCL 380.1561)

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

(Cross-references: NEOLA 5200 *Attendance*, MCL 380.1599, MCL 380.1561)

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school within two business days at 616-754-4282 before 10:30AM to explain the reason for the absence. Greenville Public Schools uses an automated phone call system to verify student absences. Please ensure that the school has current contact information

. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

(Cross-reference: NEOLA 5200 *Attendance*, NEOLA 5223 *Absences for Religious Instruction*, NEOLA 5230 *Late Arrival/Early Dismissal*)

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

(Cross Reference: MCL 380.1561(3), NEOLA 5223 *Absences for Religious Instruction*)

Tardy Policy

Tardies will be counted each marking period. A student is considered tardy in the first 10 minutes. After 10 minutes, it will be considered an absence. A parent or guardian may excuse up to two (2) tardies per marking period. Any additional tardies will be deemed unexcused and will be subject to discipline as follows:

1. First Unexcused Tardy: A warning will be issued by the instructor.
2. Second Unexcused Tardy: One half-hour detention will be assigned by the instructor.
3. Third and Subsequent Unexcused Tardy: The student will be referred to the building administration for disciplinary action and may forfeit the exam exemption privilege.

Credit Earned & Attendance Ramifications

Each student is allowed 8 absences (excused or unexcused) PER SEMESTER. Students who have more than 8 absences (school-related absences and out-of-school suspensions excluded) in any given class will lose credit in the class unless the following criteria are met:

0-8 Absences

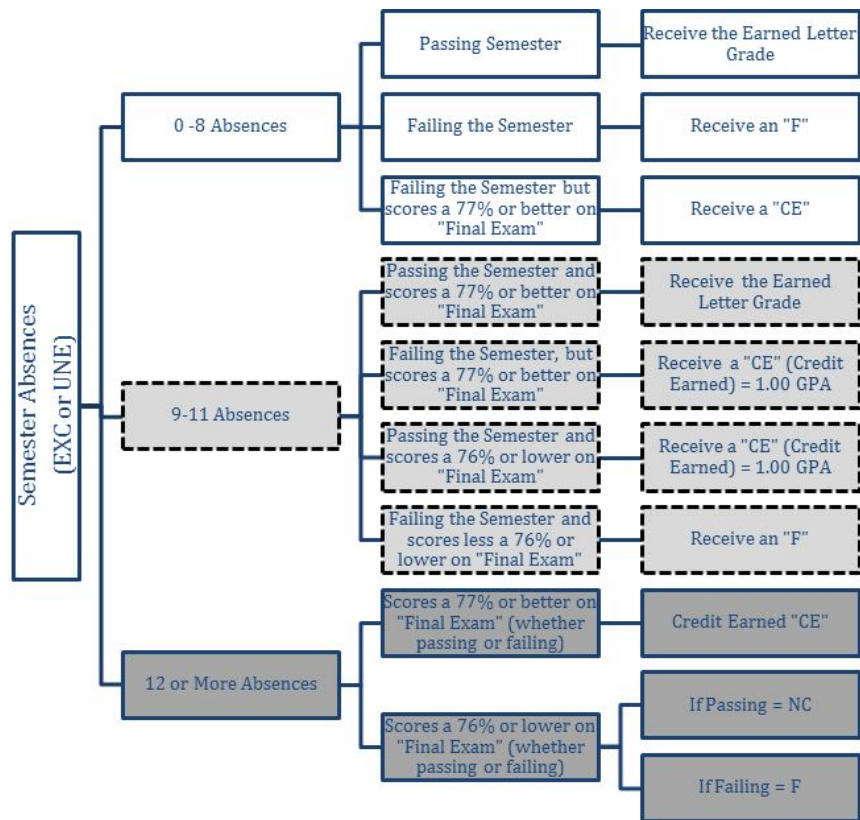
- Student will receive the earned grade.
- If failing class but score a 77% or better on final exam the student will receive "CE" (credit earned) resulting in a 1.00 GPA for the class.

9-11 Absences

- If a student has between 9-11 absences in any class they may earn a letter grade for the semester if the following requirements are met:
 1. The student must have a passing grade in the class and;
 2. Receive a 77% (C+) or better on their final exam.
- If the student does not earn a 77% or better on the exam, but is passing the class, the student will receive credit for the class with a mark of CE resulting in a 1.00 GPA for the class.

12 or More Absences

- After 12 absences, a student may no longer receive a passing letter grade.
- If a student has 12 or more absences, the student may still receive credit for the class if the student passes the final exam with a 77% or better. The student will receive credit for the class with a mark of CE resulting in a 1.00 GPA for the class.
- If the student is passing the class, but fails to earn 77% or better on the final exam, then they will earn no credit (NC) for the semester.



Exam Exemption Policy (Indefinitely suspended due to Covid 19 pandemic)

Homebound/Hospitalized Instructional Services

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For students educated under an IEP or 504 Plan, the amount or type of instructional services provided may vary.

For information on homebound or hospitalized instructional services, please contact the main office at 616-754-3681.

(Cross Reference: MCL 388.1709, MARSE R 340.1746, NEOLA 2412 *Homebound Instruction Program*, Michigan Department of Education *Pupil Accounting Manual*)

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not receive credit for missed work.

(Cross-reference: NEOLA 5200 *Attendance*)

Leaving the Building

Any student who must leave the building during the school day must present a note or have a phone call from a parent/guardian to the attendance office requesting permission to leave (in advance of leaving). Any student leaving the building during the school day must sign out and sign back in upon return in the attendance office. Any student who becomes ill during school hours must report to the office. The attendance office will make every effort possible to contact parents/guardians before a student may leave.

Standardized Testing

Students and parents/guardians should be aware that students in all grades will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

(Cross References: NEOLA 2623 *Student Assessment*)

Progress Reports and Grade Reports

With the advent of access to student grades through ParentVue and StudentVue, parents are provided the opportunity to monitor their child's academic performance. If parents are concerned about their child's progress we strongly encourage them to contact the teacher directly. Teachers will prepare progress reports midway through the 9-week marking period.

Grading & Promotion

All Teachers will use a percentage system to arrive at a final grade. This system is based on teacher expectations or the highest grade in the class.

A	90-100	C	70-79	F	Below 60
B	80-89	D	60-69	NC Failure to Earn Credit (Due to excessive absences)	

Advanced Placement

All students taking Advanced Placement classes will have their grade point average calculated on a weighted five point scale.

1. Each marking period grade counts 40% of the semester grade. The semester examination has a value of 20%. Calculation of the semester grade is based on straight percentage. An NC will be calculated as an "F" for semester grading purposes.
2. Work missed due to excused or authorized absences, suspension included, must be made up within the time allowed or the student received a zero (0).
3. Normally, extra credit will be given only as enrichment. The work will be of such quality as to equal or surpass the mark earned in the regularly assigned work.
4. If it can be established that a student cheated, a grade of 0 shall be given, carrying the weight of the work assigned (e.g., daily work, tests, and department exams).
5. All teachers are alert to incorrect spelling, lack of proper grammar, incorrect punctuation, lack of capitalization, incomplete sentences, and unreadable writing in all written work. Students should expect the teacher to require that such errors be corrected before the paper is graded.
6. End of course assessments/semester exam will be given in all subjects. Such examinations are part of the course requirements. Failure to take them will result in loss of credit for that course. Students with perfect or exemplary attendance may exempt from 1-2 end of course assessments exam (see exam exemption policy).

Honor Roll Policy & Honor Cords

Greenville High School uses a 4 point system as follows:

A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.67
B	3.00	C-	1.67	E	0.00

Class rank is figured on this scale using a student's cumulative grade point average from grades 9-12.

Seniors should be aware that cord eligibility is the result of continuous academic effort. The official grade point average (GPA) will be determined on the basis of

seven (7) semesters and the third marking period of the senior year. To maintain cord eligibility seniors must continue to meet the academic standards as outlined in this policy.

Highest Honors - Gold Cord

Seniors must maintain a four year GPA of A- (3.67) or higher.

High Honors - Silver Cord

Seniors must maintain a four year GPA of B+ (3.33) or higher.

With Honors - Bronze Cord

Seniors must maintain a four year GPA of B (3.00) or higher.

Eligible seniors must have met all course requirements. Teachers will grant incompletes only in cases of extreme circumstances, and students receiving “I’s” may have their cord eligibility jeopardized. Each case will be decided individually and judged on its own merits by the high school administration.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student’s teacher, ability and grade level.

(Cross Reference: NEOLA 2330 *Homework*)

Graduation Requirements

To graduate from high school with a high school diploma, each student must:

1. Complete all District graduation requirements. 21 credits total, with 8 semesters of attendance, and participation in required state assessments (i.e. M-STEP, SAT, ACT WorkKeys).
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
 - (a) At least *4 credits in English language arts* that are aligned with state subject area content expectations.
 - (b) At least *3 credits in science* that are aligned with state subject area content expectations, including completion of at least biology and one of the following: chemistry, physics, anatomy, agricultural science, or a program or curriculum that are aligned with state subject area content expectations for chemistry and physics.
 - (c) At least *4 credits in mathematics* that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy.
 - (i) A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded

- (ii) A student also may partially or fully fulfill the algebra II requirement by completing an approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.
- (iii) Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.

(d) At least 3 *credits in social science* that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics or 1/2 credit in personal economics, and a civics course.

(e) At least 1 *credit in subject matter that includes both health and physical education* aligned with state guidelines. Students may substitute a 1/2 credit of district-approved participation in either extracurricular athletics or other extracurricular physical activities.

(f) At least 1 *credit in visual arts, performing arts, or applied arts* aligned with state guidelines.

(g) At least 2 *credits in a language other than English*, based on state guidelines. Students may fully or partially fulfill up to 1 credit of this requirement by completing an approved formal career and technical education program or an additional visual or performing arts course.

3. Students and/or a student's parent/legal guardian(s) are entitled to request a personal curriculum that modifies certain of the Michigan Merit Standard requirements. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

(a) The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher or the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist will be included in this group. The teacher included in the group developing the personal curriculum will be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in the subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group. This group does not have to meet in person.

(b) The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for

the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.

(c) Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.

(d) The student's parent/legal guardian shall be in communication with each of the student's teachers to monitor the student's progress toward the goals contained in the student's personal curriculum.

(e) Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.

(f) The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.

(g) The mathematics credit requirements may be modified as part of a personal curriculum if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school, including algebra I and geometry. The student must successfully complete at least 1 math credit during his/her final two years of high school enrollment. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:

(i) Has successfully completed the same content as 1 semester of algebra II.

(ii) Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.

(iii) Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as the algebra II benchmarks assessed on the state 11th grade assessment.

(iv) Successfully completes 1 semester of statistics, functions and data analysis, or technical mathematics.

(h) The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:

(i) The student has successfully completed 2 credits of the social science credits, including the civics course.

(ii) The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

(i) The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts,

mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

(j) The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

(k) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

(Cross Reference: NEOLA 2221 *Mandatory Courses*, NEOLA 5460 *Graduation Requirements*, MCL 380.1278a, MCL 380.1278b, MCL 380.1165, MCL 380.1166(2))

Promotion Policy

1. In order to be classified as a Junior a student will need 8 earned credits.
2. All students must have 14 credits or more at the beginning of their 12th year to acquire senior status.
3. Students are expected to earn at least 21 credits in 4 years. Students with extenuating circumstances requiring additional time to graduate must contact their counselor to determine eligibility. The final decision will be made by the building principal.

Co-Op Training

Cooperative education or “co-op” is a technique for receiving on-the-job experience for pay while enrolled in a related career-technical class. Training may be elected during any semester or during the summer. To qualify for co-op you must:

1. Be a junior or senior at G.H.S.
2. Be enrolled in a related Career-Tech class and have permission from the department.

Co-op Credits Used Toward Graduation

Juniors and seniors may earn a maximum of four units of credit per year in co-op provided they are carrying an additional eight units of regular credit. Summer co-op (1 credit) is available to students enrolled in a career-technical program. A maximum of four units in co-op will be counted toward the required 21 units needed for graduation.

1. Upon the recommendation of the Career Prep Coordinator and with the approval of the principal, a senior may take a three hour block in co-op provided:
 - a) That all other requirements for graduation have been or are being met.
 - b) The student is enrolled in at least three hours of coursework exclusive of physical education, music, and teacher assistant.
 - c) The student has earned a minimum of 30 units of credit at the close of his/her junior year.
 - d) A maximum of four units of credit will be given.
2. In order to participate in Swingout and Commencement exercises, students must have completed all requirements for graduation by the end of the school day prior to Swingout. Seniors who are eligible to participate and do not successfully complete a second semester class necessary to graduate will not be allowed to participate in Swingout and Commencement exercises. The diploma will be withheld until all requirements are completed.
3. Students transferring out of the Greenville School system after the start of their senior year can make arrangements with the receiving school to satisfy Greenville graduation requirements. If these requirements are successfully fulfilled, a G.H.S. diploma will be awarded. Students transferring into our system before the start of the second semester of their senior year, if they fulfill all credit, course, and attendance requirements, will receive a Greenville diploma. At least one full semester of attendance during the senior year shall be required in order to be eligible for a Greenville diploma.

Dual Enrollment

Dual enrollment is an opportunity for Greenville High School students to take classes at a post-secondary institution while still attending Greenville High School. High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution.

The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student. Interested students should see their counselor well in advance of the semester in which they plan to enroll.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal. Approval will be based upon the following factors:
3. Credit earned under this policy section shall be based on a "pass" grade.
4. Computation of high school credit for postsecondary institution coursework will be based on the : 2 College credits - .5 High School credit.

5. Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript. The grade earned by the student shall not be included for any purpose in the computation of the student's grade point average or class rank.
6. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.
7. Tuition and fees for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act, the Career and Technical Preparation Act and Section 21b of the State School Aid Act.

(Cross-reference: NEOLA 2271 *Post-Secondary (Dual) Enrollment Options Programs*, MCL 388.1901 et seq., MCL 388.1621b)

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to December 1st of the student's seventh semester. The application must be recommended by the principal and approved by the Board of Education. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (*i.e.*, announcements, cap and gown rental, graduation practices).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition. The student and a parent will schedule a conference with the principal and the senior counselor before December 1st of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

(Cross-reference: NEOLA 2221 *Mandatory Courses*, NEOLA 5464 *Early Graduation*)

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school's English Learners program, contact Greenville High School at 616-754-3681.

(Cross Reference: NEOLA 2225 *Students with Limited English Proficiency (LEP)*, NEOLA 2260 *Nondiscrimination and Access to Equal Educational Opportunity*)

Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services. The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school. For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

(Cross References: NEOLA 2261 *Title I Services*, NEOLA 2460 *Special Education*, NEOLA 2460.02 *Least Restrictive Environment Position Statement*, NEOLA 2260 *Nondiscrimination and Access to Equal Educational Opportunity*, NEOLA 2260.01 *Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities*, Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 (ADA), Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA))

Testing Out

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course.
 - a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.
 - b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
 - c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.

- d. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.
2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
 - a. The course teacher, *department chairperson and building principal [change as necessary]* will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
 - b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.
3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

(Cross-reference: MCL 380.1279b, NEOLA 5460b *Testing-Out Of A Course*)

Credit for Alternative Courses and Programs

Students should not assume that the credit opportunities described below will always result in earned credit towards graduation or course prerequisites. Students should first discuss the matter with a guidance counselor or administrator.

Virtual and Distance Learning

Virtual learning is completed through a computer-based internet-connected learning environment and may be offered at a supervised school facility during the day as a scheduled class period, through distance learning, or through self-scheduled learning where students have some control over the time, location, and pace of their education. A student enrolled in virtual or distance-learning course may receive credit for work completed, provided that the course meets ALL of the following requirements:

1. Is capable of generating a credit or grade

2. Is not a course in which the student has previously gained credit
3. Is taught by a teacher who holds a valid Michigan teaching certificate [and who] is responsible for determining appropriate instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

Students may be limited as to the number of distance learning courses they can complete. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the School Board. The board may grant a certificate of attendance to exchange students. District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing:

1. any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and
2. independent study in grades 9-12 in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal. Students are limited to two independent study courses.

Dual Enrollment Courses

A student who successfully completes a dual enrollment course may receive credit at both the college and high school level.

Foreign Language

A student who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test or other criteria established by the board. The amount of credit will be based on foreign language proficiency achieved.

(Cross Reference: MCL 388.1621f, MCL 380.1177, MCL 380.1279e, NEOLA 2370.01 *Online/Blended Learning Program*, NEOLA 2370.02 *Independent Study*, NEOLA 2271 *Post-Secondary (Dual) Enrollment Options Programs*, NEOLA 5114 *Foreign and Foreign-Exchange Students*, NEOLA 5463A *Virtual Learning*)

STUDENT FEES & MEAL COSTS

Lunch Program

Lunch meal choices are a main entrée plus a fruit and a vegetable OR a main entrée and 2 different vegetables OR a main entrée and 2 different fruits (all meals include bread and milk). An extra serving of a fresh vegetable or fruit is allowed with a complete meal at no extra charge. A student receiving free or reduced benefits must pay for incomplete meals and ala carte items such as taking only milk or only a slice of pizza. The family is responsible for paying all meals a student eats before they are approved for meal benefits. Students are not allowed to charge meals at the High School.

Closed Campus

Students may not leave campus during lunch, except with permission granted by administration or authorized staff.

School Breakfast & Lunch Program

Breakfast is served every school day from 7:00am-7:35am. Greenville currently has universal FREE breakfast for all students. Lunch is served every normal school day from either 11:00am-11:30am (A lunch) OR 12:00pm-12:30pm (B lunch). Menus, pricing, and how to deposit money can be found on the *Food & Nutrition* website at:

[Food & Nutrition Website](#)

Free or reduced price meals are available for qualifying students. Applications are available in the main office.

(Cross Reference: NEOLA 8531 *Free and Reduced-Price Meals*)

TRANSPORTATION & PARKING

Parking

Students planning on parking in the school lots must register and pay a fee. Registration is conducted in the main office. Only vehicles that are legal to drive on Greenville city streets may park in the school parking lot. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Students may park their vehicles in the north parking lot during the hours of their school day. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 5-10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. In the North Parking Lot, the lots designated 'staff parking'

and all lots in the South East Staff lot are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

(Cross Reference: NEOLA 5514 Use of Motor Vehicles, NEOLA 5514.01 Student Use of Motor Vehicles, NEOLA 5771 Search and Seizure, NEOLA 7440.01 Video Surveillance and Electronic Monitoring)

<http://www.gpsjackets.org/district/departments/transportation/>

Bus Transportation

A list of bus stops will be published at the beginning of the school year before student registration. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the transportation director.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation director or designee.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.

6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep bookbags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact the transportation director at 616-754-3850.

(Cross Reference: NEOLA 7440.01 *Video Surveillance and Electronic Monitoring*, NEOLA 8600 *Bus Discipline Guidelines For Student Transportation*, NEOLA 8600 *Transportation*)

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the transportation director deems to threaten the safe operation of the bus and/or its occupants.

(Cross Reference: NEOLA 8600 *Bus Discipline Guidelines For Student Transportation*, NEOLA 8600 *Transportation*)

Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

(Cross-Reference: NEOLA 7440.01 *Video Surveillance And Electronic Monitoring*)

HEALTH & SAFETY

Communicable Diseases

The school will observe the following recommendations of the Michigan Department of Health and Human Services regarding communicable diseases:

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

(Cross-references: Michigan Department of Education and Michigan Department of Health and Human Services, Divisions of Communicable Disease & Immunization. *Managing Communicable Diseases in Schools*. May 2016 (version 2.0), NEOLA 8450 *Control of Casual-Contact Communicable Diseases*, NEOLA 8453 *Control of Noncasual-Contact Communicable Diseases*, NEOLA 8453.01 *Control of Blood-Borne Pathogens*)

Concussions and Head Injuries

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

(Cross Reference: MCL 333.9155, MCL 333.9156, MHSAA Handbook, Michigan Department of Community Health, NEOLA 5340.01 *Concussions and Athletic Activities*)

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Permission and Request for Administration of Medication" form.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed Permission and Request for Administration of Medication form is submitted by the student's parent/guardian. This does not include the emergency administration an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a Permission and Request for Administration of Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

(Cross-References: NEOLA 5330 *Use of Medications and Treatments*, NEOLA 5330 *Administration of Medication/Treatments to Students*, NEOLA 5330.01 *Epinephrine Auto-Injectors*, MCL 380.1178, MCL 380.1179, MCL 380.1179a)

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal. Parents/guardians are responsible for and should:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he/she can access educational programs and services. For further information, please contact the student's school counselor.

Cross-Reference: NEOLA 2260.01 *Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities*

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Americans with Disabilities Act of 1990 (ADA)

Individuals with Disabilities Education Act (IDEA)

Family Educational Rights and Privacy Act (FERPA)

Michigan Department of Education *Model Policy on the Management of Diabetes in the School Setting*

Students with Severe Food Allergy or Chronic Illness

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the student's school counselor.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. You can inquire about the school district's Section 504 Policy by contacting the student's school counselor.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our school district also may be able to appropriately meet a student's needs through other means.

(Cross-Reference: NEOLA 2260.01 *Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities*, Section 504 of the Rehabilitation Act of 1973 (Section 504))

Emergency Medical Authorization

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

(Cross-reference: NEOLA 5341 *Emergency Medical Authorization*)

Head Lice

The school will observe the following protocols regarding head lice:

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school with confirmation of treatment. The school nurse or building principal will re-examine the student's hair. The student will be readmitted to school if no live lice are found. Periodic checks of the student's hair by designated school personnel will be done over the next few weeks to assure successful treatment. Parent/guardian should continue daily lice checks and nit removal for the next two to three weeks.

(Cross-references: Michigan Head Lice Manual)

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

1. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
2. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
3. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

(Cross Reference: MCL 380.1177, NEOLA 5320 *Immunization of Students*)

DISCIPLINE & CONDUCT

Procedure For student discipline

It is our intent that:

1. Advance knowledge of disciplinary action to be taken is clearly stated to all concerned;
2. A progressive discipline program with a focus on problem solving and logical consequences is imposed;
3. A student will be given ample opportunity to modify negative behavior;

4. Administration of discipline will be as consistent as possible realizing that there are many variables that enter into any disciplinary action.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
 - (a) be a threat or an attempted intimidation of a staff member; or
 - (b) endanger the health or safety of students, staff, or school property.

(Cross Reference: NEOLA 5136 *Cell Phones and Electronic Communications Devices*, NEOLA 5530 *Drug Prevention*, NEOLA 5530.02 *Chemical Dependency*, MCL 380.1303, MCL 380.1311, MCL 380.1313, MCL 380.1312)

School Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, ~~coats~~, hoods, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day. (Lightweight coats may be allowed if students still can't use their lockers during Covid19 precautions)
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, and/or tears showing skin where it should otherwise be covered and clothing that is otherwise poorly fitting are prohibited.
- All tops must cover the areas from a person's armpits to their waistband and have a supporting strap for both shoulders. Plunging necklines are not allowed.
- No visible undergarments.

- The length of shorts or skirts should be modest enough for the school environment where a person's undergarments or buttocks are not visible whether standing, sitting, or participating in other school day activities.
- Appropriate footwear must be worn at all times.
- Students may not wear wallet chains, studded or spiked jewelry, or other accessories that can represent a safety issue.
- Special occasions may allow for flexibility in these guidelines (i.e. school sponsored spirit days, dances, awards ceremonies, etc..) Always check with the administration in advance.
- If there is any doubt about dress and appearance, the building administration will make the final decision.
- A Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

(Cross Reference: NEOLA 5511 *Dress and Grooming*)

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes ("vapes").
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

- e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one:
 - (i) that a student believes to be, or represents to be, an illegal drug or controlled substance; or
 - (ii) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to:
 - (i) ingest, inhale, or inject cannabis or controlled substances into the body; and
 - (ii) grow, process, store, or conceal cannabis or controlled substances.
 - g. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a “look alike” weapon.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless:
- (a) the supervising teacher grants permission;
 - (b) use of the device is provided in a student’s individualized education program (IEP);
 - (c) it is used during the student’s lunch period; or
 - (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, criminal sexual assault, arson, theft, gambling, eavesdropping, and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:

(a) be a threat or an attempted intimidation of a staff member; or

(b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by a building administrator.

23. Display of Affection. Demonstration of one's affection toward another person has an appropriate time and place. However, public displays of affection and/or physical contact is not considered acceptable behavior at Greenville High School.

Range of Disciplinary Action

1. Conference with student
2. Student Responsibility Center (S.R.C.)
3. Conference with parent/guardian
4. Detention (before school, lunch, after school, and Saturday school)
5. In-School Suspension
6. Out-of-School Suspension
7. Referral to student supporting agency
8. Behavior Plan
9. Restorative practices
10. Loss of privileges (attendance at dances, sports, fine arts, ceremonies, etc...)
11. Agency referral
12. Recommendation to Board of Education for Expulsion

Typically we strive to problem solve with individuals as young adults. When behavior is inappropriate, reasonable and logical consequences are imposed. The list above is representative, but not inclusive of all consequences or disciplinary action which may be taken.

Due Process

Procedural rules and regulations for the school community: the constitutional rights of individuals to assure the protection of due process of law. Therefore this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources, including appropriate personnel, in cooperation with the student first and his/her parent/guardian if necessary.
3. Students must be given an opportunity for a hearing with the appropriate school administrator if they or their parent/guardian indicate the desire for one. A hearing shall be held to allow the student and parent/guardian to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and parent/guardian allege prejudice or unfairness. (See Appeal Process)

Suspension Procedure

- A. A student shall be informed of the specific charges that could be the basis for disciplinary action to be taken against him/her.
- B. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
- C. If the student is suspended, the school administrator will:
 1. Notify the parents or guardian as soon as possible of the suspension, the reasons for it, and steps necessary to arrange the student's return.
 2. Meet with the parent or guardian, if necessary, and the student to plan the satisfactory return of the student to the school setting.
- D. If the parents or guardian are dissatisfied with this action, they may appeal to the principal (1st level appeal) or superintendent or his designate (2nd level appeal) to review the decision.

A STUDENT WHO IS ON SUSPENSION IS NOT ALLOWED ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES FOR ANY REASON UNLESS AUTHORIZED BY AN ADMINISTRATOR. A CO-OP STUDENT MAY NOT WORK AT THE CO-OP JOB DURING THE PERIOD OF SUSPENSION.

Appeal Process

1. If the parents/guardians are dissatisfied with the action taken by any school personnel, they may appeal to the building principal to review the decision.
2. If the parents/guardians remain dissatisfied with the decision, they may appeal the decision further to the superintendent or his/her designee (not from the administration of the building in question.)

Discipline of Students with Disabilities

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

(Cross References: NEOLA 5605 *Suspension/Expulsion of Students with Disabilities*, NEOLA 2260.01 *Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities*, Section 504 of the Rehabilitation Act of 1973 (Section 504))

Alcohol, Tobacco, Vape (e-cigarettes, vaporizers, etc.) And Substance Abuse Guidelines

Philosophy: Every effort will be made to deal with each student as an individual.

The role of the school is to stress prevention and rehabilitation. Students are encouraged to seek advice and help from their teachers, counselors, the administration, or other individuals/agencies. Students who seek help will be counseled in a non-punitive and confidential manner.

The manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:

1. Alcohol or any alcoholic beverage, including “non-alcoholic malt beverages.”
2. Illicit drugs.
3. Any abusable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
4. Vaporizers including but not limited to vapes, e-cigarettes and e-juices as well as paraphernalia associated with vaping.
5. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines, and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school district’s authorized use of medication procedures.
6. Steroids, human growth hormones or other performance-enhancing drugs.
7. Substances purported to be illegal, abusive or performance-enhancing, e.g. “look-alike” drugs.

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school district policy.

These standards of conduct apply to all students while on school property or in the Drug Free School Zone, and school sponsored transportation, as well as to all student participants in any school sponsored activity or function regardless of location, date or time.

Tobacco and tobacco related paraphernalia. Suspension may be reduced or modified if student participates in a professional counseling program endorsed by administration.

A. Possession

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- (a) on the student’s person;
- (b) contained in another item belonging to, or under the control of, the student, such as
 - in the student’s clothing, backpack, or automobile;
- (c) in a school’s student locker, desk, or other school property;
- (d) at any location on school property or at a school-sponsored event; or
- (e) in the case of drugs and alcohol, substances ingested by the person.

Vape and e-cigarette related paraphernalia. First offense suspension may be reduced or modified if the student participates in a professional counseling program endorsed by administration.

A. Possession

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- (a) on the student’s person;
- (b) contained in another item belonging to, or under the control of the student, such as in the student’s clothing, backpack, or automobile;
- (c) in a school’s student locker, desk, or other school property;
- (d) at any location on school property or at a school-sponsored event; or
- (e) in the case of drugs and alcohol, substances ingested by the person.

1. First offense: Suspended 3 days - parents contacted.

- (a) Students that attend nicotine/vaping cessation classes (as appropriate) could generally have the consequence reduced to 1 day suspension. *In School or Out of School* will be determined by school administrator. Students must attend the entire course.
- (b) Students will not be eligible to attend after school activities (dances, clubs, etc.) for up to a full semester beginning at the time of the violation.
- (c) All violations will be reported to the athletic department, National Honor Society, DECA and Student Council as well as any other school based organization that monitors student behavior.

2. Second offense: Suspended up to 10 days - parents contacted.

- (d) Students that attend school approved cessation classes with their parents in attendance could have the consequence reduced by up to 7 days.
- (e) Students will not be eligible to attend after school activities (dances, clubs, theatre arts, etc.) for up to a full year beginning at the time of the violation.
- (f) All violations will be reported to the athletic department, National Honor Society, DECA and Student Council as well as any other school based organization that monitors student behavior.

3. Third offense: Suspended 10 days- parents contacted.

~All restrictions above applied

4. Subsequent offenses: Suspended 10 days and the student may be referred to the Board of Education with request for expulsion from Greenville Public Schools.

B. Use of Vaporizer or tobacco products

1. First offense: 3 day suspension - parents contacted.

- (g) Students will be enrolled in a nicotine cessation class and expected to participate and make progress. Students must attend the entire course.

- (h) Students will not be eligible to attend after school activities (dances, clubs, etc.) for up to a full semester beginning at the time of the violation.
 - (i) All violations will be reported to the athletic department, National Honor Society, DECA and Student Council as well as any other school based organization that monitors student behavior.
2. Second offense: 10 day suspension - Students that attend school approved cessation classes with their parents in attendance could have the consequence reduced by up to 5 days.
- (j) Students will not be eligible to attend after school activities (dances, clubs, etc.) for up to a full year beginning at the time of the violation.
 - (k) All violations will be reported to the athletic department, National Honor Society, DECA and Student Council as well as any other school based organization that monitors student behavior.
3. Third offense: Suspended 10 days- parents contacted.
~All restrictions above applied
4. Subsequent offenses: Suspended 10 days and the student may be referred to the Board of Education with request for expulsion from Greenville Public Schools.

Alcohol, Drugs, and Drug Paraphernalia, Look-Alike Alcohol and Drugs

A. Possession

- 1. First offense: Ten (10) day suspension – Suspension can be reduced up to (5) days if student participates in a professional counseling program.
- 2. Second Offense: Ten (10) day suspension - parent conference with building administrator and possible hearing with the Board of Education.
- 3. Third offense: Ten (10) day suspension and parent conference with building administrator. The administration may recommend to the Board of Education expulsion for the balance of the school year.

B. Use

- 1. First offense: Ten (10) day suspension – Suspension can be reduced up to (5) days if student participates in a professional counseling program.
- 2. Second offense: Ten (10) day suspension - parent conference with administrator and possible hearing with the Board of Education.
- 3. Third offense: Ten (10) day suspension and parent conference with building administrator. The administration may recommend to the Board of Education expulsion for the balance of the school year.

C. Selling or Distribution

- 1. Ten (10) day suspension and parent conference with building administrator. Administration may recommend to the Board of Education expulsion of the student.

Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or the orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the assistant principal or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the assistant principal or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers: Principal, Assistant Principals, or designee

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

(Cross-References: MCL 380.1310b, MCL 380.1300a, NEOLA 5517 *Anti-Bullying/Anti-Cyberbullying*, NEOLA 5517.01 *Anti-Harassment*)

Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

“Hazing” is defined as any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership on any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately students from the District. Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property is strictly prohibited.

(Cross-reference:, NEOLA 5517.01 *Anti-Harassment*, MCL 750.411t)

Sexual Harassment

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual

favours, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - Substantially interfering with a student's educational environment
 - Creating an intimidating, hostile, or offensive educational environment;
 - Depriving a student of educational aid, benefits, services, or treatment; or
 - Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Nondiscrimination Manager:

Lisa Steed, Title IX Coordinator

steedl@gpsmi.us

225-1000 x8927

Complaint Manager:

Brian Zdanowski, Title IX Coordinator

zdanowsb@gpsmi.us

225-1000 x 8227

(Cross-reference: NEOLA 5517.01 Anti-Harassment, NEOLA 5710 Student Grievance, MCL 380.1300a)

Expulsion Protocol

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his/her parent/guardian by registered mail. Included within this notice shall be a statement of the time and place for a hearing, which shall be reasonable for the parties involved.
2. A parent/guardian shall have the opportunity to be present at the hearing.
3. The student and parent/guardian may be represented by legal counsel.
4. The student shall be given the opportunity to give his/her version of the facts as they pertain to the charges against him/her. The student shall be allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be allowed to observe evidence offered against him/her and shall be allowed to question such evidence. Caution must be used to protect the identity of the student witnesses.
6. The hearing shall be conducted by the Board of Education that shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such a hearing.
7. A written record of the hearing shall be kept to document the proceedings.
8. The hearing, its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to the expulsion. A majority vote of the Board may be obtained from those present at the hearing.
9. The findings of the hearing shall be reduced to writing and sent to the student and his/her parent/guardian.

Acts that may result in immediate recommendation for expulsion

Arson

Setting fire to, or doing any act which results in the starting of a fire in the school building or on the school grounds.

Dangerous Weapons

The act of possessing, using or threatening to use any weapon, look-a-like weapon or instrument capable of inflicting bodily injury. "Dangerous weapons" are defined in Section 1311 of the Michigan School Code as a firearm, a dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device, iron bar or brass knuckles. Students may not carry instruments of the above nature to and from school. Discovery of the instrument on the person or property will be considered prima facie evidence of possession. **Students are not to carry any type of pocket knife or bladed instrument.**

Dangerous Weapons Disciplinary Action

Section 1311 of the Michigan School Code requires the school to report any weapons incident to parents and law enforcement authorities. The weapons will be confiscated. Michigan State Law requires expulsion of any K-12 student who possesses guns or other weapons, or commits rape, or arson on school property

unless the pupil can establish one of the following reasons in a clear and convincing manner.

- The object or instrument possessed by the pupil was not possessed for use as a weapon, or for delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the pupil.
- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- The weapon was possessed by the pupil at the suggestion, direction, and request or with permission of school or police authorities.

The district may consider alternative educational placement for students expelled under this policy.

Physical Assault

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence." Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days. A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

Verbal Assault

Section 1311A(2) also "mandates expulsion for up to 180 school days of any student in grade 6 or above who commits a verbal assault" against a school employee, volunteer or contractor. This School Code provision states that bomb threats and "similar threats directed at a school building, other school property or a school-related event" are considered a "verbal assault". Verbal or written assault shall be defined as any willful verbal or written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

(Cross-reference: NEOLA 5517.01 *Anti-Harassment*, NEOLA 5600 *Student Discipline, Conduct and Suspension or Expulsion*, MCL 380.1310, MCL 380.1311a)

INTERNET, TECHNOLOGY & PUBLICATIONS

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.
- n. Cyberbullying

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when

- permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email

The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of the authenticity message and the nature of the file so transmitted.
- e. Use of the School District’s email system constitutes consent to these regulations.

(Cross Reference: MCL 380.1310b, NEOLA 5540.01 *Technology and Network Protection and Internet Safety*, NEOLA 7540.03 *Student Network and Internet Acceptable Use and Safety*, NEOLA 5517 *Anti-Bullying/Anti-Cyberbullying*)

Cell Phones and Electronic Devices

- 1. Cell phones must be turned off in **all instructional settings** (classrooms, labs, outdoor classrooms, class meetings, assemblies, etc.) during the day unless prior permission has been obtained from the teacher.

2. Cell phones may be used before and after school, during passing time, and during lunch. Parents should not expect their children to view or respond to communications on personal devices during instructional time.
3. Cell phones must be off and out-of-sight upon entering the classroom.
4. School personnel reserve the right to confiscate cell phones when they interfere with instruction or the orderly operation of school business.
5. Photos and videos may not be taken at school without proper authorization and permission.

Students possessing personal cellular phones and other electronic devices in school do so at their own risk. Lost, misplaced, stolen, or damaged devices are not the responsibility of the school.

Possession of a cell phone or other electronic device by a student is a privilege. Such devices will be forfeited by any student who fails to abide by the terms of this policy according to the following procedures:

- First offense: Warning by the teacher and/or staff.
- Second offense: The device is confiscated by the teacher and/or school staff and will be returned to the student at the end of the **hour**, at which time a review of the policy requirements will be conducted.
- Third offense: The device is confiscated by the teacher and placed in the office. The device will be returned to the student at the end of the **day** in the main office. Parent(s) are notified by the teacher.
- Fourth and subsequent offenses: The device is confiscated by teacher and/or school staff and forwarded to the main office. The device will be returned only to a parent/guardian.

Students have no reasonable expectation of privacy in the contents of any device confiscated as a result of violation of the policy where school officials have reasonable suspicion that the student has violated a school rule or law.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

SEARCH & SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property, Equipment, & Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Search of Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

(Cross-references: NEOLA 5771 *Search and Seizure*, MCL 380.1306, MCL 380.1313)

ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

STUDENT RECORDS & PRIVACY

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

(Cross-reference: MCL 380.1139)

PARENTAL RIGHT NOTIFICATIONS

Parental Involvement (Title I)

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers.

The school provides parents/guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Student Services at (616) 754-3686.

(Cross-reference: NEOLA 2112 *Parent Involvement in the School Program*, NEOLA 2261.01 *Parent Participation in Title I Programs*, NEOLA 2261.02 *Title I - Parents' Right to Know*)

Pesticide Application Notice

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Director of Facilities
1414 Chase Rd
Greenville, MI. 48838
616-225-1000 ext.8901

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

(Cross-References: NEOLA 8431A Integrated Pest Management, MCL 324.8316)

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Michigan Revised School Code afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

The right to inspect and copy the student's education records within 30 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. The parent/guardian of a student less than 18 years old has the right to copy and inspect their child's education records. Once the student turns 18, the right to copy and inspect education records is transferred to the student. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. The District will not charge for copying records, which contain personally identifiable information about the student that is collected or created by the school district as part of the pupil's education records.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or the Michigan Revised School Code authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order, so long as the parents/guardians or eligible student is notified of the court order before the documents are produced; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other

persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

The right to a copy of any school student record proposed to be destroyed or deleted.

Education records are maintained for at least 60 years after the student graduates or permanently withdraws. If the student transfers, education records are maintained until the next school district requests the records.

The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to the District's defined list of information that is "directory information" as contained in the District's policies and procedures.

Such directory information may include:

- Name

- Address

- Grade level

- Birth date and place

- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

- Academic awards, degrees, and honors

- Information in relation to school-sponsored activities, organizations, and athletics

- Major field of study

- Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Student Privacy Protections

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or the student's parent/guardian;
 2. Mental or psychological problems of the student or the student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom the students have close family relationships;
 6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
 8. Income, other than that required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
 3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

C. *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Instructional Material

A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

Cross-References:

NEOLA 2416 Student Privacy and Parental Access to Information
20 USC 1232h
MCL 380.1137

Parent/Guardian and Student Handbook Acknowledgment and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date