



GREENVILLE HIGH SCHOOL
STUDENT/PARENT HANDBOOK

GRADES 7-12

2022 – 2023

The Greenville Area School District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX to not discriminate in such manner. This requirement extends to employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Office for Civil Rights Assistant Secretary, or both.

TABLE OF CONTENTS

Welcome/ Right to Review	6
STAFF	7
FACULTY	8, 9
ACTIVITIES	10
ANNOUNCEMENTS	10
ATHLETIC ELIGIBILITY	11
ATTENDANCE	11
Excused Absences	11
Unexcused Absences	11
Unlawful Absence/Truancy	11
Maximum Absences	12
Consecutive Absences	12
Penalty for Unlawful Absences/Truancy	12
Habitually Truant	12
Attendance (17 years and older)	12, 13
Returning to School after Absence	13
Legal Excuses	13
Arrival / Departure Time	13
Tardiness to School	14
Withdraw from School	14
Perfect Attendance	14
BOOKS AND MATERIALS	15
BULLYING/CYBERBULLYING	15
BUS POLICY	15, 16
CAFETERIA	16
Cost	16
Lunch schedule	16
Café Rules	16, 17
CHILD FIND	17
Special Education Services	17
Protected Handicapped Student	17,18
Students who are Mentally Gifted	18
English as a Second Language	18

Homelessness	19
COLLEGE VISITS	19
CLASS RANK COMPUTATION	20, 21
CLASS SCHEDULE	22
DELAY START SCHEDULE	22
COMMUNITY SERVICE	23
COMPUTERS/COMPUTER LABS	23
Laptop Computer Procedures / Safety	23
CURRICULUM	24
DANCES	25
DETENTIONS – SCHOOL TEACHER	25 25, 26
DISCIPLINE CODE	26
Terms/Examples	26
Behavior: Warning	26, 27
Sexual Harassment Policy	27
Tobacco Use/Possession	27, 28
Possession/Use of Weapons	28
Terroristic Threat	28
Terroristic Act	28
Bus Suspension	28, 29
Career Center Driving/Riding	29
Appropriate School Items	29
Searches	29
Cheating	29, 30
DRESS CODE	30, 31
DRUG AND ALCOHOL POLICY	31 - 34
DISPLAY/DISTRIBUTION OF PUBLIC NOTICES	34
DRIVING TO/PARKING ON SCHOOL PROPERTY	34
DRIVING TO MCCC	35

ENTERING/LEAVING THE BUILDING	35
FOSTER CARE	35
STUDENT GRADES ACCESS	36
GRADUATION CEREMONY	36
GRADUATION REQUIREMENTS	36, 37
GUIDANCE OFFICE	37
HALLWAYS AND PASSES	37
HEALTH SERVICES / NURSE	37, 38
HOMEWORK AND MAKE UP WORK	38, 39
HONOR ROLL	39
IN-SCHOOL SUSPENSION	39
INTERNET	40 - 42
INTERNET GLOSSARY	42, 43
KEYSTONE EXAMS	43
KEYSTONE REQUIRED COURSES	43
LIBRARY	44
LOCKERS	44
NATIONAL HONOR SOCIETY	44
REPORT CARDS AND GRADES	44, 45
SAFETY DRILLS	45
Fire Drills	46
Tornado Drills	47
STUDENT AT RISK TEAM (STAR)	47
STUDY HALL	48

TELEPHONE	48
VISITORS	48
VOLUNTEERS and CLEARANCES	48
STUDENT RIGHTS/RESPONSIBILITIES	49
(PA School Code)	
- Free Education and Attendance	49
- Student Responsibilities	49
- School Rules	49, 50
- Exclusions from School	50, 51
- Exclusion from Classes – ISS	51
- Hearings	51, 52
- Freedom of Expression	52, 53
- Flag Salute and the Pledge of Allegiance	53
- Hair and Dress	54
- Confidential Communications	54
- Corporal Punishment	54
<u>APPENDIX</u>	<u>55</u>
Breakdown of Semesters/Trimesters/Prog. Reports	56
Emergency Closing Call List	57
GASD Integrated Pest Management	58
GASD Report of Absence form	59
Request for Excused Absences from School	60

Welcome:

This handbook was prepared so that parents/guardians and students can have a better understanding of school policies and regulations.

Included in the Handbook is a listing of staff, general information (such as activities, lockers, grades, and homework), curriculum details, which explains courses and ability groupings, and finally a Student Conduct Code. The various policies are those adopted and approved by the Greenville School Board of Directors.

It is our belief that students (and parents/guardians) will acquire and maintain positive attitudes toward education if they have a clear understanding of the school's daily operations and if they become aware of their own responsibilities.

We also believe that communication between the school, parents/guardians, students, and community is very important. Therefore, if more information, explanation, or clarification is needed, everyone is encouraged to contact the school at any time during the school year.

Sincerely,

Dr. Jeffrey D. Keeling
Principal

Mr. Mark E. Karpinski
Assistant Principal

PARENTS' RIGHT TO REVIEW TEACHER QUALIFICATIONS

As a parent of a student at Greenville High School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers.

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major; whether the teacher has any advanced degree and, if so, the subject of the degrees
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications

If you would like to receive any of this information, please contact the superintendent's office at **724-588-2502**.

STAFF

ADMINISTRATION

Mr. Brian S. Tokar	Superintendent
Dr. Jeffrey D. Keeling	Principal
Mr. Mark E. Karpinski	Assistant Principal
Mr. Brandon Mirizio	Business Manager
Mrs. Connie Timashenka	Special Education Director

GUIDANCE

Ms. Kristin Richards	Grades 7 - 9
Mr. Ryan Wig	Grades 10 - 12

ADMINISTRATIVE ASSISTANTS

Mrs. Jennifer Hawthorne	High School Office
Mrs. Diane Martin	High School Office
Mrs. Jean Pfaff	High School Office
Mrs. Tabitha Gehly	Guidance Office

~~~~~

|                      |                                          |
|----------------------|------------------------------------------|
| Mrs. Gwen Mariacher  | Nurse                                    |
| Mr. Ben Brunetta     | Dir. of Athletic Services                |
| Mr. Brian Herrick    | Assistant Athletic Director              |
| Mrs. Donna Scott     | Student Registration /<br>Transportation |
| Ms. Jodi Hibbard     | Technology Department                    |
| Mr. Jeff Calvin      |                                          |
| Mrs. Crystal Schuver |                                          |

## GREENVILLE HIGH SCHOOL FACULTY

### ENGLISH LANGUAGE ARTS

Ms. D'Urso [ccurso@greenville.k12.pa.us](mailto:ccurso@greenville.k12.pa.us)  
Mrs. Hollobaugh [ahollobaugh@greenville.k12.pa.us](mailto:ahollobaugh@greenville.k12.pa.us)  
Mrs. Hubbard [mhubbard@greenville.k12.pa.us](mailto:mhubbard@greenville.k12.pa.us)  
Mrs. Jewell [jjewell@greenville.k12.pa.us](mailto:jjewell@greenville.k12.pa.us)  
Mrs. Kelly [rkelly@greenville.k12.pa.us](mailto:rkelly@greenville.k12.pa.us)  
Ms. Lavrey [slavrey@greenville.k12.pa.us](mailto:slavrey@greenville.k12.pa.us)  
Ms. Thomas [jthomas@greenville.k12.pa.us](mailto:jthomas@greenville.k12.pa.us)

### F.A.C.S.

Mrs. Wilson [kwilson@greenville.k12.pa.us](mailto:kwilson@greenville.k12.pa.us)

### FINE ARTS

Mr. Beckstein [bbeckstein@greenville.k12.pa.us](mailto:bbeckstein@greenville.k12.pa.us)  
Ms. DeArmitt [cdearmitt@greenville.k12.pa.us](mailto:cdearmitt@greenville.k12.pa.us)  
Mr. Danch [ddanch@greenville.k12.pa.us](mailto:ddanch@greenville.k12.pa.us)  
Mrs. Gruver [mgruver@greenville.k12.pa.us](mailto:mgruver@greenville.k12.pa.us)

### FOREIGN LANGUAGE

Mrs. Serrano [nserrano@greenville.k12.pa.us](mailto:nserrano@greenville.k12.pa.us)

### HISTORY/ SOCIAL STUDIES

Mr. Fisher [dfisher@greenville.k12.pa.us](mailto:dfisher@greenville.k12.pa.us)  
Mr. Henderson [dhenderson@greenville.k12.pa.us](mailto:dhenderson@greenville.k12.pa.us)  
Mr. McLaughlin [bmclaughlin@greenville.k12.pa.us](mailto:bmclaughlin@greenville.k12.pa.us)  
Mr. Menold [mmenold@greenville.k12.pa.us](mailto:mmenold@greenville.k12.pa.us)  
Mrs. Kelly [rkelly@greenville.k12.pa.us](mailto:rkelly@greenville.k12.pa.us)

### LIBRARY

Ms. Fiedler [kfiedler@greenville.k12.pa.us](mailto:kfiedler@greenville.k12.pa.us)

### MATHEMATICS

Mr. Herrick [bherrick@greenville.k12.pa.us](mailto:bherrick@greenville.k12.pa.us)  
Mr. Scott [mhscott@greenville.k12.pa.us](mailto:mhscott@greenville.k12.pa.us)  
Mr. Mallek [mmallek@greenville.k12.pa.us](mailto:mmallek@greenville.k12.pa.us)  
Mrs. Risavi [srisavi@greenville.k12.pa.us](mailto:srisavi@greenville.k12.pa.us)  
Mr. Stitt [kstitt@greenville.k12.pa.us](mailto:kstitt@greenville.k12.pa.us)  
Mr. Stoyer [jstoyer@greenville.k12.pa.us](mailto:jstoyer@greenville.k12.pa.us)



**PHYSICAL  
EDUCATION-  
HEALTH-  
SAFETY ED.**

Ms. Barry  
Mrs. Mitchell  
Mr. Reynolds

[kbarry@greenville.k12.pa.us](mailto:kbarry@greenville.k12.pa.us)  
[dmitchell@greenville.k12.pa.us](mailto:dmitchell@greenville.k12.pa.us)  
[jreynolds@greenville.k12.pa.us](mailto:jreynolds@greenville.k12.pa.us)

**SCIENCE**

Mr. Blatt  
Mr. Chapman  
Mr. Ellis  
Mr. Russell  
Mr. Scott  
Mr. Solderich

[cblatt@greenville.k12.pa.us](mailto:cblatt@greenville.k12.pa.us)  
[kchapman@greenville.k12.pa.us](mailto:kchapman@greenville.k12.pa.us)  
[sellis@greenville.k12.pa.us](mailto:sellis@greenville.k12.pa.us)  
[mrussell@greenville.k12.pa.us](mailto:mrussell@greenville.k12.pa.us)  
[mhscott@greenville.k12.pa.us](mailto:mhscott@greenville.k12.pa.us)  
[bsolderich@greenville.k12.pa.us](mailto:bsolderich@greenville.k12.pa.us)

**SPECIAL  
EDUCATION**

Mrs. Calleja  
Mr. Lanciotti  
Mrs. McKinney  
Ms. Schaller  
Mrs. Thompson  
Mrs. Williams  
Mrs. Yeatts  
Mrs. Zane

[rcalleja@greenville.k12.pa.us](mailto:rcalleja@greenville.k12.pa.us)  
[tlanciotti@greenville.k12.pa.us](mailto:tlanciotti@greenville.k12.pa.us)  
[emckinney@greenville.k12.pa.us](mailto:emckinney@greenville.k12.pa.us)  
[bschaller@greenville.k12.pa.us](mailto:bschaller@greenville.k12.pa.us)  
[HTHOMPSON@greenville.k12.pa.us](mailto:HTHOMPSON@greenville.k12.pa.us)  
[kwilliams@greenville.k12.pa.us](mailto:kwilliams@greenville.k12.pa.us)  
[myeatts@greenville.k12.pa.us](mailto:myeatts@greenville.k12.pa.us)  
[szane@greenville.k12.pa.us](mailto:szane@greenville.k12.pa.us)

**SPEECH-  
LANGUAGE**

Mr. Gladyz  
Mrs. Yager

[ggladyz@greenville.k12.pa.us](mailto:ggladyz@greenville.k12.pa.us)  
[jyager@greenville.k12.pa.us](mailto:jyager@greenville.k12.pa.us)

**TECHNOLOGY &  
ENGINEERING  
EDUCATION**

Mr. Gehly  
Mr. Myers  
Mr. Zilla

[mgehly@greenville.k12.pa.us](mailto:mgehly@greenville.k12.pa.us)  
[rmyers@greenville.k12.pa.us](mailto:rmyers@greenville.k12.pa.us)  
[rzilla@greenville.k12.pa.us](mailto:rzilla@greenville.k12.pa.us)

## ACTIVITIES

Extra-curricular activities are an essential part of the academic and social development of a student. Students must also be in attendance the day of a scheduled activity in order to participate in any extra-curricular practice or activity.

Students **must** be in attendance by **11:03 a.m.** in order to participate in an activity that day or evening unless approved by the High School Administration. Those who are **consistently tardy the day of or the day after an event** will also be **declared ineligible**.

In order for students to participate in a sport, they must have a minimum of 2 weeks of team practice prior to participation.

As voluntary participants in school social events, athletics, co-curricular activities, or class trips, students shall be held responsible for compliance with rules set forth by the advisor or coach. (These rules are in addition to school rules.)

Infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program. **Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school including attendance and behavior.**

**Students may also be removed** from extra-curricular activities (example: athletics, band, cheerleading, Student Council, National Honor Society, etc.) for certain inappropriate or illegal behavior **that may occur at school sponsored/participating activities outside the school day or activity**. Students who are suspended **cannot** participate in a practice or activity **nor can they attend** an event.

**Students who violate the State law or School District policy** concerning controlled substances (example: drugs, alcohol) will be referred to the Student Assistance Team and will be subject to consequences as outlined in the Drug and Alcohol Policy. Offending students must comply with recommendations from the Student Assistance Team and any involved agencies as a condition for future participation in extra/co-curricular activities.

**When buses are provided** for participants, they can only drive or ride separately to or from an activity after a parent/guardian has submitted a written request and with prior approval by the coach/advisor and/or principal.

**Those who attend activities** are expected to display proper sportsman-like behavior at all times which would include with opposing teams, fans, and officials. Violators will be subject to disciplinary action and will not be permitted to attend future events. Spectators are not to bring open beverage containers with them while attending any event.

**If school is cancelled** due to inclement weather conditions, all activities on that day/night will also be cancelled **including practices**. Upon special circumstances the Superintendent may grant facility access and/or participation.

## ANNOUNCEMENTS

Announcements of school activities, meetings, etc. are read to the students in the morning, and put on the GHS web site (go to [www.greenville.k12.pa.us](http://www.greenville.k12.pa.us)). The announcement must be signed by a teacher, advisor, or principal.

## ATHLETIC (ACADEMIC) ELIGIBILITY

Academic eligibility is checked Friday afternoon, weekly. In order to participate in athletics the athlete needs to be passing 4 classes, as mandated by the PIAA. In addition:

1: If a student is failing a core class (Math, Science, English, or Social Studies), the student will have to meet with that class's teacher to develop a remediation plan to bring the grade to passing. **If after the next weekly report or timetable established in the remediation plan the grade is not passing the student will be ineligible, regardless of the total number of classes the student is passing.**

2: If a student is failing an elective/non-core class, the student will meet with the teacher of that class to develop a remediation plan to bring the grade to passing. If the student fails to meet requirements of the established remediation plan the student will be ineligible.

## ATTENDANCE

Regular attendance at school by each student is a specific requirement of the Pennsylvania School Code. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

### **EXCUSED ABSENCES**

Permissible excused absences from school are:

- 1) personal illness
- 2) tutorial
- 3) quarantine
- 4) death in immediate family
- 5) approved religious holiday
- 6) approved educational trip
- 7) approved college visitation
- 8) school sponsored activity-athletic/extracurricular event
- 9) urgent reasons – approved by Principal
- 10) impassable roads

### **UNEXCUSED ABSENCES**

The following constitute unexcused absences:

- 1) lack of written excuse from a parent/guardian
- 2) absence because of parental neglect
- 3) unapproved educational trip or college visitation
- 4) oversleeping
- 5) missing the school bus
- 6) truancy (willfully skipping school)
- 7) other reasons not sanctioned under excused absences
- 8) parent written excuse for a reason not in State Code

### **UNLAWFUL ABSENCE/TRUANCY**

Any unexcused absence for pupils of compulsory school age. (Time of enrollment: [Kindergarten] – 17 years)

## **MAXIMUM ABSENCES**

A maximum of 15 days of cumulative lawful absences verified by parental notification may be permitted during a school year. **All** absences beyond 15 cumulative days may require an excuse from a licensed physician. (After 15 days of absence have been accumulated a parent will receive a formal written notification.)

## **CONSECUTIVE ABSENCES**

Students who miss (10) consecutive school days will be dropped from the active membership roll unless the school has evidence the absences are legal or the student is pursuing compulsory attendance.

## **PENALTY FOR UNLAWFUL ABSENCES/TRUANCY**

### **FIRST OFFENSE NOTICE (3 Days of Unlawful Absences): In accordance with School Code 1354**

When a student has accumulated (3) three days of unlawful absences as verified by the Principal and/or his designee, the parent will be notified by certified mail with a "First Offense Notice". The first offense notice is only a warning. In conjunction with this notice a school/family conference may be held to develop a proactive plan to address truancy (attendance improvement conferences). At the conclusion of the conference all parties will sign an attendance improvement conference form that is agreed upon by the school representative, the student and the parent(s) or guardian(s).

After the first offense notice is sent the accumulation six total unexcused absences during the school year becomes a violation of Compulsory School Attendance Law (Second Offense) and classifies the student as being Habitually Truant. The School District will file the case with the local Magisterial District Judge. The Judge, as a result of this violation, may impose a fine and/or a suspension of the student's driving privileges. The Greenville School District will refer all future incidents of truancy to the local Magistrate and may refer the case to Mercer County Children and Youth Services.

### **HABITUALLY TRUANT**

(accumulates six unexcused absences)

#### **Habitually truant children under fifteen years of age (accumulates six unexcused absences).**

If a habitually truant child is under fifteen (15), the School District will refer the child to either: (1) a school-based or community-based attendance improvement program or (2) the county CYS for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the School District will file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court. ♦

#### **Habitually truant children fifteen years of age and older (accumulates six unexcused absences).**

If a habitually truant child is fifteen (15) or older, the School District will either: (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial district court. If a habitually truant child aged fifteen (15) or older incurs additional absences after the School District refers that child to an attendance improvement program or the child refuses to participate in an attendance improvement program, the school may refer the child to the county CYS agency for possible disposition as a dependent child.

### **ATTENDANCE (Students 18 and Older):**

- Students beyond compulsory attendance age (18 and older) who reach their 15<sup>th</sup> day of absence will receive a letter requiring a Doctor's excuse for any additional absences beyond 15.
- Students beyond compulsory attendance age (18 and older) who are chronically absent will also meet to develop a proactive plan to address absences. In addition, **any** student who misses 30+ class periods of a full or half credit course may not be given credit for that course.

### **RETURNING TO SCHOOL After Absence – Written Excuses**

Upon returning from an absence, a parent/guardian excuse or other appropriate verification note must be presented to the high school office within (3) three school days. If the excuse is not provided to the school by the third day of return, the absence will be considered unexcused and/or unlawful.

The Written excuse should include the following information:

- 1) full name of student
- 2) date(s) of absence
- 3) reason for absence
- 4) signature of parent/guardian

### **LEGAL EXCUSES / Excuses during the School Day**

Legal excuses for absences or tardiness are listed previously.

For students to be legally excused during the school day for reasons such as doctor appointment, funeral, etc., they should adhere to the following expectations:

- 1) Written excuse or parental notification is required.
- 2) Such excuse must be presented to the high school office by 8:00 a.m.
- 3) The student must sign out before leaving and sign in upon returning at the high school office, students must have parent/guardian and office permission regardless of age or reason to leave.
- 4) Students who have doctor appointments during the school day **MUST** bring notification from the doctor's office verifying the appointment.
- 5) A student that submits an excuse for an appointment and returns to school within two class periods and with approved documentation (e.g. doctor's office) will receive credit for a full day of attendance.

### **ARRIVAL / DEPARTURE TIME**

Assuming an excuse is legal, the student's arrival time will be classified as follows:

- Arrives between 7:45 a.m. to 9:20 a.m. – TARDY
- Arrives between 9:21 a.m. to 11:45 a.m. – ½ DAY ABSENCE
- Arrives after 11:45 a.m. – FULL DAY ABSENCE
- Leaves before 9:20 a.m. and does not return – FULL DAY ABSENCE
- Leaves between 9:21 a.m. and 1:02 p.m. and does not return – ½ DAY ABSENCE
- Leaves between 1:02 PM and 2:38 PM and does not return – EARLY DISMISSAL
- Any Student ARRIVING after 11:03 a.m. will not be permitted to participate in any extracurricular activity or practice that day/evening.

## **TARDINESS / LATE ARRIVAL TO SCHOOL**

School officials establish if a tardy or late arrival is excused or unexcused. Unexcused tardies or late arrivals may include car trouble, alarm failure, oversleeping, missing the bus, etc.

| <b>Arrive between 7:45 a.m. and 9:20 a.m.<br/>(TARDY)</b>                                                                                                                                                  | <b>Arrive after 9:21 a.m.<br/>(LATE ARRIVAL)</b>                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Three (3) legally excused tardies will be permitted per semester. ALL tardies (with the exception of medical excuses) exceeding the provision of three (3) per semester will result in a detention.</b> | Three (3) legally excused late arrivals will be permitted per semester. ALL late arrivals (with the exception of medical excuses) exceeding the provision of three (3) per semester will result in a detention. |
| <b>Students will be required to submit a written excuse to the high school office within 24 hours of their tardy.</b>                                                                                      | Students will be required to submit a written excuse to the high school office within 24 hours of their late arrival.                                                                                           |
| <b>Students who do not submit a written excuse within 24 hours of their tardy will be assigned one (1) after school detention</b>                                                                          | Students who do not submit a written excuse within 24 hours of their later arrival will be assigned one (1) after school detention                                                                              |
| <b>NOTE: medical excuses do not count towards cumulative semester totals for tardy</b>                                                                                                                     | NOTE: medical excuses do not count towards cumulative semester totals for late arrival                                                                                                                          |

- If a student is chronically tardy to school, the student may face increased school consequences such as in-school suspension (ISS) and/or suspension of driving privileges.

**Reminder:** Any attendance violation is subject to compulsory attendance law governed by PA School Code. In addition, the Greenville administration can assign school consequences (detention, ISS, OSS, and/or suspension of driving privileges) to students who violate attendance policies.

It is the charge of the Greenville Area School District to ensure students are attending school. The process of achieving this charge requires cooperation from parents/families. The attendance policies and procedures are not solely intended to be punitive. With the use of a truancy elimination plan, the School District wishes to proactively support Greenville students and families in the area of improving, maintaining and sustaining optimum school attendance.

## **WITHDRAWAL FROM SCHOOL**

If withdrawal from school is necessary during the school year, a student must secure a withdrawal form from the High School office and have it completed by turning in all books and materials, accounting for any monetary obligations, and receiving required signatures. All requests for withdrawal action must be verified by parents or legal guardians. Hall lockers and/or gym lockers are to be cleaned out at the time of withdrawal. The school does not take responsibility for items left in the locker(s) after a student has withdrawn.

A student cannot legally quit school until the age of 18.

## **PERFECT ATTENDANCE**

A student is considered to have perfect attendance for a school year when they have no absences or tardiness. Excused absences and/or tardiness count *against* perfect attendance, pending administrative review. School sponsored field trips will not count against a student's attendance record.

## BOOKS AND MATERIALS

The purchase of books and materials represents a rather large investment on the part of the School District. All books should be properly cared for and protected by a book cover. The school maintains a policy of assessing charges for damaged or lost books.

Students should report any missing, lost, or stolen books immediately to their teachers **AND** to the High School Office where a “stolen/missing item” report will be filled out.

## BULLYING/CYBERBULLYING

**Bullying/cyberbullying** is an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Any student who violates the school policy shall be subject to appropriate disciplinary action which may include:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another classroom or school bus.
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Referral to counseling/therapy outside of school
- Referral to law enforcement officials.

**\*Safe 2 Say Something\*** If you need to report safety related incidents and feel you must remain anonymous, you may report your concerns through the **Safe 2 Say Something** app ([www.safe2saypa.org](http://www.safe2saypa.org)) or hotline (1-884-SAF2SAY). ***This app or hotline should be used to report only true emergency situations. Please see a teacher, administrator, or the School Resource Officer as your first point of contact unless the timeliness of the situation necessitates immediate action and anonymity for the safety of those involved.***

## BUS/TRANSPORTATION EXPECTATIONS

**Permission to ride a different bus home must be approved by the District Office. Prior arrangements must be made by the parent/guardian, in person, at the District Office 24 HOURS in Advance.**

Bus privileges may be suspended for misconduct such as fighting on the bus, use of profanity, use of tobacco, or disobedience to the driver. Any misconduct that endangers the safety of other students will result in suspension of bus privileges. Drivers have the right to assign seats for students at any time.

ARRIVAL and PICK UP of students during the morning and afternoon (7:10 am – 8:45 am and 2:10 p.m. to 2:50 p.m.) is to be done from the lower parking lot or from the upper parking lot. DO NOT utilize the front parking lot due to Bus Traffic.

Pursuant to GASD Policy 810.2, the use of video and audio recording equipment shall support efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on District-owned, operated, or contracted school busses or school vehicles.

### **CAFETERIA**

Breakfast will be served from 7:15 to 7:35 a.m. every day. All students must report to the cafeteria for the lunch period indicated on their schedules and will remain there until the end of their assigned lunch period. Students are expected and required to follow the Code of Conduct while in the cafeteria.

### **LUNCH / BREAKFAST COST**

Breakfast: \$0.95                      Lunch: \$1.75                      Milk \$0.40                      Reduced Lunch: \$0.40

### **Lunch Schedule**

| <b><u>7<sup>TH</sup> and 8<sup>TH</sup> Grade</u></b>      | <b><u>9<sup>th</sup> – 12<sup>th</sup> Grade</u></b> |
|------------------------------------------------------------|------------------------------------------------------|
| 7 <sup>th</sup> Grade                      11:00– 11:30    | ‘A’    Lunch 11:48– 12:18                            |
| 8 <sup>th</sup> Grade **                      11:15– 11:45 | ‘B’    Lunch 12:01– 12:31                            |
|                                                            | ‘C’    Lunch 12:18– 12:48                            |
|                                                            | ‘D’    Lunch 12:32– 1:02                             |

Each student has a cafeteria account number. Money can be deposited into their account as the student goes through the cafeteria line or checks can be sent to the cafeteria office for deposit to the student account. **Checks sent to the cafeteria office must include the student account number, student name, and grade.** *More information on the MySchoolBucks account system can be found on the District web page at [www.greenville.k12.pa.us](http://www.greenville.k12.pa.us)* **Students are responsible for their accounts. Charges are not accepted.**

**Free/Reduced Lunch Applications** are available in the High School Office. These **applications must be filled out every school year.**

Lunches may only be brought into school by parents/guardians for their child(ren). Students may not arrange to have lunches delivered from restaurants or pizza/sub shops. Unless approved in advance by the administration, lunches may not be delivered for a group of students.

#### **Specific Rules:**

1. ***With the exception of bottled water, no food or drink may be taken out of the cafeteria.*** For safety and security, students are **NOT** permitted to possess beverages (coffee, iced coffees, energy drinks, fountain drinks, lattes, etc.) in school.
2. Each student sitting at a table is responsible for keeping the table and floor clean.
3. No reserving of tables; students must select their table after obtaining their food tray.
4. Teachers will limit the number of students permitted to the restrooms, phones, office, etc.
5. Students are **not** to be in the hallways outside of the cafeteria area.
6. Students are to **remain seated** until they are dismissed by the supervisors.
7. Cafeteria supervisors can assign students to specific seats at any time.



## **Child Find – Special Education Services**

Every school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and related services because of their disabilities (Chapter 14, Pennsylvania Regulations 14.121; Part 300 Federal Regulations 300.125). Furthermore, Federal regulations under Individuals with Disability Education Act require child find from birth to 21 years of age. This notice is to help find these children, offer assistance to parents and describes the parents' rights with regard to confidentiality of information that will be obtained during this process.

### ***Identification Activity***

*Child Find* refers to activities undertaken by public education agencies to identify, locate and evaluate children residing in the state, including children attending private schools, charter schools and county jails, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities to cause a child to need services are: autism, blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness, and in the case of a child that is of preschool age, developmental delay. Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of *personally identifiable information*.

This notice is intended to meet this requirement. *Identification activities* are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called *screening* activities. Each school district shall establish a screening system for this purpose. The activities include: review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for *identification*. After a child is identified as a suspected *child with a disability*, he or she is evaluated, but not before parents give permission for their child to be evaluated. Please contact Mrs. Connie Timashenka, Director of Special Education for further information.

Contact: Mrs. Connie Timashenka, Director of Special Education  
[ctimashenka@greenville.k12.pa.us](mailto:ctimashenka@greenville.k12.pa.us) or call 724-588-2500, ext. 1402

## **Child Find - Protected Handicapped Student**

A protected handicapped student is a student who is school age with a physical or mental disability that substantially limits or prohibits participation in or access to any aspect of the school program. In compliance with State and Federal Law, the Greenville Area School District provides to each protected handicapped student without discrimination or cost to the student or family, those related aides, services, or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. These services and protections for "protected handicapped students" are different from those applicable to all eligible or exceptional students. For further information on the evaluation procedures and provision of services to protected handicapped students, contact Mrs. Connie Timashenka, Director of Special Education by emailing [ctimashenka@greenville.k12.pa.us](mailto:ctimashenka@greenville.k12.pa.us) or calling 724-588-2500, ext. 1402.

The Greenville Area School District will provide ongoing screening services throughout the school year. If you wish to learn more, have questions, or believe your child may need to be evaluated, please contact Mrs. Connie Timashenka, Director of Special Education by emailing [ctimashenka@greenville.k12.pa.us](mailto:ctimashenka@greenville.k12.pa.us) or calling 724-588-2500, ext. 1402.

### **Child Find - Students who are Mentally Gifted**

The definition of giftedness comes from the Pennsylvania Department of Education (PDE) Special Education Rules and Regulations under Chapter 16 and states that a student who is mentally gifted demonstrates outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program. This term includes a person who has an IQ of 130 or higher or when multiple criteria, as set forth in Chapter 16 and in Department Guidelines, indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. Deficits in memory or processing speed, as indicated by intellectual ability subtests, cannot be the sole basis upon which a student is determined to be ineligible for gifted special education. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. Determination of mentally gifted must include a full assessment by a certified school psychologist.

Once a student meets the screening requirements, a Gifted Multidisciplinary Evaluation (GMDE) is conducted. The GMDE must be sufficient in scope and depth to investigate information relevant to the student's suspected giftedness, including academic functioning, learning strengths and educational needs. The Gifted Written Report (GWR) brings together the findings from the evaluation or reevaluation concerning the student's educational needs and strengths. The GWR must make recommendations as to whether the student is gifted and in need of specially designed instruction, which are considered by the GMDE Team in the development of the Gifted Individualized Education Plan (GIEP). At the conclusion of the GIEP meeting, a Notice of Recommended Assignment (NORA) is issued. For additional information, please contact Mrs. Connie Timashenka, Director of Special Education, by emailing [ctimashenka@greenville.k12.pa.us](mailto:ctimashenka@greenville.k12.pa.us) or calling 724-588-2500, ext. 1402.

### **Child Find - English as a Second Language**

In accordance with federal law and state regulations, the Greenville Area School District must identify all students who are English Learners (ELs). These students typically have a primary language other than English that is used in their homes. Students identified with a limited English proficiency are eligible for ESL instructional services to help them attain proficient skills in their use of the written and spoken English language. All students must have a Home Language Survey completed by their parents prior to admission into the school district. This survey allows the Greenville Area School District to identify possible English Learners. The ESL teacher will screen any student identified as possibly having a limited English proficiency and will provide direct services to students based on their level of need. Parents or guardians who feel their child may have a limited English proficiency should contact Mrs. Connie Timashenka, Director of Special Education by emailing [ctimashenka@greenville.k12.pa.us](mailto:ctimashenka@greenville.k12.pa.us) or calling 724-588-2500, ext. 1402 for additional information.

## Child Find - Homelessness

In accordance with federal law, the McKinney-Vento Act defines homeless children as "individuals who lack a fixed regular and adequate nighttime residence."

The Act provides examples of children who fall under this definition. They are children and youth...

- sharing housing due to loss of housing, economic hardship.
- living in motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations.
- living in emergency or transitional shelters.
- abandoned in hospitals.
- awaiting foster care placement.
- whose primary nighttime residence is not ordinarily used as a regular sleeping accommodations (e.g., park benches, barns, sheds, tents, etc.)
- living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations.
- "unaccompanied homeless youth" including any child who is not in physical custody of a parent or guardian (this includes runaways, children thrown out of their home, abandoned by parents/guardians, or separated from their parents for any other reason).
- "migratory children" whose parent(s) or spouse(s) are migratory agricultural, dairy, fishermen workers etc. who have moved from one school district to another in the preceding 36 months in order to obtain temporary or seasonal employment.

If you think you or your family is currently in a situation similar to any of the above examples, please contact Mrs. Connie Timashenka, Director of Special Education at [ctimashenka@greenville.k12.pa.us](mailto:ctimashenka@greenville.k12.pa.us) or call 724-588-2500, ext. 1402.

## COLLEGE VISITS

Any Junior or Senior is permitted up to three (3) college visits per year. Time excused from school must be commensurate with each request and is subject to administrative review. Students who plan to go on a college visit **MUST** complete a "Request for a Pre-Planned College Visit" form available in the High School Office. All forms/permission slips must be approved by a principal **before** the visit. Each student is responsible for collecting his/her assignments before the visit. All work must be made up within one (1) week upon return. If a form is not completed and approved within the designated time frame, the student's absence will be unexcused.

**CLASS RANK COMPUTATION**  
**Grades 9 – 12**

**A. Philosophy:**

This Class Rank System is designed to use the core curriculum of 15 required courses plus six (6) electives for computing Quality Point Average (QPA). This system encourages and rewards a challenging curriculum and keeps all students “on the same playing field” of 20 courses.

**B. Basic Criteria:**

All students are required to take six (6) courses in addition to physical education. Class rank will be based on the QPA of the following credits:

1. Fifteen (15) credits of core courses as follows:

|                |           |   |
|----------------|-----------|---|
| English        | 4         |   |
| Social Studies | 4         |   |
| Math           | 3 minimum | } |
| Science        | 3 minimum |   |

7 TOTAL

\*up to 1.0 credit (math or science) of total 7.0 may be applied from approved and designated computer science courses

2. Five (5) Electives (The five courses with the highest Quality Points).

**C. Calculation of Quality Points / Derivation of Class Rank**

Class rank shall be computed by utilizing the final grade in all courses used to determine a student’s Quality Point Average (QPA). QPA is determined as follows:

1. Every class is assigned a phase level based on course rigor. Phase levels range from 0 to 4. A phase 4 course represents a class with the highest level of rigor.
2. Grades are assigned the following numeric values:  
A = 4 B = 3 C = 2 D = 1 E = 0
3. Quality Points (QP) are calculated in the following manner:  
Quality Point (QP) = Phase level (P) x Credit (CR) x Grade (G)
4. The student’s QPA is based upon five (5) courses each semester. The five (5) specific classes include all core classes plus the elective or electives with the highest QPs.
5. The five courses outlined in #4 are then summed to reveal the aggregate QPs for the semester.
6. QPA is determined at the conclusion of each semester in the following manner:  
[Total QP for the 5 classes] / [Total credits attempted for the 5 classes]

A student’s final class rank is determined by evaluating his/her cumulative career quality point average in a set, accelerated academic track that is equally accessible to all students.

**D. Important Considerations**

1. Final class rank will be based on the total Quality Point Average (QPA) earned in the 20 credits of course work (refer above)
2. All courses taken at Greenville High School in grades 9-12 will be used to determine GPA; exceptions will be courses given an “S” or “U” such as Life Prep.

3. Courses such as those taken at another high school, summer school, summer and evening college, or home schooling will not be included in GPA or QPA. These courses will be listed and given credit but will not be assigned any quality points or grade points.
4. Transfer students must complete three (3) semesters at Greenville High School to have a class rank calculated. If a student needs a rank for college purposes, it can be handled by the Guidance Counselor contacting the college or university and indicating the potential rank.
5. ***Any student that takes any course(s) prior to the established grade level(s) and/or prerequisite(s) will NOT be placed in an advantageous position with their grade level peers in regards to class rank.***

**Bell Schedule**  
**Monday, Tuesday, Thursday Friday**

**Junior High**

|                                |               |
|--------------------------------|---------------|
| 1 <sup>st</sup> Period         | 7:45 – 8:33   |
| 2 <sup>nd</sup> Period         | 8:37 - 9:20   |
| 3 <sup>rd</sup> Period         | 9:24 - 10:08  |
| 4 <sup>th</sup> Period         | 10:12 - 10:56 |
| 5 <sup>th</sup> Period (LUNCH) | 11:00 - 12:14 |
| 6 <sup>th</sup> Period         | 12:18 - 1:02  |
| 7 <sup>th</sup> Period         | 1:06 - 1:50   |
| 8 <sup>th</sup> Period         | 1:54 - 2:38   |

**LUNCH SCHEDULE**

|                             |               |
|-----------------------------|---------------|
| 7 <sup>th</sup> Grade Lunch | 11:00- 11:30  |
| 8 <sup>th</sup> Grade Lunch | 11:15 – 11:45 |

**Senior High**

|                                |               |
|--------------------------------|---------------|
| 1 <sup>st</sup> Period         | 7:45 – 8:33   |
| 2 <sup>nd</sup> Period         | 8:37 – 9:20   |
| 3 <sup>rd</sup> Period         | 9:24 – 10:08  |
| 4 <sup>th</sup> Period         | 10:12 – 10:56 |
| 5 <sup>th</sup> Period         | 11:00 – 11:44 |
| 6 <sup>th</sup> Period (LUNCH) | 11:48 – 1:02  |
| 7 <sup>th</sup> Period         | 1:06 – 1:50   |
| 8 <sup>th</sup> Period         | 1:54 – 2:38   |

**LUNCH SCHEDULE**

|           |               |
|-----------|---------------|
| {A} Lunch | 11:48 – 12:18 |
| {B} Lunch | 12:01 – 12:31 |
| {C} Lunch | 12:18 – 12:48 |
| {D} Lunch | 12:32 – 1:02  |

**WEDNESDAY ONLY**  
**Bell Schedule**

**Junior High**

|                                |               |
|--------------------------------|---------------|
| 1 <sup>st</sup> Period         | 7:45 - 8:30   |
| 2 <sup>nd</sup> Period         | 8:34 – 9:16   |
| 3 <sup>rd</sup> Period         | 9:20 – 10:02  |
| HOMEROOM                       | 10:06 – 10:17 |
| 4 <sup>th</sup> Period         | 10:21 – 11:03 |
| 5 <sup>th</sup> Period (LUNCH) | 11:06 – 12:19 |
| 6 <sup>th</sup> Period         | 12:22 – 1:06  |
| 7 <sup>th</sup> Period         | 1:10 – 1:52   |
| 8 <sup>th</sup> Period         | 1:56 – 2:38   |

**LUNCH SCHEDULE**

|                             |               |
|-----------------------------|---------------|
| 7 <sup>th</sup> Grade Lunch | 11:06- 11:36  |
| 8 <sup>th</sup> Grade Lunch | 11:19 – 11:49 |

**Senior High**

|                                |               |
|--------------------------------|---------------|
| 1 <sup>st</sup> Period         | 7:45 - 8:30   |
| 2 <sup>nd</sup> Period         | 8:34 – 9:16   |
| 3 <sup>rd</sup> Period         | 9:20 – 10:02  |
| HOMEROOM                       | 10:06 – 10:17 |
| 4 <sup>th</sup> Period         | 10:21 – 11:03 |
| 5 <sup>th</sup> Period         | 11:06 – 11:49 |
| 6 <sup>th</sup> Period (LUNCH) | 11:52 – 1:06  |
| 7 <sup>th</sup> Period         | 1:10 – 1:52   |
| 8 <sup>th</sup> Period         | 1:56 – 2:38   |

**LUNCH SCHEDULE**

|           |               |
|-----------|---------------|
| {A} Lunch | 11:52 – 12:22 |
| {B} Lunch | 12:05 – 12:35 |
| {C} Lunch | 12:22 – 12:52 |
| {D} Lunch | 12:36 – 1:06  |

**CLASS SCHEDULE – DELAYED START**

|                        |               |
|------------------------|---------------|
| 1 <sup>st</sup> Period | 9:45 – 10:00  |
| 2 <sup>nd</sup> Period | 10:04 – 10:19 |
| 3 <sup>rd</sup> Period | 10:23 – 10:38 |
| 4 <sup>th</sup> Period | 10:46 – 10:56 |

## COMMUNITY SERVICE Grades 9 –12

Students are encouraged to volunteer their time and talents through the **Community Service (CS)** program. Students may perform their service at school in place of study halls or after school in the community. Volunteer sites include, but are not limited to Special Education classrooms, Greenville Elementary, and The Good Shepherd Center. Also, students may receive 0.5 of academic credit for their participation in the **CS** program by meeting specified criteria (**60 credit hours**). Students may only receive academic credit for community service one time.

Any student who is interested in being a **Community Service** volunteer should contact Mrs. Martin in the Main Office. She will explain the opportunities that are available and the procedures for participating in the program.

## COMPUTERS/COMPUTER LABS

The Greenville Area School District has invested a great deal of money to increase student literacy in computers and technology. Consequently, if a student causes damage to a computer or to the computer lab (including viruses), he/she will be immediately suspended, will lose privileges in using any computers at school, will reimburse the District for any damages, and/or charges filed with the police.

### **Guidelines:**

1. Students are to use the lab **only** if accompanied by their classroom teacher or if arrangements have been made with the Technology Aide in advance.
2. Students may use the Internet **only** with written permission from a classroom teacher; an Acceptable Use Policy form (AUP) **must** be on file.
3. No food or drink is permitted in any of the labs.
4. **No accessories** are to be brought to the lab **from outside** of the District (i.e. headphones, disks, CDs, etc.)
5. Report any problems with a computer or a printer immediately.
6. Be sure you log off properly.
7. Keep the lab looking neat – throw away any unneeded paper, clean up your work area, take your belongings with you; in general, leave the lab the way you found it.
8. You must save to your student folder or a USB drive; **do not** save to the hard drive.
9. You must log on to the network when you are using a computer in these labs.

### **Laptop Computer Procedures and Safety**

1. You should take turns removing and putting away the laptops.
2. Allow enough time at the end of the period to put away the computers
3. Close the lid of the laptop **COMPLETELY** before moving it and make sure there is nothing on the keyboard, like a pencil, before closing.
4. Don't stack books or other heavy objects on top of the laptop.
5. Use the onscreen pointer to point to elements on the screen instead of a sharp object, such as a pen or fingernail.
6. Don't insert anything into the openings of the laptop.
7. Do **NOT** eat or drink around the laptop.
8. School Laptops are not to be used outside of the classroom.
9. **ALWAYS** carry the laptop with two hands, and don't try to carry anything else at the same time.
10. Do not store personal documents on the hard drive of the laptop.
11. Always logout and shutdown when finished using the laptop.

## CURRICULUM – ACADEMIC TRACKS

For a comprehensive listing of the courses offered at GHS, please refer to the Course of Study.

A. **Accelerated:**

Students who are in accelerated programs are expected to master material exceeding the regular class requirements and to progress rapidly. In-depth study, individual and group projects, and research are included. These programs are extensions of the college prep programs whereby enrichment is accompanied by the mastery of material. Many classes in this track carry prerequisites that are outlined in the Course of Study.

B. **College Preparation:**

College prep courses are for those students planning to go on to college after graduation. Generally the actual course work is similar to the practical programs, but students go into greater detail at a higher level and comprehension of material is more extensive. Students are expected to achieve and maintain at least a “C” average. Many classes in this track carry prerequisites that are outlined in the Course of Study.

C. **Practical:**

Practical courses are for students intending to terminate or limit their education after graduation. Fundamentals are stressed and students are expected to achieve mastery of the overall material that the courses offer. Good attendance and daily work are essential for the students to be successful.

D. **Special Education:**

Special education courses are available to students who qualify after completing a series of tests administered by the school psychologist. They are recommended for testing by teachers or parents/guardians at any time during the school year. Before entrance into the program, an Individualized Education Program (IEP) is developed at a parent-teacher conference. The type and number of special education courses will be made available to the student; teacher, parent/guardian, and psychologist recommendations will also be considered.

E. **English as a Second Language (ESL) Services**

Under No Child Left Behind, the Greenville Area School District has the responsibility to identify students whose native language is not English and to provide appropriate educational services. English as a Second Language classes are available for students whose dominate language is not English. The goals of the program are:

1. To provide consultation, evaluation, support and direct English instruction for students with limited English proficiency.
2. To develop the student’s competency in listening, understanding, speaking, reading, and writing English.
3. To provide educational experiences that prepare the student to complete high school and to enter institutions of higher education and/or the world of work.
4. To give students assistance as they adjust to living and learning in an environment where their own language is not dominant.
5. To provide an appropriate environment for students who are developing proficiency in the English language to enable them to have access to the benefits of the full school curriculum and extra-curricular activities.
6. To enhance the student’s self-worth by highlighting contributions of their ethnic group or country of origin.
7. To orient students and their family to the entire school community.



## **DANCES (School Sponsored)**

7<sup>th</sup> and 8<sup>th</sup> GRADES: Only GHS students in grades 7 and 8 can attend. Students in grades 9 –12 cannot attend (unless they are student chaperones) nor can guests from other schools.

Grades 9 –12: High School sponsored dances will be for GHS students only in grades 9 – 12.

**HOMEcomings DANCE**: students in grades 9 – 12 can attend. Guests are permitted but GHS students bringing an outside guest must complete a form and have it on file in the high school office **2 days** before the dance. Guests must have their school principal's approval, GHS principal approval and cannot be over the age of 20.

**PROM** is for Juniors and Seniors of GHS. Sophomores may attend but only if they are escorted by a GHS junior or senior. Guests are permitted but GHS students bringing an outside guest must complete a form and have it on file in the high school office **2 days** before the dance. Guests must have their school principal's approval, GHS principal approval and cannot be over the age of 20.

The School Dress and Discipline Codes are in effect at all times at dances.

## **DETENTIONS – SCHOOL**

Detention is assigned to students by administrators for tardiness to school or disciplinary reasons. Students can make up detentions at the following times:

1. After school from 2:45 p.m. – 3:10 p.m. (except Fridays and day before vacation unless otherwise announced) in the cafeteria. This will make up one (1) detention.
2. Every day before school from 7:00 a.m. – 7:30 a.m. will constitute one (1) detention.
3. Students are required to sign in with the assigned teacher to receive credit for detentions. Career Center students **may** make up detentions at these times or after return from MCCC by reporting to high school office.
4. ISS will be held for those students who fail to make up assigned school detentions. Students will be notified in advance if they are to serve ISS. Faculty will be responsible for sending individual assignments to the Guidance Office for any student assigned to ISS.

Students are expected to bring work during this time and behave properly, or they will be removed and not given credit.

All detentions must be made up *within 5 days* or on the day assigned by the Principals. Failure to make up detentions *will* result in an **ISS or OSS**; Students will not be permitted to practice or participate in an extracurricular activity if detentions(s) are not made up by the assigned date.

Parents/guardians will be contacted regarding detentions before students are suspended. It is each student's responsibility to comply with making up detentions and providing legal excuses before or after detentions are assigned.

## **DETENTIONS – TEACHER**

Detentions assigned by individual teachers are made up in the teacher's room. The specific amount of time is determined by the teacher. Teachers can assign one (1) detention for lateness to class. Students will be expected to stay with that teacher either before or after school. Students will always be given a 24-hour notice so that transportation arrangements can be made. If the student does not attend the teacher assigned detention,

the student will be referred to the high school office and the principal will assign detention or in-school suspension.

## DISCIPLINE CODE

**This Code of Conduct applies to any student who is:**

- I. on school property (including Greenville Elementary School and East Elementary School);
- II. in attendance at school;
- III. at any school-sponsored activity

A. Greenville Junior/Senior High School Disciplinary Consequences/Terms/Examples:

1. Warning
2. **Detention**: Make up study time either with the teacher or in designated areas, either before school or after school.
3. **ISS**: Students will report to the ISS room, bring books and materials with them, and work will be sent by teachers
4. **OSS**: Exclusion from school for a period of 1 to 10 Days.
5. Counseling/Student Assistance Team Referral
6. Parent/Guardian Conferences
7. Restitution
8. Community Service/Fines (i.e. Truancy, Tobacco Infraction)
9. Law Enforcement Notification and Action
10. Alternative Educational Placement
11. Expulsion

\* The above consequences may be used singularly or in any combination depending on the severity of the infraction.

- Students appearing on any school property during a period of OSS will be considered trespassing; this may result in additional OSS days and the police may be notified. Students have the right but must assume the responsibility of making up work missed because of OSS. Students will have from 5 to a maximum of 10 school days to make up work missed. Number of make-up work days will be determined by the number of days suspended.
- Students in ISS or OSS lose the privilege to practice, compete, participate, or attend any after school activity or meeting.

B. The following Behaviors/Infractions will result in appropriate school consequence(s), which are stated previously in Section A. (The administration will administer disciplinary consequence(s) based upon the age and developmental level of the offender, severity of the case and whether the infraction is chronic in nature.)

1. **Chronic Disruptions** – chronic defiance to school consequence
2. **Minor Disruption** – cafeteria, auditorium, hallway, school grounds
3. **Tardiness** – School or Class
4. **Leaving school grounds** – without permission.
5. **Inappropriate displays of affection.**
6. **Cutting/Skipping classes.**
7. **Running in the hallway**
8. **Explosive materials/devices** – possession or use (ex: firecrackers, smoke bombs)
9. **Lighters** – possession/use
10. **Drugs/Alcohol**-possession/use/distribution (please refer to *Drug/Alcohol policy*)

11. **Unauthorized over the counter, look-a-like drugs**– Possession/use/distribution  
(please refer to *Drug and Alcohol policy*)
12. **Vandalism/Destruction of School Property** – School consequence may result in restitution as well as suspension. Law Enforcement may be notified.
13. **Trespassing/Loitering** on school property.
14. **Theft**
15. **Fire Alarms** – tampering with or physical assistance
16. **Truancy** – (refer to attendance policy)
17. **Profanity**, obscene gestures, abusive or inappropriate language
18. **Obscene/inappropriate literature** – possession/use – this includes notes, magazines, internet
19. **Insubordination** – to any school personnel – refusal to comply with a reasonable request.
20. **Forgery** – excuse, pass, or any school report or document.
21. **Squirt Guns/Water Balloons** – possession/use.
22. **Laser Pointers** – possession/use
23. **Harassment** – verbal, physical, or written – or any action(s) that demean or bring about disrespect or offense to any staff member or student (ex. racial slur, religion, gender, appearance, etc.)
24. **Bullying/Cyber bullying** – a student is being bullied by another when he or she is exposed to repeatedly and over time to negative actions of one or more other students.
25. **Hazing/Initiation activities**
26. **Fighting**/(disorderly conduct/uncontrollable behavior) a student who instigates a fight or inappropriately records a fight will face disciplinary consequence.
27. **Assault on school personnel or students** – this action will result in 3 to 10 days suspension, possible alternative educational placement and expulsion. Law Enforcement will be notified.
28. **Cafeteria Misconduct**
29. **Throwing of objects** – ex: rocks, snowballs
30. **Inappropriate Items** – possession or use of items that can cause bodily harm or that are not appropriate for school (Ex: needles, rubber bands, etc.)
31. **Look-A-Like weapons**– use/possession (ex: toy guns,etc.)
32. **Sexual Harassment** – It is the policy of the Greenville Area School District to maintain learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the District staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

Sexual harassment may include, but is not limited to, the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the district may bring the allegation directly to the building principals, guidance counselors, or any teacher. A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the Student Discipline Code.

33. **Tobacco use/possession** – One {1} to three {3} days suspension; report to the District Magistrate. The Greenville Area School District adheres to Act 145 of 1996 – Section 6306.1 that read as follows:

The law defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus, or on school property, as a summary offense. School districts must initiate prosecution. The student may be sentenced to pay a fine of not more than \$50 for the benefit of the school district, in which such offending pupil resides, and to pay court costs, or be assigned to an adjudication alternative. Conviction of this offense cannot be placed on a criminal record.

Pupil/Student: A person between the ages 6 and 21 who is enrolled in school.

Tobacco: a lighted or unlighted cigarette, cigar, pipe, electronic cigarette, vapor pen, or any other lighted or unlit smoking product or smokeless tobacco in any form.

34. **Contraband** – possession/use

One (1) to three (3) day suspension; possible report to local law enforcement

Examples of contraband include but are not limited to: vapor pens (e-cigarettes, Juuls, etc.); look-a-like tobacco products (beef jerky chew, mint snuff, candy cigarettes, etc.); lighters/matches, non-hygiene-related aerosol products; pyrotechnics; pornographic materials or devices of a sexual nature.

35. **Weapons** – possession/use

One (1) to ten (10) days suspension; report to police and possible expulsion.

Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but not be limited to: firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs, or any instrument capable of inflicting serious bodily harm.

Incidents of students possessing weapons will be reported to the student's parents and will be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and against students who assist possession to any way.

Under the Act 26 of 1995, a student can be expelled for up to one year if he/she is found to have brought a weapon onto any school property, school-sponsored activity, or vehicle providing transportation to school or a school activity.

Weapons under control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in the school buildings. The Superintendent may prescribe special conditions or procedures to be followed before giving such authorization. Any weapon in the possession or control of any person contrary to this policy is subject to seizure and/or forfeiture.

The Board shall expel for a period of not less than (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board Policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

36. **Terroristic Threat(s)**:

A threat to commit violence communicated with the intent to terrorize another, cause evacuation of a building, or to cause serious public inconvenience; one (1) to ten (10) days suspension; police informed, possible expulsion.

37. **Terroristic Act(s)**:

An offense against property or involving danger to another person; one (1) to ten (10) days suspension; police informed; possible expulsion.

38. **Participation or planning** with those who violate any of the above listed offenses.

39. **Behaviors or acts** not listed above which are deemed inappropriate in school or on school grounds, which interfere or interrupt the educational process may be subject to Disciplinary Consequence.

- C. **Behavior calling for suspension of bus privileges** of a minimum of one (1) day and up to a maximum of one semester:
1. Opening emergency door.
  2. Fighting.
  3. Use of indecent language or gestures.
  4. Smoking or use of tobacco.
  5. Disobedience.
  6. Damage to bus or its furnishings.
  7. Any conduct which endangers the safety of bus riders or bus driver.
  8. Repeated minor disruptions on or off the bus, at the bus stop, etc.

D. **Driving or Riding to the Career Center Illegally:**

This will result in suspension from the Career Center and the home school up to five (5) days. Repeated offenses will result in removal of driving privileges from the Career Center and/or the home school. Students (drivers and/or riders) must have a completed form signed by their parent/guardian, the Career Center Principal, and the Greenville High School Principal on file for the current school year.

E. **Appropriate School Items:**

Students should bring to school only items that relate to the educational process. No items that resemble illegal substances will be permitted (examples: bubble gum snuff, candy cigarettes, non-alcoholic beer). In addition, other items inappropriate for school will not be permitted (examples: roller blades, chains [steel or plastic], skateboards, yo-yos, remote controls).

***ELECTRONIC DEVICES*** (i.e. Cell Phones, headphones, radios, electronic games/device, etc.)  
*Students are permitted to possess school appropriate electronic devices, but are expected to adhere to the acceptable use provisions in Board Policy 237. Use of any electronic device during an inappropriate time (such as during class instruction, assessment, or any other time expressed by the classroom teacher and/or administration) may result in the confiscation of the device. Failure to comply will result in disciplinary consequence.*

**CELL PHONE VIOLATION CONSEQUENCES**

***First offense: parent contacted – warning or detention assigned***

***Second offense: parent contacted – detention(s) assigned***

***Third Offense (and additional offenses): parents contacted – ISS assigned***

***Greenville Area School District is NOT responsible for Lost or Stolen Items.***

F. **Searches:**

Student belongings, clothing, lockers, computer files, and automobiles can be searched whenever any contraband, illegal substances, weapons, or stolen articles are suspected to be in a student's possession. Student electronic devices may be confiscated and searched when there is reasonable suspicion that these items contain inappropriate content. Should any such items be found, appropriate disciplinary and criminal proceedings will be followed.

G. **Cheating:**

1. **Definition:**

It will be considered “cheating” if a student (or students) receives, gives, or copies answers/information – whole or in part – in order to gain/provide an unfair advantage for **any assignment** (examples: quiz, test, research paper, exam, homework, written or oral report,

essay, etc.). *Students will be requested to sign a Plagiarism Pledge form at the start of the school year that will be provided by the English Teachers.*

2. Consequences:
  - a. Based upon investigation, no credit may be given for that assignment to any or all involved regardless of the amount of information received, given, or copies.
  - b. Repeated violations may result in failure in and/or removal from the class.
  - c. If any assignment related materials are stolen, bought, or sold, there may be disciplinary consequences in addition to a failing grade (examples: suspension, expulsion, report to authorities, or a combination).
3. Those who witness cheating have a moral and ethical responsibility to report such incidents to a teacher, counselor, principal, or other staff member. If a student is questioned about a cheating incident, he/she will be expected to tell the truth.

### **DRESS CODE**

Student dress, personal appearance, and cleanliness shall reflect a sensitivity to and respect for themselves and others. It shall also reflect pride in Greenville Junior/Senior High School. Students are required to wear appropriate attire that reflects an academic culture.

1. All clothing is to be clean, orderly, and appropriate for school.
2. Clothing (including t-shirts and buttons) advertising or making reference to alcoholic beverages, bars, drugs, tobacco, sex, (explicit or implied) obscene language, or images are not permitted (examples: drug-related images, adult beverages, adult industry logos, Hooters, and any other inappropriate symbols or logos).
3. Clothing or items that promote or are symbols or representative of gang, cult, satanic, discrimination, or violent behaviors are not permitted.
4. All shirts must have sleeves. This applies to all students regardless of gender. (Tank/tube tops and halters are not permitted as well as any garments with spaghetti straps. Students may not wear undershirts as their primary garment, nor are hand cut-offs, or homemade cut-offs permitted.)
5. Revealing clothing and/or midsection exposure of the body is not permitted.
6. Sleepwear including blankets is not permitted.
7. Hats, bandanas or any type of headwear (including hoods) will not be permitted anywhere *inside* the school. Students may not wear sunglasses or gloves.
8. Appropriate shorts and skirts are permitted; however, they must be of a length that covers undergarments and personal areas of the body.
9. All pants/shorts/skirts must be secured at the waist.
10. Clothing items that have rips and tears from the manufacturer or modifications made by the wearer must cover undergarments and personal areas of the body.
11. Appropriate footwear must be worn. Sandals, backless shoes, and flip-flops may be worn at the risk of the individual. GASD is not responsible for any potential injuries that may occur as a result of footwear. Bedroom slippers are not permitted. Appropriate footwear must be worn at all times.
12. Any backpacks, book bags or any other bag used to carry school materials should be kept in student lockers at all times. Due to safety concerns, backpacks are not to be carried to class while school is in session.
13. Non-clothing items such as blankets, bed sheets, capes, flags, and similar items are not permitted to be worn as clothing or used during school hours.

14. Clothing, appearance, adornments or other items that create disruption to the educational environment or present a threat to one's health or school property are not permitted (examples: face paint, face chains, spiked accessories, exposed chains, etc.)

In accordance with the aforementioned dress code, the final judgment of the suitability of student attire will be made by school administration. Students will be given an opportunity to change any objectionable clothing; otherwise, parents/guardians will be notified and violators may be sent home or sequestered from the student body.

#### **DRESS CODE VIOLATION CONSEQUENCES:**

*First offense: student is required to change – warning issued*

*Second offense: student is required to change –detention(s) assigned*

*Third Offense (and additional offenses): student is required to change– ISS assigned*

### **DRUG AND ALCOHOL POLICY**

This policy is in effect only during the school year, which includes all school calendar days. It is also in effect during the summer weeks whenever fall activities officially begin prior to the school year.

#### **A. Terms/Examples:**

1. **Cooperative Behavior:** The willingness of a student to work with school personnel in a reasonable and helpful manner; an admission of the violation; taking responsibility for one's actions; being truthful; complying with requests of the administration, the Mercer County Behavioral Health Commission, and law enforcement agencies.
2. **Uncooperative Behavior:** The resistance or refusal, either verbal, physical, or passive on the part of the student to work with school personnel in a reasonable and helpful manner; defiance, assault, denial, lying, deceit, and flight are examples; refusal to comply with requests of the administration, the Mercer County Behavioral Health Commission, and law enforcement agencies.
3. **Attendance at school-sponsored activities as a spectator only:** Includes but not limited to: games, concerts, plays, etc.
4. **Participation in school sponsored activities:** Includes all extra and co-curricular activities, including but not limited to: sports, clubs, band and band front, student council, chorus, cheerleading, prom, Homecoming, banquets, dramatics, graduation, etc.
5. **Student Calendar Days:** All days within the school calendar including weekends and holidays; the week(s) before school starts when applicable to fall activities.
6. **Calendar Days:** All days including school calendar days.
7. **Distribution:** A student delivers, sells, passes, shares, gives, or aids from one person(s) to other(s) alcohol or illegal/controlled substances.

#### **B. Process For Suspicion Of Alcohol/Drugs:**

The possible use of drugs, alcohol, or mood altering substances by a student is indicated (examples: odor, slurred speech, motor skills impairment, personal appearance, atypical behavior).

1. **During The School Day:**
  - a. The student is escorted to the Nurse's Office.
  - b. The nurse will conduct an interview/examination and will involve a principal.

**If suspicion is positive:**

- The hospital will be contacted immediately if it is an emergency situation.

- The police will be contacted by a principal.
- Parents/guardians will be contacted by the nurse or a principal.
- Will follow appropriate Drug and Alcohol Policy procedures.

2. **School Activities On School Property (Games, Dances, Concerts, etc.):**

A sponsor (or coach) notifies a principal for confirmation of suspected use; if a principal is not available, at least one (1) other employee or responsible adult.

If suspicion is positive:

- The hospital will be contacted immediately if it is an emergency situation.
- A sponsor (or coach) or a principal contacts security and/or police immediately.
- Parents/guardians will be contacted as soon as possible.
- Will follow appropriate Drug and Alcohol Policy procedures.

3. **School Activities Off School Property (Field Trips, Away Games, etc.):**

A sponsor (or coach) contacts local security and/or police immediately.

If suspicion is positive:

- A local hospital will be contacted immediately if it is an emergency situation.
- A sponsor (or coach) will notify a principal as soon as possible.
- A sponsor (or coach) or a principal will notify parents/guardians as soon as possible.
- Will follow appropriate Drug and Alcohol Policy procedures.

4. **Attendance At School Activities:**

Report of suspicion is given to security/police, a principal, an athletic director, or principals' designee.

If suspicion is positive:

- The hospital will be contacted immediately if it is an emergency situation.
- A sponsor (or coach) or a principal contacts security and/or police immediately.
- Parents/guardians will be contacted as soon as possible.
- Will follow appropriate Drug and Alcohol Policy procedures.

C. **Alcohol:**

A student possesses, uses, or is under the influence of alcohol in school, on school property, or when attending a school sponsored program (example: field trips, dances, athletics, clubs, games, etc.)

1. **First Offense: Cooperative:**

- a. Principal will investigate; this may include a search of the student, his/her locker, car, and other possessions.
- b. An analysis of the substance may be made if warranted.
- c. Notification of parent and police.
- d. Five (5) days in-school or out of school suspension.
- e. Must attend Drug/Alcohol Assessment at MCBHC and follow through with recommendation(s).
- f. No attendance at activities for 30 student calendar days.
- g. No participation in activities for 45 student calendar days; however, students will be required to practice if they wish to return to that activity.
- h. Failure to comply with the Steps e. – h. may negate reinstatement to activities. Students who are officers of an organization may not be permitted to return to those positions for the term to which they were elected. Students who are Jr./Sr. ICONS may be removed and N.H.S. members will have a disciplinary hearing for removal by the N.H.S. committee.



2. **Second Offense: Cooperative**  
**First Offense: Uncooperative:**
- a. Principal will investigate; this may include a search of the student, his/her locker, car, and other possessions.
  - b. An analysis of the substance may be made if warranted.
  - c. Notification of parent and police.
  - d. Ten (10) days out-of-school suspension.
  - e. Must attend Drug/Alcohol Assessment at MCBHC and follow through with recommendation(s).
  - f. No attendance at activities for 60 student calendar days.
  - g. No participation in activities for 365 calendar days.
  - h. A letter to the STAR Team (*refer to Student Assistance Program in Handbook*) requesting reinstatement to activities must include supportive evidence of rehabilitation (example: Alcoholics Anonymous [AA], drug and alcohol counseling, etc.).

3. **Third Offense: Cooperative**  
**Second Offense: Uncooperative:**
- a. Principal will investigate; this may include a search of the student, his/her locker, car, and other possessions.
  - b. An analysis of the substance may be made if warranted.
  - c. Notification of parent and police.
  - d. Ten (10) days out-of-school suspension.
  - e. Must attend Drug/Alcohol Assessment at MCBHC and follow through with recommendation(s).
  - f. Board expulsion hearing.
  - g. Permanent exclusion from all attendance at/participation in activities.
    - The amount or nature of the alcohol will not be factors in the degree of consequences.
    - If a student is an underclassman, consequences will be carried over to the next school year.

D. **Drugs:**

A student possesses, uses or is under the influence of an illegal or controlled substance (non-alcohol) in school, on school property, or when attending a school sponsored program (example: field trips, dances, athletics, clubs, games, etc.).

1. **First Offense: Cooperative:**
- a. Principal will investigate; this may include a search of the student, his/her locker, car, and other possessions.
  - b. An analysis of the substance may be made if warranted.
  - c. Notification of parent and police.
  - d. Ten (10) days out-of-school suspension.
  - e. Must attend Drug/Alcohol Assessment at MCBHC and follow through with recommendation(s).
  - f. No participation in/attendance at activities for 180 calendar days.
  - g. May recommend board expulsion hearing.
  - h. A letter to the STAR Team (*refer to Student Assistance Program in Handbook*) requesting reinstatement to activities must include supportive evidence of rehabilitation (example: AA, drug and alcohol counseling, etc.).

2. **Second Offense: Cooperative**  
**First Offense: Uncooperative/Distribution:**

- a. Principal will investigate; this may include a search of the student, his/her locker, car, and other possessions.
- b. An analysis of the substance may be made if warranted.
- c. Notification of parent and police.
- d. Ten (10) days out-of-school suspension.
- e. Must attend Drug/Alcohol Assessment at MCBHC and follow through with recommendation(s).
- f. Permanent expulsion from all activities.
- g. May recommend board expulsion hearing.
- If a student is an underclassman, consequences will be carried over to the next school year.

E. **Paraphernalia:**

A student possesses or uses drug related utensils or items associated with drugs or alcohol (example: pipes, bowls, roach clips, vapor pens, etc.)

1. Principal will investigate; this may include a search of the student, his/her locker, car, and other possessions.
2. Paraphernalia will be confiscated.
3. An analysis of the substance may be made if warranted.
4. Parents/guardians and police will be notified.
5. If there is evidence of a violation (example: pipe residue), appropriate situational category will apply.

**Other Considerations**

- All students who fall under any of the above categories will be referred to the STAR Team (*refer to Student Assistance Program in Handbook*).
- Written documentation should accompany actions taken by all individuals involved.
- Students who participate in co-op sports/activities with neighboring school districts (e.g. Commodore Perry, Jamestown, and Living Word) will be subject to the Drug and Alcohol Policy of the Greenville Area School District.

**DISPLAY/DISTRIBUTION OF PUBLIC NOTICES**

Any posters, pamphlets, literature, advertisements, etc. that are not school-related must be approved by the principals before they can be posted or distributed inside or outside the school.

**DRIVING TO/PARKING ON SCHOOL PROPERTY**

If and when students are permitted to drive/park on school property, they are required to fill out an automobile registration form in the High School Office and receive a parking pass. The pass will be displayed on the rearview mirror while the car is parked on school property. Students must register their vehicle(s) at the start of every school year. Automobiles can be searched whenever any contraband, illegal substances, weapons, or stolen articles are suspected to be in a student's possession. **Students are not to park in the front/upper lots or field house lot during school hours, only in the West Parking Lot.** Violators will lose parking privileges and will be suspended if they refuse to comply.

The following rules must be observed:

1. Parking spaces closest to the building should be filled first.
2. Observance of all traffic laws on school property (15 m.p.h.).
3. Students are not to go to their cars during school hours without office permission.
4. Violators of these rules will have their driving privileges revoked. Also, cars parked in illegal spaces or do not display a parking pass are subject to be towed at the owner's expense.

## DRIVING TO MERCER COUNTY CAREER CENTER

Students enrolled in Career Center Classes during the school day are only permitted to drive their personal vehicle to and from if they have permission from both the home school principal and the Career Center principal.

- a. Student must first secure a permission card from Career Center.
- b. Career Center instructor will sign the card first.
- c. Card will be presented to the high school principal **TWO (2) Days** before student needs to drive to the Career Center.
- d. Copy of card will be kept in the high school office.
- e. Card is returned to Career Center by student for Career Center principal to sign.
- f. Students who gain permission to drive to the Career Center are not permitted passengers unless proper permission is secured by GHS Principal, MCCC, and parent(s).

## ENTERING AND LEAVING THE BUILDING

The building will be open for **limited access from 7:00 a.m. – 7:30 a.m.** each morning. Students coming to school prior to 7:30 a.m. must report directly to the Cafeteria.

Buses will load and unload at the front of the building. Dismissal time is 2:38 p.m. Students may use any convenient exit when leaving the building. Students cannot leave the building or sign themselves out without an excuse brought in ahead of time from their parents/guardians or without verbal permission from parents/guardians confirmed with office personnel (principal, secretary, or nurse) regardless of age or reason. **Also, students are not to be in the building or on school grounds after 2:38 p.m. unless they have a specific reason.**

Students have a right to a safe passage both to and from school. If an incident would occur during this time, the incident should be referred to the high school administration for appropriate action.

## FOSTER CARE

County Children & Youth agencies are responsible to make the designation of students who enter foster care. The Greenville Area School District's Director of Special Education is in contact with multiple CYS agencies and participates in Best Interest Determination (BID) meetings chaired by the CYS agencies. The goal of a BID meeting considers the following multiple factors to ensure a student's continuity of instruction: their age and grade placement; academic strengths; social and emotional state; the distance of the commute and its' impact on the student education and/or special needs; the personal safety of the student; consideration of a student's siblings; their history of transfers; the student's need for special instruction; the length of anticipated stay in temporary or permanent location; their academic performance ranking; and the preference of the student's parent(s) or Educational Decision Makers. These factors are considered to determine whether it is best for the student to remain in their school of origin or transfer to the school of placement. The Greenville Area School District strives to maintain a contact with an individual in the student's school of origin, and at the county CYS agency.

Contact: Mrs. Connie Timashenka, Director of Special Education  
[ctimashenka@greenville.k12.pa.us](mailto:ctimashenka@greenville.k12.pa.us) or call 724-588-2500, ext. 1402

## GRADES ACCESS - STUDENT

*Power Parent* is an Internet accessible program that provides an easy way for parents/guardians to keep up-to-date with their child's academic progress. Features of Power Parent enable parents to:

- Check your child's latest grades.
- Receive email alerts when new grades are posted.
- Receive emails with school or class information.
- See what homework is not turned in and read notes from your child's teachers.
- View team and club activities.
- View your "Combined Calendar" to see all the events listed on the school calendar and your child's personalized classes and activities automatically collected and personalized.

Students can also open PowerSchool accounts to monitor their grades. If you have questions on how to access the program, please contact the GHS office at 724-588-2500.

## GRADUATION CEREMONY

To participate in the graduation ceremony (Commencement), a senior must have 25.0 credits unless the principal grants an exception after meeting with the student and Guidance Counselor. Exceptions will be granted based upon the ability of the student to make up credits during the summer. If the student has to return in the fall, she/he cannot participate. If a senior has 25.0 credits but also has obligations (example: detentions, financial, materials), he/she may participate in the ceremony but the diploma will be withheld until the obligation is fulfilled.

Seniors must attend commencement rehearsal in order to participate in the ceremony. Expectations related to attire will be reviewed by the administration during graduation practice. Anyone not wearing appropriate clothing will be withheld from the ceremony; and anyone engaging in inappropriate behavior before, during, or immediately after the ceremony will be removed.

## GRADUATION REQUIREMENTS

### A: Course Completion:

Requirements for graduation are established by the Greenville Area School District Board of Directors and satisfy the mandated minimums set forth by the Pennsylvania State Department of Education. To be eligible for a diploma, a student must successfully complete a minimum of **25.0 credits in grades 9-12**.

The following are basic subjects required of all students:

| Subject              | Credits                                       |
|----------------------|-----------------------------------------------|
| English              | 4.0                                           |
| Social Studies       | 4.0                                           |
| Science              | 7.0 total, minimum of 3.0 in each discipline* |
| Mathematics          |                                               |
| Health               | 0.6                                           |
| Physical Education   | 1.1                                           |
| Fine or Applied Arts | 1.0                                           |
| Electives            | <u>7.3</u>                                    |
| <b>TOTAL</b>         | <b>25.0</b>                                   |

\*up to 1.0 credit (math or science) of total 7.0 may be applied from approved and designated computer science courses

**B. Guidelines:**

1. Each student should register for and maintain a minimum of **six (6) full-time subjects** in addition to physical education. Full-time subjects meet one (1) period each day of the week.
2. To be eligible for a second (or subsequent) year of an elective subject, a student must obtain at least a “C” final grade in the first or preceding year unless designated otherwise
3. An overall average of “C” in the college preparatory curriculum is considered minimum for staff recommendation to college.

**C. Class Standing Requirements:**

The minimum number of credits necessary for grade classification at the beginning of each school year is:

|          |                 |                                 |                             |
|----------|-----------------|---------------------------------|-----------------------------|
| To be in | <b>Grade 9</b>  | the student must have completed | <b>8<sup>th</sup> grade</b> |
| To be in | <b>Grade 10</b> | the student must have earned    | <b>4.0 credits</b>          |
| To be in | <b>Grade 11</b> | the student must have earned    | <b>10.5 credits</b>         |
| To be in | <b>Grade 12</b> | the student must have earned    | <b>17.5 credits</b>         |

**GUIDANCE OFFICE**

Students going to the Guidance Office must **sign in** and **sign out** and should try to make appointments during NON-INSTRUCTIONAL TIME. When going to the Guidance Office from a classroom or study hall, students must have a pass from the teacher; students must have a signed pass from Guidance personnel (excluding student workers) upon return to their classroom/study hall.

**HALLWAYS AND PASSES**

Teachers have been instructed not to excuse students during class unless it is an emergency. Any student in the hallways during class time **must** have a pass.

Running in the hallway will not be tolerated (see Discipline Code).

**HEALTH SERVICES / NURSE**

The school nurse is available during the school day to provide primary care for injury or illness; she also administers special screening tests, health assessments, and works with students and their families throughout the year.

Students needing medical attention should secure their teacher’s permission and secure a pass. Students are not to go the Nurse’s Office between classes unless it is an emergency. ***If the student needs to go home they are to report to the nurse office first. A parent/guardian will be contacted before the student is permitted to sign out.*** Students should report to the office if the nurse is not available.

Medications, including aspirins, will not be dispensed to students without a physician’s statement. **All medications** must be kept in the Health Room (or high school office if nurse is not available) and not in a pocket or locker; this prevents accidents or unnecessary suspicions. All medications must be brought to the school by parent/guardian or responsible adult. **No medications should be sent with the child to school under any circumstances. No medications are allowed on the buses. (Inhalers for asthma are an exception to this Guideline.)**

## **ACT 195 – Exemption of the administration of epinephrine**

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

## **Guidelines For Infection Control**

*General guidelines and procedures are to be followed by ALL STAFF and ALL STUDENTS at ALL TIMES to eliminate and minimize transmission of all infectious disease.*

*HANDWASHING: hand washing is the single most important procedure for preventing transmission of infectious organisms. Proper Hand washing procedures are:*

1. Use soap and warm running water. Soap suspends easily removable soil and micro-organisms, allowing them to be washed off.
2. Rub and scrub hands for approx. 15 seconds to work up a lather.
3. Scrub knuckles, back of hands, nails and between fingers.
4. Rinse hands under warm running water.
5. Use paper towels to thoroughly dry hands.
6. After drying hands, use the towel to turn off the faucet.

When hand washing facilities are not available, a waterless antiseptic hand cleaner should be used.

Additional ways to control infections:

- cover mouth when coughing or sneezing.
- dispose of used tissues in plastic-lined waste receptacle.
- keep fingers out of eyes, nose, and mouth.
- stay home when sick, i.e., fever, diarrhea, vomiting, excessive sneezing, and coughing.
- refrain from sharing personal care items, i.e., combs, brushes, makeup, etc.
- cover open, draining sores.
- Refrain from sharing eating utensils, drinking cups, or water bottles.

## **Act 105 of 2018 Sunshine Law Sun Protection**

Sun Protection Measures for GASD students: Students are allowed to self-carry and self-apply FDA approved, non-aerosol, over-the-counter sunscreen at school. *"The school entity is NOT responsible to ensuring that the non-aerosol topical sunscreen product is applied to the student"*

Parents: if you child is unable to self-apply sunscreen, please contact the school nurse for a permission form for the nurse to apply sunscreen to your child.

## **HOMEWORK AND MAKE UP WORK**

Homework is essential to extending and establishing ideas and notions from class. It is assigned in most subjects and each teacher determines the type and amount of homework assigned. It is considered so important that students can be removed from or potentially fail a class if certain assignments (such as term papers) are not complete.

If a student is legally excused from school, classwork or homework can and should be made up. Students who are suspended are permitted to make up work. It is the student's responsibility to inquire about or complete all assignments missed during an absence and should be completed within a reasonable period of time (up to a

maximum of two [2] weeks for extended illnesses). Faculty members are available after school to meet with students and provide assistance.

Parents/guardians may call the school office requesting that teachers send work for assignments to be picked up but only if a student is out or anticipates being out for three (3) or more days. Parents/guardians or students can also access the lesson plans that are posted on the school website at [www.greenville.k12.pa.us](http://www.greenville.k12.pa.us), click on “parent link”.

### **Yellow Cards**

Students who have significant outstanding work that is inhibiting their success in any class or series of classes will be required to stay after school (or other designated location) from 2:45 PM to 4:00 PM (Monday – Thursday) until this work is made up. This process is initiated by a “Yellow Card” that parents will be required to sign if your student has significant work outstanding. This Yellow Card will detail the start of his/her after school commitment. This commitment will be satisfied only when all outstanding work has been made up. It is important to emphasize that this expectation is not a punishment, but rather the extension of our commitment to ensure that your child reaches his/her educational potential. Yet, it is equally important to stress that while this is an outreach, it is also an expectation. Therefore, students who are given a “Yellow Card” by a teacher or staff member for outstanding work are expected to attend. Because this is an expectation, students who make the decision not to stay to work on outstanding assignments will receive a school consequence for insubordination.

### **Study Lab**

Greenville High School is committed to student achievement. Therefore, the administration and staff have made a commitment to provide staffing and support for students who require additional assistance. While students are welcome and encouraged to reach out to their teachers to schedule tutoring appointments before or after school, the learning center adjacent to the high school office (or other designated location) will be open daily from 2:45 PM to 4:00 PM (Monday – Thursday). Students are encouraged to utilize this time, with the provisions of technology and an environment conducive to learning, to maximize the use of the District’s resources. Use of the lab is a privilege, so proper behavior and decorum is expected. Please contact the GHS office with any questions at 724-588-2500.

## **HONOR ROLL**

Full time students are eligible to be on the Honor Roll at the end of each nine (9) week grading period. They must have a 3.00 – 3.49 GPA and cannot receive a “D” or “E” in any subject. Students who have a 3.50 – 4.00 GPA and no “D’s” or “E’s” will be on the High Honor Roll.

## **IN-SCHOOL SUSPENSION**

ISS is an alternative to OSS but both are considered suspensions. Students will be assigned to ISS as outlined in the Discipline Code. The ISS procedure is as follows.

1. Students will be assigned to ISS by the Principal.
2. Work and materials will be sent to the Guidance Office by each of the student’s teachers.
3. Students will report directly to the ISS room by 7:45 a.m. and will bring all books and materials with them.
4. Students will work, study, or read at **ALL TIMES**. All assignments must be completed before dismissal.
5. Students will not be on-task at all times as directed by the in-school suspension monitor.
6. Students will go to the cafeteria to get their lunch and eat at their designated location.
7. Any deliberate disturbance in the ISS room will result in an additional consequence which may include ISS, OSS, or detentions.
8. Students who are late to ISS may be assigned additional time by the Principal.

**INTERNET**  
**Acceptable Use Policy (AUP)**  
**Greenville Area School District**

I. Purpose

The Greenville Area School District believes every child is a candidate for greatness, therefore our mission is to equip all students with knowledge, competencies, and desire to face the challenges necessary to achieve fulfillment in a global society. The Library/Media Center is committed to providing opportunities and resources for students to access, use, evaluate, and create information using traditional and electronic resources.

The purpose of this document is to establish a protocol for administrative, faculty, student, and community use of the Internet in the Greenville Area School District.

The Board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

II. Authority

The Internet is a way of organizing and delivering information over electronic networks that involve creation of one site that can then be linked to one or more sites. The World Wide Web, a graphical interface to the Internet, allows for the inclusion of pictures, videos, and sounds, text, animation and computer program code. Information can be in full color and can be constantly changing.

Please keep in mind that the Internet is very interactive and makes it possible to send and receive any type of information that can be digitized.

The electronic information available to student and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use, monitor electronic mail and fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users. The district reserves the right to restrict utilization of unauthorized hardware.

The Board establishes that the use of the Internet is in accordance with all other district resources established for students. The free use of the Internet may be restricted to appropriately match individual student needs. Failure to comply with regulations may result in regulation of resources access, or civil or criminal action under Pennsylvania or federal law.

III. Delegation of Responsibility

Users should have a clear educational or instructional purpose. Users must adhere to copyright laws. Users must take responsibility for having access to vast services, sites, systems, and people. As a user of the network, users will be allowed access to other networks or computers. Each network or system has its own set of policies and procedures. Users must abide by the policies and procedures of these other networks/systems.



Users are cautioned that it is against the law to commit crimes via the electronic network and that the appropriate authorities will be contacted.

The content and maintenance of a user's electronic mailbox is the user's responsibility. As such, the user must be aware that the Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the US Postal Service. This means that tampering with electronic mail, interfering with or intercepting delivery of mail, and the use of electronic mail for criminal purposes may be a felony offense.

Central and network computer access are protected by password security. Users must follow established guidelines for network security.

Any infractions will be dealt with using the discipline code in place at the school. This information will be updated annually and shared with the student body.

#### IV. Guidelines

##### Security

Protect yourself by not divulging your password to others. You will need to change your password on a regular basis. If another user should gain access to your password, change it immediately and report the breach in security to the system administrators.

Users are not to use a computer that has been logged in under another user's name.

The district has curriculum in place to educate all students on appropriate online behavior, including interacting with other individuals on social networking web sites, in chat rooms, and cyber bullying awareness and response.

##### Maintenance

The user should check electronic mail on a regular basis, and delete unwanted messages immediately.

The contents and maintenance of users own storage area is the user's responsibility. As such, the user must:

1. Keep number of files to a minimum.
2. Exercise common sense using shared resources.
3. Refrain from engaging in deliberately wasteful practices for example, printing large amounts of unnecessary items or copies of lengthy documents.
4. Limit the size and number of files transferred. File transfers can be time consuming. Files accesses should be for educational or instructional purposes only.

##### Ethics

A user shall not access material that is profane or obscene (pornography) or that advocates violence toward other people. Legitimate research on questionable topics must be preapproved by the faculty member and librarian supervising the assignment.

#### Unacceptable Use

Unlawful use of a computer is as defined but not limited to:

(a) Offense defined – A person commits an offense if he:

- (1) accesses, alters, damages or destroys any computer, computer system, computer network, computer software, computer program or database or any part thereof, with the intent to interrupt the normal functioning of an organization or to devise or execute any scheme or artifice to defraud or deceive or control property or services by means of false or fraudulent pretenses, representations or promises;

- (2) intentionally and without authorization accesses, alters, interferes with the operation of, damages or destroys any computer, computer system, computer network, computer software, computer program or computer data base or any part thereof; or
  - (3) intentionally or knowingly and without authorization gives or publishes a password, identifying code, personal identification or other confidential information about a computer, computer system, computer network or database.
- (b) Definitions – As used in this section, the words and phrases shall have the meanings given to them in the section marked “glossary.”

District unacceptable/prohibited use includes, but it not limited to the following:

- Violation of any said copyright laws
- Tampering with electronic mail, interfering with or intercepting delivery of mail, and the use of electronic mail for criminal purposes (felony offense). In accordance with the Electronic Communications Privacy Act, electronic mail is placed in the same category as messages delivered by the US Postal Service. Special Note: E-mail is not private; system operators have access to all e-mail messages and the right to monitor such messages sent or received from within the school district.
- Use of district computers and/or related accounts for purposes of communicating with outside parties in the world for non-educational reasons.
- Unauthorized downloading and/or installation of software to include all programs not pre-approved by the Technology Department.
- Vandalism, as defined as deletion, or reconfiguration of data; degradation of system performance; distribution of unsolicited advertising; propagation of computer worm/viruses (including Trojans); and similar behaviors.
- Physical alteration of district equipment such as removal of any internal/peripheral hardware.
- Alteration of district system configurations such as pre-established LANs, networked computers or printers, security setups, protocol setups, established user interfaces, or sharing of devices or drives without given authority from the Technology Department.
- Purposeful accessing of inappropriate web sites containing inappropriate language, vulgar or offensive content, or pornography. The receiving or transmitting of such material through electronic mail.

Any infractions will be dealt with using the discipline code in place at the school. This information will be updated annually and shared with the student body.

## GLOSSARY

**Access** – To intercept, instruct, communicate with store data in, retrieve data from or otherwise make use of any resources of a computer, computer system, computer network or database.

**Computer** – An electronic, magnetic, optical, hydraulic, organic or other high speed data processing device or system which performs logic, arithmetic, or memory functions and includes all input, output, processing, storage, software or communication facilities which are connected or related to the device in a system or network.

**Computer Network** – The interconnection of two or more computers through the usage of satellite, microwave, line or other communication media.

**Computer Program** – An ordered set of instructions or statements and related data that, when automatically executed in actual or modified form in a computer system, causes is to perform specified functions.

**Computer Software** – A set of computer programs, procedures and associated documentation concerned with the operation of a computer system.

**Computer System** – A set of related, connected or unconnected computer equipment, devices and software.

**Database** – A representation of information, knowledge, facts, concepts or instructions which are being prepared or processed or have been prepared or processed in a formalized manner and are intended for use in a computer, computer system or computer network, including, but not limited to, computer printouts, magnetic storage media, punched cards or data stored internally in the memory of the computer.

**Property** – Includes, but is not limited to, financial instruments, computer software and programs in either machine or human readable form, and anything of value, tangible or intangible.

**Services** – includes, but is not limited to computer time, data processing and storage functions.

## KEYSTONE EXAMS

Starting with the **Graduating Class of 2020 (12<sup>th</sup> grade in 2019-19)** students must have the following:

1) Successful completion of secondary level course work in English Language Arts/Literature, Algebra I, and Biology in which a student demonstrates proficiency on the associated Keystone Exam. (Keystone Exam serves as an end of course assessment).

### Additional Notes:

- ✓ A student shall be permitted to retake any Keystone Exam or Keystone Exam Module, in which the student did not score proficient or above at next available testing date.
- ✓ A student taking Keystone Exam(s) who did not score proficient on any Keystone Exam or Keystone Exam Module, shall be provided supplemental instruction by GHS according to PDE Chapter 4 Guidelines.

### **Keystone Required Courses Project Based Assessment**

The Pennsylvania Department of Education shall develop a Project Based Assessment System that is aligned with the module for each Keystone Exam.

- ✓ If a student is unable to pass a Keystone Exam or Keystone Exam Module, the student may supplement the Keystone score through satisfactory completion of a Project Based Assessment.
- ✓ A student may qualify to participate in one or more Project Based Assessments if the student has met all of the following conditions:
  1. Has taken the course
  2. Was unsuccessful in achieving a score of proficient on the exam after at least 2 attempts
  3. Met the attendance requirements of the district
  4. Has participated in a satisfactory manner in supplemental instructional services provided by the district, MCCC, or Charter School.

**\*Information and Requirements pertaining to Keystone Exams and Project Based Assessments are subject to change and/or alteration due to the finalization of state initiatives.**

## LIBRARY

The Library will be open for recreational reading, research, or study throughout the day. The Librarian will determine the number of students who can attend from each study hall. Students must secure passes for the Library from their classroom teachers or Study Hall teachers. Students who have research passes will be granted access for the Library but must have the research pass signed by the classroom teacher who assigned the specific research.

## LOCKERS

Each student will be assigned a hall locker for storing schoolbooks and clothing. ***Students are not permitted to trade lockers with other students or to move to an empty locker.*** It is strongly recommended that each student place a lock on his/her locker to protect the contents. Students can also use gym lockers while taking physical education; but again, using a lock is suggested or leaving valuables with the gym teacher. Students are responsible for all their contents including lost or stolen items.

School lockers are property of the Greenville Area School District. Although students are permitted to use them, School District personnel may search lockers at any time. As such, students shall have no expectation of privacy in their lockers.

**Students should not place stickers on lockers or write on lockers. Students will be responsible to remove all stickers and any writing before the end of the school year. Students are responsible to keep their lockers neat and clean. Lockers are not to be stuffed full causing damage to the locker or lockers in the vicinity. Students could be held responsible to pay for any damage done to the locker they are assigned.**

Locks may be rented from the Office for \$5.00. The lock remains the property of the school. The rental fee will be reimbursed at the end of the year if the same lock is returned in good condition.

## NATIONAL HONOR SOCIETY

The National Honor Society aims to recognize and promote students who have demonstrated outstanding scholarship, leadership, service, and character. Students in grades 11 and 12 are eligible for induction and must accumulate a minimum 11.0 cumulative QPA. Eligible students will be notified by the National Honor Society advisor of their candidacy and the specific expectations they will be required to fulfill to further pursue induction. Greenville High School teachers have the opportunity to provide input on the candidates with final determination of each applicant's induction to be made by the National Honor Society Selection Committee. If, after a student gains membership, there are concerns about their continued inclusion due to a serious violation of membership expectations, the student will be provided with written notification and the opportunity to participate in a hearing prior to potential disciplinary action being taken.

## REPORT CARDS AND GRADES

Students receive report cards at the end of each nine (9) week period; there are four (4) grading periods. Within each grading period, a deficiency or progress report is mailed home to parents/guardians after 4 ½ weeks. Students usually receive these reports if they are not working at their ability level or are in danger of failing. If parents/guardians wish to meet with a teacher or group of teachers, they can call the High School Office or send the teacher an email which can be accessed thru the school's website. The secretary will take the call, relay it to

the teacher(s), and the teacher(s) will return the call to arrange a conference at a time convenient for both parties.

Grades are computed and determined on an individual basis; each teacher uses criteria that he/she believes is appropriate for a particular class. Each teacher will communicate this information at the beginning and throughout the school year. It is the student's responsibility to understand and adhere to the grading policy set forth by the teacher.

**The District grading scale, which is percentage based, is as follows:**

|          |          |                     |
|----------|----------|---------------------|
| <b>A</b> | <b>=</b> | <b>90 – 100</b>     |
| <b>B</b> | <b>=</b> | <b>80 – 89</b>      |
| <b>C</b> | <b>=</b> | <b>70 – 79</b>      |
| <b>D</b> | <b>=</b> | <b>60 – 69</b>      |
| <b>E</b> | <b>=</b> | <b>59 and below</b> |

If students receive an "I" (incomplete) on their report card, they have a maximum of two (2) weeks to make up their work to receive a grade; otherwise, the "I" automatically becomes an "E" (failing grade).

**Grade 9-12:** Students will receive (1) final grade per semester; the final semester grade will be calculated by averaging their (2) marking period percentages and assigning a letter grade that coincides with this calculated percentage. Individual teachers may elect to administer an end of semester assessment or a cumulative final exam, but this assessment will be incorporated into the 2<sup>nd</sup> or 4<sup>th</sup> marking period grade.

Being fair and ethical in assessing students' knowledge and effort a nine week grade will be assigned no lower than 45%. This action provides an opportunity for improvement during the school year. Students who fail to meet course requirements by refusing to do work and/or have excessive absences, etc. may be subject to failure of the course.

**Grade 7-8:** The final grade for a full year course will be determined by averaging the four nine (9) week percentages. The final decision of promoting or retaining any students will be the responsibility of the Principals. Attitude, age, and prior retentions will also be taken into consideration. Students may be required to repeat certain subjects, attend summer school, or other remediation programs as conditions for placement into the next grade.

Students may be required to repeat certain subjects, attend summer school, or other remediation programs as conditions for placement into the next grade.

## **SAFETY DRILLS**

Throughout the year, fire drills and a tornado drill are conducted to ensure everyone's safety in the event of a building evacuation. Each room in the building contains a plan of exit so students know where to exit the building. The procedure is also explained by each teacher at the beginning of the year. Each class is to leave the room with the students walking rapidly in single file; students are to stay with their own group and wait outside at a place determined by the teacher. Teachers are to have a class list with them when exiting the building. Please consult the appendices at the end of the Handbook for additional information and hallway designations.

**A. FIRE DRILLS**

| <b><u>ROOM</u></b>                                                                                                  | <b><u>EXIT AT:</u></b>                                 | <b><u>STAGE AT:</u></b>                                                |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------------------|
| 200, 201, 202, 203, 204,<br>205, 206, 207, 208                                                                      | Room 202 (yearbook)                                    | Parking Lot NE of Garage                                               |
| 210-214-215-218-220A<br>-220B                                                                                       | North stair tower<br>(next to room 214)                | Sidewalk North of AC unit                                              |
| 225-226-227-228-Library<br>/Media Center-Lecture Hall-District Office<br>Tech Office-District Office<br>232-233-234 |                                                        | South End Parking Lot by<br>Track                                      |
| 236, 237, 238, 239, 240                                                                                             | West stair tower<br>(next to room 238 across from 237) | Student Parking Lot<br>at handicap parking.                            |
| 241, 242, 243                                                                                                       | Science Wing tower<br>(next to room 242)               | Student Parking Lot<br>South of handicap area                          |
| 109-110-111-112-113,<br>114, 115, 116, 117, 119,<br>120, 121, 123, 124, 125                                         | West parking lot (end of JH hall)                      | Student Parking Lot south<br>end by Tennis Court Entrance              |
| 103 and 105 (GATEWAYs)                                                                                              | West Parking Lot (end of JH hall)                      | Student Parking Lot                                                    |
| 100-Tech. Ed. Suite                                                                                                 | Front Stair Tower<br>(outside of tech area)            | Sidewalk area next to<br>delivery area near Tech                       |
| 101-102, Gym A,<br>East Boys Locker Room                                                                            | Front stair tower<br>(outside of tech area)            | Sidewalk area next to<br>delivery area near Tech.                      |
| Gym B, C,<br>Girls Locker Room,<br>West Boys LR Athletic entr.<br>Weight Training room                              | Athletic entrance                                      | Student Parking Lot end of<br>sidewalk leading from Athl.<br>entrance. |
| <b><u>ROOM</u></b>                                                                                                  | <b><u>EXIT AT</u></b>                                  | <b><u>STAGE AT</u></b>                                                 |
| Music (Choir) Room                                                                                                  | Room exit                                              | Sidewalk area by parking lot.                                          |
| Band Room                                                                                                           | Room exit                                              |                                                                        |
| Prac. Rooms, Dressing Rm                                                                                            | North Entrance (leading to dock)                       | Sidewalk area by parking lot.                                          |
| Stage, Theatre                                                                                                      | North Entrance (leading to dock)                       |                                                                        |
| Kitchen                                                                                                             | Dock Entrance                                          |                                                                        |
| Auditorium, H.S. Office-                                                                                            | Front Entrance                                         |                                                                        |
| Nurse-Guidance Suite,                                                                                               | Front Entrance                                         |                                                                        |
| Cafeteria Seating                                                                                                   | Front Entrance                                         | Northeast side of front<br>parking lot on sidewalk.                    |

**B. TORNADO DRILLS:**

1. Tornado Actions:

- a. Tornado Watch - there is a chance of dangerous weather with damaging winds.
- b. Tornado Warning – a tornado has been sighted nearby and you should seek shelter.

2. Safety Locations: **MOVE AWAY FROM WINDOWS** go to HALLWAY, kneel, cover head. Teachers shut classroom door when all students have exited room. Shut Fire Doors located in hallway.

a. First Floor:

- 101, 102, 103, 105, 114, 116: Report to Hall 2-face wall, kneel
- 109, 110, 111, 112: Report to Hall 4 (East End)-face wall, kneel
- 113, 115, 117, 119, 120, 121, 123, 125, 124-Report to Hall 4 (between Hall 3 and Hall 2 intersections: face walls-kneel
- GYM A/B Classes: report “GATEWAYS” hall and face the walls.
- GYM C: Fitness Room; Weight Room: report to E/W hallway (music/tech) – face south wall.
- Tech Ed Classes: stay in Tech Ed Classrooms – away from Windows.
- MUSIC room: report to E/W hall
- BAND room: report to Back Stage area (lesson rooms/restrooms).
- All office personnel (High School, Guidance, Nurses’ Suite) will stay in their respected offices – against inside walls, away from windows.
- Cafeteria workers: report to Break Room behind dishwasher area.

b. Second Floor: **MOVE AWAY FROM WINDOWS** go to HALLWAY, Kneel, cover head. Teachers shut classroom door when all students have exited room. Shut Fire Doors located in Hallway.

- Rooms 200, 201, 202, 203, 204, 205, 206, 207, 208, 210, 214: report to Hall 7
- 215: stay in room and/or report to storage area
- 225, 227, 226, 228, 232, 234, 236 Library report to Hall 5 between Library and Technology Office/Hallway Intersection.
- 218, 220A, 220B: report to Hall 6
- Lecture Hall will report to floor level inside wall corner pocket.
- 233, 237, 238, 239, 240, 241, 242, 243: report to Hall 5 between Hall intersection and Fire Doors at Science wing.

### **STUDENT ASSISTANCE PROGRAM**

The mission of the Pennsylvania Network for Student Assistance Services is to develop a safe and drug-free environment and mental health wellness in schools and communities across the Commonwealth. Barriers to learning will be removed and student academic achievement will be enhanced through collaborative prevention, intervention, and post-intervention services.

SAP helps schools identify students who are experiencing behavior and or academic difficulties that are posing a barrier to their learning and success in school. SAP offers support to those students and their families.

## STUDY HALL

Students will be assigned to a study hall if they do not have a regularly assigned class or if they are removed from class for disciplinary reasons. Students must bring adequate materials to study hall for reading or studying. All privileges such as library, restroom, locker, or telephone will be at the discretion of the individual study hall teacher/monitor. Students are not permitted to go home or come in late if they have a study hall.

## TELEPHONE

Students may use the telephone in the Office for appropriate and/or important calls, usually to parents/guardians. The secretary will take and relay messages only from parents/guardians to students.

## VISITORS

Although people are welcome to come into the school, **ALL** visitors must stop at the High School Office and sign in. The secretary will call for a student, or make any necessary arrangements.

Student visitors from other schools will be considered for visitation by the principals.

## VOLUNTEERS and CLEARANCES

In order to provide for the welfare and safety of the Greenville Area School District students, all chaperones, volunteers or anyone in a supervisory role of students must have satisfactory clearances on file in the Central Office. A supervisory role is defined as being with a child(ren) without the presence of a certified employee of the Greenville Area School District. Satisfactory clearances are depicted as clean clearances without any documented incidents.

The following clearances are needed effective in the 2015/2016 school year. Prospective employees, independent contractors, volunteers and chaperones must submit the following clearances and/or information **PRIOR** to employment/service. These clearances must be updated every three (3) years as required by Act 153 if you stay in the employ of the Greenville Area School District for three (3) or more years. Records will be maintained at the building and district level.

1. CHILD ABUSE CLEARANCE STATEMENT (ACT 151)  
Search: <http://www.compass.state.pa.us/cwis/public/home>
2. PENNSYLVANIA STATE POLICE REPORT (ACT 134)  
Search: <https://epatch.state.pa.us/Home.jsp>
3. FBI FINGERPRINTING CLEARANCE (ACT 114)  
Search: <https://www.identogo.com>  
School Code: 1KG6XN
4. Act 126 MANDATED REPORTER TRAINING CERTIFICATION  
Search: <http://www.reportabusepa.pitt.edu>
5. ARREST/CONVICTION REPORT AND CERTIFICATION FORM (ACT 24)  
Can be obtained from the Greenville Area School District OFFICE or online at [www.education.pa.gov](http://www.education.pa.gov)
6. COMMONWEALTH OF PENNSYLVANIA SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (ACT 168) Paper forms are available from the Greenville Area School District, Superintendent or designee, Central Administration Office, 9 Donation Rd., Greenville, PA 16125 OR online at [www.education.pa.gov](http://www.education.pa.gov)



## STUDENTS RIGHTS AND RESPONSIBILITIES (from PA School Code)

### A. Free Education and Attendance:

1. All persons residing in this Commonwealth between the ages of 6 and 21 are entitled to a free and full education in the Commonwealth's public schools.
2. Parents/guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public school or from extra-curricular activities because of being married or pregnant.

### B. Student Responsibilities:

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. **No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.**
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform with the following:
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered, or repealed in writing, it is in effect.
  - b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - c. Dress and groom to meet fair standards of safety and health and not to cause substantial disruption to the educational processes.
  - d. Assist the school staff in operating a safe school for all students enrolled therein.
  - e. Comply with Commonwealth and local laws.
  - f. Exercise proper care when using public facilities and equipment.
  - g. Attend school daily and be on time at all classes and school functions.
  - h. Make-up work when absent from school.
  - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  - j. Report accurately and not use indecent or obscene language in student newspapers or publications.

### C. School Rules:

1. The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth or which may reasonably be implied or necessary for the orderly operation of the school.

2. School boards may not make rules which are arbitrary, capricious, or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
3. Each board of school directors shall adopt a code of student conduct that shall include policies governing student discipline and a listing of student rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents/guardians. Copies of the code shall also be available in each school library.

D. Discrimination consistent with the Pennsylvania Human Relations Act (43 P.S. \*951-963), no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.

E. Reasonable force may be used by teachers and school authorities under any of the following circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

F. Exclusions from School:

1. The Board of School Directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 PA Code \*13.62 and #341.91 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placement).
2. Exclusion from school may take the form of suspension or expulsion.
  - a. Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days.
    - (1) Suspensions may be given by the Principal or person in charge of the public school.
    - (2) No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
    - (3) The parents/guardians and the Superintendent of the District shall be notified immediately, in writing, when the student is suspended.
    - (4) When the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing consistent with the requirements set forth in \*H (3) (relating to hearings).
    - (5) Suspensions may not be made to run consecutively beyond the ten (10) school day period.
    - (6) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the Board of School Directors.
  - b. Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent expulsion from the school rules. All expulsions require a prior formal hearing under \*H (relating to hearings).

3. During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his/her normal class except as set forth in subsection (4).
4. If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education that may include home study.
5. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
  - a. The initial responsibility for providing the required education rests with the student's parents/guardians through placement in another school, through tutorial or correspondence study, or through another educational program approved the District's Superintendent.
  - b. If the parents/guardians are unable to provide the required education, they must, within 30 days, submit to the School District written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the District receiving satisfactory evidence that the required education is being provided to the student, it must recontact the parent/guardian and, pending the parent's/guardian's provision of such education, the District must make some provision of such education, or proceed under paragraph (c) or do both.
  - c. If the approved educational program is not complied with, the School District may take action in accordance with Chapter 63 of the Juvenile Act (42d PA C.S. \*6301-6308) to ensure that the child will receive a proper education. See \*A (2) (relating to free education and attendance).

G. Exclusion from Classes – ISS:

1. No student may receive ISS unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
2. Communication to the parents/guardians shall follow the suspension action taken by the school.
3. When ISS exceeds three (3) consecutive school days, an informal hearing with the Principal shall be offered to the student and the student's parents/guardians.
4. The student's School District has the responsibility to make some provision for the student's education during the period of ISS.

H. Hearings:

1. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing that is a fundamental element of due process.
2. A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly authorized committee of the Board or a qualified hearing examiner; a majority vote of the entire School Board is required to expel a student.
  - a. The following due process requirements are to be observed with regard to the formal hearing:
    - (1) Notification of the charges shall be sent to the student's parents/guardians by certified mail.
    - (2) Sufficient notice of the time and place of hearing must be given.

- (3) The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
  - (4) The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
  - (5) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
  - (6) The student has the right to testify and present witnesses on his/her own behalf.
  - (7) A record must be kept of the hearing either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
  - (8) The proceeding must be held with all reasonable speed.
  - b. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.
3. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
    - a. The informal hearing is meant to encourage the student's parents/guardians to meet with the Principal to discuss ways by which future offenses can be avoided.
    - b. The following due process requirements are to be followed:
      - (1) Notification of the reasons for the suspension shall be given, in writing, to the parents/guardians and to the student.
      - (2) Sufficient notice of the time and place of the informal hearing shall be given.
      - (3) A student has the right to question any witnesses present at the hearing.
      - (4) A student has the right to speak and produce witnesses on his/her own behalf.
      - (5) The district shall offer to hold the informal hearing within the first five (5) days of the suspension.

## I. Freedom of Expression:

1. The right of public school students to freedom of speech was affirmed by the United States Supreme Court in *Tinker vs. Des Moines Community School District*, 393 U.S. 503 (1969).
2. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
3. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
  - a. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
  - b. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
4. Identification of the individual student or at least one (1) responsible person in a student group may be required on any posted or distributed materials.
5. School officials may require students to submit, for prior approval, a copy of all materials to be displayed, posted, or distributed on school property.
6. Bulletin boards shall conform with the following:

- a. School authorities may restrict the use of certain bulletin boards.
  - b. Bulletin board space shall be provided for the use of students and student organizations.
  - c. School officials may require that notices or other communications be officially dated before posting and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
7. School newspapers and publications shall conform to the following:
- a. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (d) and (e).
  - b. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
  - c. School officials may not censor or restrict material simply because it is critical of the school or its administration.
  - d. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without decision, the material shall be considered authorized for distribution.
  - e. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
8. The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in subsection (3).
9. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
- a. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
  - b. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
10. School officials should adopt and publish guidelines for student use of school facilities and equipment.
11. The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.
- a. The school has no responsibility to assist students or to provide facilities in the publishing of such materials.
  - b. The students themselves have the sole responsibility for any statements published.
  - c. Approval procedures must be followed prior to distribution or display of materials on school property – see subsection (9).

J. Flag Salute and the Pledge of Allegiance:

- It is the responsibility of every citizen to show proper respect for the Country and its Flag.
- 1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
  - 2. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

K. Hair and Dress:

- 1. Students have the right to govern the length or style of hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the

educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem, some types of covering should be considered.

2. School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard.
3. Students may be required to wear certain types of clothing while participating in physical education classes, Technology Education Labs, extra-curricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
4. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

L. Confidential Communications:

1. Use of a student’s confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding – see for example 42 PA C.S.#5945 (relating to confident communications to school personnel).
2. Information received in confidence from a student may be revealed to the student’s parents/guardians, the Principal, or other appropriate authority where health, welfare, or safety of the student or other persons is clearly in jeopardy.

M. Corporal Punishment

The use of corporal punishment as a form of student discipline is prohibited. However, teachers and school authorities may use reasonable force to quell a disturbance, to take possession of weapons or dangerous objects, in self-defense, or to protect people or property.

\*\*\*\*\*

Greenville Area School District does not discriminate on the basis of race, color, national or ethnic origin, age, sex, or handicap in employment or in the administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations.

Inquiries should be directed to Dr. Jeffrey D. Keeling or Mr. Mark E. Karpinski, Administrators at Greenville Junior/Senior High School, 9 Donation Road, Greenville, Pennsylvania 16125 (724) 588-2500.



# ***A P P E N D I X***

**2022-2023 School Year  
Breakdown  
Semester, Trimester, Progress Reports**

|                   |                         |
|-------------------|-------------------------|
| <b>Full Year</b>  | 08/24/2022 – 06/02/2023 |
| <b>Semester 1</b> | 08/24/2022 – 01/17/2023 |
| <b>Semester 2</b> | 01/18/2023 – 06/02/2023 |

|                  |                         | <b>Grading Period</b> | <u><i>Progress Reports</i></u><br><b>Mid Point</b> |
|------------------|-------------------------|-----------------------|----------------------------------------------------|
| <b>Quarter 1</b> | 08/24/2022 – 10/31/2022 | <b>Quarter 1</b>      | 09/23/2022                                         |
| <b>Quarter 2</b> | 11/01/2022 – 01/17/2023 | <b>Quarter 2</b>      | 12/05/2022                                         |
| <b>Quarter 3</b> | 01/18/2023 – 03/24/2023 | <b>Quarter 3</b>      | 02/16/2023                                         |
| <b>Quarter 4</b> | 03/27/2023 – 06/02/2023 | <b>Quarter 4</b>      | 04/28/2023                                         |

**Trimester JH**

|    |                         |
|----|-------------------------|
| T1 | 08/24/2022 – 11/21/2022 |
| T2 | 11/22/2022 – 03/02/2023 |
| T3 | 03/03/2023 – 06/02/2023 |



**EMERGENCY CLOSING CALL LIST  
2022 - 2023**

**HOT 101**

**K105 (WQXX) 105.1**

**KDKA Radio 1020  
(including WZPT – 100.7)**

**WFMJ TV 21**

**WKBN TV 27**

**WYTV 33**

---

**FOREVER BROADCAST**

**ALLEGHENY NEWS TALK SPORTS NETWORK – 1490 in Meadville, 1230 in Titusville, 1450 in Franklin and 1340 in Oil City and at [www.operationweatheralert.com](http://www.operationweatheralert.com)**

**FROGGY – 100.3 and 98.5**

**MAJIC – 99.3 and 104.5**

**WUZZ – 94.3 and 107.7**

---

**CLEAR CHANNEL YOUNGSTOWN**

**WAKZ (95.9 KISS-FM)**

**WBBG (106.1)**

**WKBN (News Radio 570 WKBN)**

**WMXY (Mix 98.9) Youngstown**

**WNCD (CD 93.3)**

**WNIO (AM 1390)**

*\*These media outlets are points of contact in addition to the GASD One-Call/Alert-Now System*

**GREENVILLE AREA SCHOOL DISTRICT**

9 Donation Road 724-588-2500

Mr. Brian Tokar, Superintendent

The Greenville Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and ground to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to use to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents/guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please complete and return the form at the bottom of this letter.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry. If you have any questions, please contact **Mr. Gene Cianci**, IPM Coordinator at **724-588-2500**.

---

**REQUEST FOR PRIOR NOTIFICATION**

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**GREENVILLE AREA SCHOOL DISTRICT  
REPORT OF ABSENCE FORM**

Student's Name: \_\_\_\_\_

Student's Grade: \_\_\_\_\_ Absence Date(s): \_\_\_\_\_

(Please check appropriate box)

**Tardy**     **Absent**     **Early Dismissal**

(Please check reason for absence)

Time: \_\_\_\_\_

- Illness
- Death in immediate family
- Impassable roads
- Religious service or event
- Medical appointment or testing
- Absence pre-approved by principal
- College visitation-not to exceed 3 per year
  - ⊗ Applies to Juniors & Seniors Only
  - ⊗ Additional form required-available in office
- Absence due to pre-approved educational travel
  - ⊗ Additional form required-available in office
- Other
  - ⊗ Please explain on reverse side

Signature: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**Please write additional information on reverse side**

For any questions regarding a student's attendance or the GASD attendance policies, please call the Attendance Office at (724) 588-2500

**Request For Excused Absences From School For A Pre-Planned Educational Tour or Trip**

Student's Name \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Date(s) of Proposed Absence \_\_\_\_\_ to \_\_\_\_\_ Number of days Requested \_\_\_\_\_

**PER PDE REGULATIONS, FIVE (5) DAYS PER YEAR WILL BE PERMITTED**

Person(s) directing and/or supervising student during above absence:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Students are responsible for meeting with each teacher before leaving and for making up all school work within Five Days upon return.

**DESTINATION:** \_\_\_\_\_  
(city/state/country)

**Itinerary of trip.** Include experiences which could be educational in nature and will, therefore, provide the student with some valuable experience outside of the classroom. (Use back if more space is necessary)

\_\_\_\_\_  
\_\_\_\_\_

List names, grades and school of other school-age students in your family enrolled in Greenville Area Schools and participating in this experience.

Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Were there prior requests this school year? \_\_\_\_\_ Dates \_\_\_\_\_

**I certify all of the above information to be true.**

\_\_\_\_\_  
Signature of Parent/Guardian Date

Note: This form is to be used in place of a written excuse.

\*\*\*\*\*  
**FOR SCHOOL USE ONLY**

**Prior Requests and Dates:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Disapproval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Conditions:** Student will get assignments ahead of time, make up work upon return, and write a short one- page summary of the trip.

\_\_\_\_\_  
Signature of Principal Superintendent's Signature