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GREENE COUNTY SCHOOL DISTRICT
BOARD OF EDUCATION MEMBERS

Mr. Marvin Welford	District 1 (President)
Mr. Curtis J. Hill	District 2
Mr. Keith Elmore	District 3
Mr. Gerald Denmark	District 4
Mr. Melbern Williams	District 5

DISTRICT ADMINISTRATION

Mr. Richard Fleming	Superintendent of Education
Mr. Dennis Cochran	Business Administrator
Mrs. Ruth Ann Dearman	Director of Special Education
Mrs. Billie Fick	Director of Federal Programs
Mrs. Carolyn Hartfield	Director of Alternative Program

DISTRICT OFFICE STAFF/SUPPORT PERSONNEL

Mrs. Donnis Schrader	Payroll/Insurance Clerk
Mrs. Christine McLeod	Purchase Order/Accounts Payable Clerk
Mrs. Inda Walley	Secretary/Receptionist
Mrs. Amy Franks	Title I Secretary
Mr. Charles L. Breland	Technology Coordinator
Mrs. Susan Turner	Food Service Director
Mr. Lonnie Walley	Transportation
Mr. Frank Fallon	School Maintenance
Mr. Melvin Dueitt	School Maintenance

GREENE COUNTY HIGH SCHOOL ADMINISTRATION

Mr. D. Scott Bray	High School Principal
Mr. Dusty Turner	Assistant Principal
Mr. Joel Rutledge	Counselor
Mrs. Kelly West	Counselor
Mr. Tom Wallace	Vocational Director
Ms. Rochelle Beech	Vocational Counselor

ELEMENTARY/MIDDLE SCHOOL ADMINISTRATION

Mrs. Debbie McLeod	Leakesville Elementary School (K-4)
Mr. Chris West	Leakesville Junior High School (5-8)
Mr. Charles L. Breland	McLain School (K-8)
Mr. John Turner	Sand Hill School (K-8)

MISSION STATEMENT OF THE GREENE COUNTY SCHOOL DISTRICT

The educational philosophy of the Greene County School District is to provide each child opportunities for intellectual stimulation, self-realization, and physical and emotional growth in an effort to prepare them, within the limits of his potential to function effectively as a member of an ever-changing society. These educational opportunities must, therefore, be appropriate to the needs of the community and society served. Education must be dynamic and diverse; continuously adjusted and improved. The following philosophical hypotheses underlie this district's commitment to continual improvement of its educational process:

A. Almost all students are capable of achieving excellence in learning the essentials of formal schooling
B. Success influences self-concept; self-concept influences learning and behavior
C. The instructional process can be changed to improve learning
D. Schools can maximize the learning conditions for all students by:
    1. establishing a school climate which continually affirms the worth and diversity of all students
    2. specifying expected learning outcomes
    3. expecting that **all** students perform at high levels of learning
    4. ensuring that **all** students experience opportunities for personal success
    5. varying the time for learning according to the needs of **each** student and to the complexity of the task
    6. having administrators, teachers, staff, students, and parents all take responsibility for successful learning outcomes
    7. determining instructional assignment directly through continuous assessment of student learning
    8. certifying educational progress whenever demonstrated mastery is assessed and validated.

This statement of mission directs the educational goals of the Greene County School District. The district's policies, regulations, and procedures must be consistent with the mission. Therefore, implementation of the mission statement shall not be limited to particular classrooms or schools, but understood to apply to all school situations. This statement shall be under constant scrutiny to determine appropriate revisions so that it may accurately reflect the educational philosophy of the Greene County School District.

ENROLLMENT REQUIREMENTS

In accordance with the Mississippi State Board of Education requirements, Greene County School District requires that all students enrolled in the school district must meet the residency requirements as outlined below:

STUDENT MUST BE A RESIDENT of Greene County School District for school attendance purposes: The student must physically reside full time, weekdays/nights and weekends, at a place of abode located within the limits of the school district. Any student enrolling for the first time or any continuing students whose residence has changed will be required to verify his or her residence address as herein provided as a part of the registration process:

A. STUDENTS LIVING WITH PARENTS OR GUARDIAN - The parent or legal guardian of a student seeking to enroll must provide the school district with at least two of the items numbered (1) through (9) below as verification of their address, except that any document with a post office box as an address will not be accepted.

(1) Filed Homestead Exemption Application Form;
(2) Mortgage Documents or property deed;
(3) Apartment or home lease;
(4) Utility bills
(5) Driver’s license
(6) Voter precinct identification;
(7) Automobile registration;
(8) Affidavit and/or personal visit by a designated school district official;

(9) Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district.
And in the case of a student living with a legal guardian who is a bona fide resident of the school district;

(10) Certified copy of filed petition for guardianship, if pending, and final decree when granted.

B. HOMELESS CHILDREN:

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431(1), 11432 (e)(4) and 11302(a), the school district shall consider and take enrollment action that is in the best interest of the child pursuant to 40 USC 11432(e)(3).

C. STUDENTS LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS:

1. The non-parent claiming district residency must meet the criteria of subparagraph (a) (1) through (9) above, required of a parent of legal guardian.

2. The district resident must provide the school with an affidavit stating his or her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference or out-of-district graduation requirements) for this arrangement. The Greene County School Board designates the Superintendent of Education to make the necessary factual determinations under subsection II. 1(c) (2). Examples of situations where ‘in loco parentis” authority of an adult should be recognized to establish residency of the minor include but are not limited to the following:

   a. Death or serious illness of the child’s parent(s) or guardian(s);
   b. Abandonment of the child;
   c. Child abuse or neglect;

d. Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
e. Students enrolled in recognized exchange programs residing with host families.

3. Whenever appropriate the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

D. The Requirements of Section II.1 (a) and (c) above are minimum requirements and the school district may require additional documentation and verification at any time.

E. At a minimum, the district shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.

F. The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

IMMUNIZATION REQUIREMENTS

According to a law passed by the 1978 Mississippi Legislature, all students in grades K-12 must have an up-to-date certificate of vaccination. This certification MUST be on the Mississippi State Board of Health form and MUST be signed by either the local health officer or a physician. The certificate will expire if booster is not taken on the date required.

ENTRANCE AND WITHDRAWALS

A parent or guardian must accompany students when enrolling or withdrawing from the Greene County School District. Students must present verification of residence when enrolling.

Pupils transferring from out-of-state or another school district within the state should present proper withdrawal documentation, report cards, book card, and Mississippi immunization certificate on registration.

A request through the school office for a complete transcript for prior credits or grades shall be made on registration of the pupil. The final grades and credits of the pupil shall be incomplete until the transcript is received.

Any student who is on probation from, expelled from, suspended from, and not properly cleared from his former school will not be allowed to enroll in Greene County Schools.

Transferring Records: Greene County Schools will not require written consent of parents or written consent of eligible students in order to transfer records. Students' educational records will be forwarded to a school and/or other educational institution on request.

SCHOOL ATTENDANCE POLICY

The Greene County School district stresses the importance of regular student attendance in school. Regular and punctual attendance is necessary for personal and academic success. Repeated absences frequently cause pupils to become discouraged and often fail; therefore, it is important that parents or guardians have their children in school on time each day and only in unavoidable cases should a student be kept home or taken out of school before the close of the day. Each student's attendance record at school is a very important part of his/her permanent record. Future employers and/or college admissions personnel carefully evaluate attendance records.

All students attending Greene County High School or Greene County Vo-Tech must attend a minimum of 42 days (45 total) in a ½ credit course, 84 days (90 total) in a one credit course or 168 days (180 total) in a two credit course of the total scheduled days.

All students attending Leakesville Elementary School, Leakesville Jr. High, McLain Attendance Center, or Sand Hill School must attend a minimum of 168 days of the total scheduled days (180) of the school year.

All absences must be acknowledged by a note from a parent or guardian. If an absence is not acknowledged by a parent or guardian, the student will be considered unexcused and disciplined appropriately. Telephone calls regarding absences are not acceptable.

The Greene County Board of Education classifies all absences as unexcused except for the following reasons outlined by the compulsory school law:

1. Illnesses or injury that prevents the student from being physically able to attend school.
2. Isolation ordered by county health official or the State Board of Health.
3. Death or serious illness of a member of the immediate family (defined as parents, grandparents, brother, sister, including stepbrother and stepsister, child or spouse).
4. Required appearance in court or an administrative tribunal.
5. Observance of religious events with prior approval by the principal.
6. Medical or dental appointments.
7. Valid educational opportunities approved by administration **prior to the absence**. "Prior to" approval forms will be available in the principal's office of each school. The student or parent/guardian may pick up these forms.
8. Parent notes must state specific reason for absence, date, parent signature and students first and last name.

COMPULSORY ATTENDANCE

Any student who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year is subject to provisions of the Mississippi Compulsory School Attendance Law. Greene County School District is required to report, without exception, the following absences to a School Attendance Officer employed by the State of Mississippi for investigation and possible referral to Youth Court officials:

1. The student has not been enrolled in the school he/she is eligible to attend within fifteen (15) calendar days after the first day of school.
2. The student has accumulated 5 or 12 unexcused absences (Including suspensions and expulsions) during this school term.
3. The student has accumulated 2 unexcused absences during a month. (Department of Human Services Notification)
4. The student has been absent 5 consecutive days and there has been no successful contact with the student or parent.

MAKING UP WORK MISSED DUE TO ABSENCES

I. EXCUSED ABSENCES - Work assignments and tests missed while a student is out of school, because of an excused reason, may be made up. The student is responsible for contacting each teacher immediately upon return to school to arrange to make up work and/or tests missed. In instances where the student was present when work was assigned or tests were scheduled, the student is expected to submit the work or take the test upon the day of returning to school.

All absences will become unexcused after two days and no excuses will be accepted.

Make-up work must be completed within three days after returning to school. If work is not completed within the specified time, the student will automatically receive a zero. Make-up tests must be different from the regular test given.

Only six absences per semester may be excused without a doctor's excuse (excessive medical excuses will be verified).

II. **UNEXCUSED ABSENCES** - A student who is absent, from any class, for any reason other than an excused absence **cannot make up any work or tests missed**. Should a grade for tests or work assignments be given on the day of a student's unexcused absence, the student will be given a "0" for that grade.

TARDINESS

If a student is tardy, he must present an admission slip from the teacher of his previous class or the office. After a student has been tardy three (3) times, he will be sent to the office for disciplinary action and receive an unexcused absence. Incidence of tardiness will be calculated on a semester basis. Absences accumulated by tardies (3 tardies equals 1 absence) will count as one of the six days.

PRIOR APPROVALS

All prior approvals should be obtained from the office at least two days before absence. If a student has six or more unexcused absences and/or failing grades, prior approvals will only be given in emergency situations. No prior approvals

will be given during nine weeks or semester exams or during any state testing (MCT2, CPAS, SATP, etc).

PERMISSION TO LEAVE SCHOOL/EARLY CHECKOUTS

Once a student is on school grounds, he/she is to remain throughout the entire day unless an emergency arises. If a student becomes sick at school, he/she is to report to the office for permission to go home. If a parent or guardian desires that his/her child be dismissed from school for any part of the day, he/she should communicate with the school office by telephone or note.

If a student brings a note to school for permission to leave school, he/she should deliver it to the place designated by the school administration by 8:00 A.M. **All notes for early dismissal must have a home, business, or place of employment PHONE NUMBER listed**. The school will verify every excuse or note for dismissal. To help ensure a safe and orderly dismissal of school, parents and/or guardians who need to check students out early must do so by 2:30 pm. No child will be called from class until the parent or guardian arrives at the office.

Any student leaving the school grounds during the school day for any reason must sign out in the office after receiving permission. If a student leaves the school grounds during the school day without signing out in the office, he/she will be subject to penalties of the discipline ladder. A student is considered present when he/she gets on a school bus. Therefore, a student who gets on a school bus and does not attend a class will be considered truant.

LEAVING CLASS

Students are not permitted to leave class except in case of an emergency. Students will not be called from a class to the phone unless for an emergency. Any student outside of the classroom must have the teacher's PASS. Any student out of class without a pass will receive appropriate disciplinary action. Any staff member of the school is authorized to check students for a teacher's PASS**.**

CHANGE OF CLASS SCHEDULE

Those students desiring to make changes in their schedule must do so within five school days, with permission of the Principal or Guidance Counselor. Only schedule changes that are for valid educational purposes will be made during this time period. Teacher or class changes will only be addressed by individual school administration.

GRADING SYSTEM

During each grading term, tests, examinations, daily grades on homework assignments, and other measures will be used to determine a student's progress in a given subject. Grades earned will be reported at the end of each grading term. Progress reports will be given to students at the middle of each grading term.

In order to ensure a student's academic achievement, it is necessary to monitor the progress of that student on a regular, fair and equitable basis. In order to accomplish this, each teacher in the Greene County School System in grades 2-12 shall:

- Give no less than eight grades in each subject from assessments of the state benchmarks taught during the term. These grades will be averaged and count as 65% of the total grade.

- Assign class work, homework, etc., which is related to the benchmarks/competencies being taught during the nine-week period. These grades will be averaged and count as 15% of the total grade.

- Administer an exam at the conclusion of each 9-week term. The exam will be designed and administered by the teacher to assess all of the benchmarks covered from the Mississippi Framework during the term being tested. This exam shall count as 20% of the total grade.

In cases where the Language Arts grade includes Reading, English, and Spelling; Reading will count as fifty percent of the total Language Arts grade and English

will count as fifty percent of the total Language Arts grade. Spelling will be included in the English grade and will count no more than ten percent of the English grade.

The yearly average will be the two semester averages or two term averages on a 4x4 schedule. The grading scale for all subjects will be as follows: A (90-100); B (80-89); C (70-79); D (60-69); F (59 and below). To receive credit or pass a subject, a student must have a yearly average of 60 or greater.

EXEMPTIONS

Students in grades 9-12 may be exempt from Final Exams in a class if student has maintained an eighty-five or above average in that class and has missed 1 or fewer days, has an average of 90 or above and has missed 2 or fewer days, has an average of 95 or above and has missed 3 or fewer days. A student can be exempt if the student has a 70 or above and has no absences.

PROMOTION REQUIREMENTS

1st-8th Grade: A pupil must master at least:

A. 60% of the district's objectives in Language Arts (Includes Reading & English)

B. 60% of the district's objectives in Mathematics

C. And master at least 60% of the district's objectives in either Social Studies or Science

9th Grade: Must have earned 6 units of credit.
10th Grade: Must have earned 12 units of credit.
11th Grade: Must have earned 18 units of credit.
12th Grade: Must have earned 26 units of credit.

Mathematics Requirements

Mathematics requirements for students entering the ninth grade:

- Algebra I may be taken if a student has an average of 95% or above in Pre-Algebra in the Eighth Grade.

Science Requirements

Science requirements for students entering the ninth grade:

- Biology I may be taken if a student has an average of 95% or above in Pre-Algebra and English in the Eighth Grade.

Vocational Requirements

Prerequisite for taking vocational courses:

- Allied Health may be taken if student has taken and passed Biology I
- All second year vocational programs may be taken if student has taken the first year of the program and mastered all the competencies or objectives of the first year.

GRADUATION REQUIREMENTS

Beginning with the Seniors of 2008-2009, seniors will be required to take a minimum of 2 classes each semester. U. S. Government/Economics and English IV will be taken 1 per semester.

Students graduating from Greene County High School will be required to earn 26 units for graduation. These units of credit must be distributed as follows:

GRADUATION REQUIREMENTS
STANDARD 20

SENIORS OF SCHOOL YEAR 2011-2012
(Entering ninth graders in 2008-2009)

Beginning school year 2008-2009 and thereafter, all entering ninth graders (seniors of school year 2011-2012 and later) will be required to have a minimum of 24 Carnegie units (State Requirement) as specified below, unless their parent/guardian requests to opt the student out of Appendix A-3 requirements. Any student who is taken out of these requirements of Appendix A-3 will be required to complete the graduation requirements as specified in Appendix A-2. The local school district may establish additional local requirements approved by the local school board as authorized under MS Code 37-16-7. **Greene County School District requires 26 Carnegie units.**

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH	**4**[1]	
MATHEMATICS	**4**[2]	Algebra I
SCIENCE	**4**[3]	Biology I
SOCIAL STUDIES	**4**	1 World History 1 U.S. History ½ Geography ½ U.S. Government ½ Economics ½ Mississippi Studies[4]
HEALTH	**½** **½**	Comprehensive Health *or* Family and Individual Health Physical Education
BUSINESS & TECHNOLOGY	**1**[5]	1 Computer Discovery or ½ Keyboarding and ½ Computer Applications
THE ARTS	**1**	Any approved 500.000 course or completion of the 2-course sequence for Computer Graphics Technology I and II
ELECTIVES	**7**[6]	
TOTAL UNITS REQUIRED	**26**	

GRADUATION REQUIREMENTS (continued)
STANDARD 20

SENIORS OF SCHOOL YEAR 2011-2012
(Entering ninth graders in 2008-2009)

[1] Compensatory Reading and Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 5½ general electives required for graduation.

[2] Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics courses required for graduation; however, these courses may be included in the 5½ general electives required for graduation. One of the four required mathematics units may be in Drafting if the student completes the 2-course sequence for Drafting I & II. Beginning school year 2007-2008 for all entering eighth graders, at least two of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics. Effective with the eight graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit.

[3] One unit may be in Introduction to Agriscience, Concepts of Agriscience, Science of Agricultural Plants, Science of Agricultural Animals, or Science of Agricultural Environment. Two units may be in the following courses if the student completes the 2-course sequence: Agriscience I & II; Allied Health I & II; Aquaculture I & II; Forestry I & II; Horticulture I & II; Plastics and Polymer Science I & II; and Technology Applications I & II. Two units may be earned by completing the AEST 3-course sequence: one unit in Concepts of Agriscience; one unit in Science of Agricultural Animals or Science of Agricultural Plants, or Science of Agricultural Environment; and one unit in Agribusiness and Entrepreneurship. Beginning school year 2008-2009 for all entering eight graders, one unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry I, Chemistry II, AP Chemistry, Physics I, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics.

[4] The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.

[5] Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).

[6] Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

CORRESPONDENCE COURSES

- Students in grades 9-12 may take one correspondence course from the courses listed by the State Department of Education and one course from the elective courses listed by Greene County High School.
- All courses must be approved by the principal and counselor prior to purchasing the course.
- All cost of the correspondence course is the responsibility of the student.

MISSISSIPPI VIRTUAL CLASSROOM

- Students in grades 9-12 may take one virtual course from the courses listed by the State Department of Education per semester. (fall, spring, summer)
- Subject Area Test courses may not be taken.
- Students must take the English and Social Studies course in the appropriate grade/year.
- Students must successfully complete all virtual classes before enrolling in another virtual class.
- Enrollment into virtual classroom is at the discretion of the principal.

SPECIAL EDUCATION COMPLETION OPTIONS

Special Education students entering the ninth grade in the 2002-2003 school years will have three options concerning a course of study:

1. Students may enroll in an academic course of study aimed at obtaining a Mississippi High School Diploma with Advanced Academic Endorsement.
2. Students may enroll in an occupational course of study aimed at obtaining a Mississippi Occupational Diploma. The student must have an approved portfolio containing a collection of evidence of the students knowledge, skills and abilities related to the occupational course of study is competitive employment.
3. Students may obtain a Graduation Certificate based on the completion of IEP goals. The districts office of Special Services will assist Parent's and/or Guardians with the selection of completion options.

COLLEGE ENTRANCE REQUIREMENTS

There are specific and prescribed courses for entrance to the State of Mississippi Institutions of Higher Learning.

A student planning to attend a full four-year institution in the State of Mississippi will be required to complete the following courses:

A. Four units of English to include English I, II, III, and IV.
B. Four units of Math to include Algebra I, Algebra II, and Geometry.
C. Three units of Science to be selected from Biology, Advanced Biology, Chemistry, Advanced Chemistry, Physics, Advanced Physics, Physical Science (2 units must include lab).

D. Three and a half units of Social Studies to include U.S. History, World History, U.S. Government (1/2), Economics (1/2) or Geography (1/2) and Mississippi Studies (1/2).
E. One half of a unit of Computer Applications (includes 8th grade Computer Discovery).
F. Two credits (one credit of the two credits must be Foreign Language or World Geography) of advanced electives to be selected from Foreign Language, World Geography, and a Fourth-year Laboratory based Science or a Fourth-year Mathematics. At Greene County High School, this should be Spanish, Advanced Mathematics, and/or Physics. (Algebra 1 or first year Foreign Language taken in the eighth grade will be accepted for admission, provided course content is the same as high school course)

The above requirements apply only to four-year universities and not to Mississippi Community Colleges and/or junior colleges.

SENIOR RINGS

Class rings are a very important keepsake for Greene County High School students. In order to order a ring, a student must be classified as a junior at the beginning of the school year.

VALEDICTORIAN AND SALUTATORIAN COMPUTING CLASS RANK

Senior students will be ranked at the end of the first semester of the senior year for determination of honor designation. Class rank will be determined by averaging

all academic courses. Academic courses are defined for this purpose as languages, math, science, and social studies.

Grade point average will be computed by adding each academic semester grade, beginning in grade nine and concluding with first semester of grade twelve and dividing by the number of courses. All incorrect grades must be corrected by the teacher awarding the grade before the calculation of class rank.

For ranking purposes, ten bonus points will be added to any student's semester grade in an accelerated class, Algebra II, Geometry, Advanced Math, Advanced Biology, Chemistry, and Physics. This average will be called quality point average because it is influenced by the difficulty level of the student's classes.

The senior with the highest quality point average will be recognized as the class valedictorian; the senior with the second highest quality point average will be recognized as the class salutatorian.

To qualify for valedictorian or salutatorian, a student must complete four years of high school work, must attend the school from which he/she graduates for the entire senior year.

CODE OF STUDENT CONDUCT

The Administration of Greene County Public Schools is based on the philosophy that students are young ladies and young gentlemen and, as such, should be capable of conducting themselves in accordance with accepted standards of conduct. Each student is expected, at all times, to keep in mind that their conduct should not interfere with others, rather that it should be an example to others.

The primary emphasis of this school system is to provide the best quality education for the boys and girls of the district. The school system feels strongly that a basic prerequisite for any successful instructional program is that a clear understanding of the operation is based upon the policies and resulting rules.

Therefore, it is imperative that policies and resulting rules be understood and followed without exception.

Students are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it. A teaching situation,

which is conducive to learning, must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be disciplined, according to the Greene County School Board adopted discipline policy.

1. Any student who starts a disturbance or who participates in one will be suspended from school immediately for a minimum number of days and will be able to re-enter only after satisfactory assurance has been given in writing to the principal by the student and by his parents or guardians that there will not be a recurrence of this sort of behavior.

2. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.

3. Profanity, cheating, intimidation, stealing, and gambling can never be accepted by the schools of this system. Such offenses can result in suspension or expulsion

4. Radios, beepers, pagers, cellular phones and/or other sound reproducers shall be forbidden on campus unless specifically approved by the Principal.

5. All schools in the District are tobacco-free zones. Tobacco is prohibited on property owned or used by the school, whether during school, after school or at school-related events.

6. A student is strictly prohibited by law from possessing a weapon, while on school property, going to or from school or during school-related activities. Any student violating this rule shall be immediately suspended and recommended for expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.

7. A student is strictly prohibited by law from possessing, using or selling any controlled substance, including drugs and alcohol while on school property, going to or from school or during school-related activities. Any student violating this rule shall be immediately suspended and recommended for expulsion by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.

8. A student who commits an unlawful or violent act shall be immediately suspended and recommended for expulsion by the principal, his designee or the

superintendent and subject to all other penalties and requirements provided by law and District policies**.**

9. A student who carries or otherwise has in his possession a firearm on campus shall be immediately suspended and recommended for expulsion for a minimum of one calendar year by the principal, his designee or the superintendent and subject to all other penalties and requirements provided by law and District policies.

10. A student, upon his/her second suspension for a disciplinary reason, will be informed that his/her third such suspension may result in expulsion.

11. A student who feels aggrieved by disciplinary action shall have the right to appeal the decision to the grievance officer of the school district.

DRESS CODE
GRADES 5-12

All students are expected to dress modestly, and not wear any clothing that is too tight fitting or too revealing.

Pants must be worn at waist with a belt. No pajama pants may be worn at any time.

Shoes must be worn at all times. House shoes and/or heelys are not permitted.

Earrings may be worn in the ear only. No body piercing allowed with the exception of earrings in the ear.

All students are expected to wear shirts with sleeves. Sleeves must extend past the point of the shoulder.

No female cleavage may be exposed at any time.

Undergarments must not be exposed.

No portion of the midsection may be revealed when standing or sitting.

Dresses, shorts, and skirts must be longer than halfway between top of the knee and fingertips when the student is standing with hands by side.

Clothing which has on it writing which is indecent or suggestive of indecency will not be permitted.

Head covering and sunglasses may not be worn inside the building.

No gang-related apparel will be permitted.

DISCIPLINARY GUIDELINES

All discipline in grades K-6 will be at the discretion of the principal, subject to review by the Superintendent of Education and/or School Board.
The following definitions and procedures shall be used as guidelines in matters relating to discipline and punishment as follows for grades 7-12:

A. **Disruptive Behavior**--Any act, physical or vocal, which makes it difficult to continue normal activities

B. ***Vandalism**--Any act of destroying, altering, defacing or otherwise damaging public or private property.

C. ***Stealing**--Any act of removing public or private property without the consent of the owner.

D. **Assault**--Any attempt with force and violence to do bodily injury to another; threatening; bullying and other forms of intimidation.

E. **Battery**--An act of assault accompanied by force; hitting, kicking, fighting, and slapping and other such overt acts that could cause injury.

F. **Disobedience**--the failure to act upon or to follow instructions by the person in charge.

G. **Vulgar language**--the use of words which are offensive to anyone present or tend to defame the character of another person.

H. **Profanity**--the irreverent use of a sacred name or the use of words considered lewd or coarse, swearing, cursing, or other vile words showing contempt.

I. **Obscenity**--an act or expression which is offensive to the prevailing concepts of morality or decency of the school community; stressing or suggesting indecency, lust or depravity, offensive to the senses.

J. **Truancy**--an act of being absent without parental permission from a

school or class.

K. **Cheating**--any act of giving or receiving information on tests and exams.

L. **Pretense**--an act of telling a falsehood with the intent to deceive.

M. **Internet Abuse**--Internet should be utilized for educational purposes only. Use of internet should be correlated with course objectives, and should be supervised by instructor. Students, faculty and staff will not be permitted to use the internet to:

- Illegally procure items or services
- Cause damage to other computers or network systems
- Access inappropriate internet sites
- Access site under assumed name

N. **Sexual Harassment**--Misconduct of a sexual nature, which involves verbal or physical contact that is unwelcome, intimidating, or offensive. This includes, but not limited to, unwelcome touching, shanking or verbal comments.

All the above are examples of unacceptable student behavior requiring disciplinary action. When it is determined that the student has committed one or more of these offenses the following disciplinary guidelines will prevail throughout the district:

Consequences:
Step 1-Warning, Corporal Punishment, or one day ISS (In School Suspension), Notification to parent.
Step 2-Corporal Punishment, or two day ISS-Notification to parent.
Step 3-Three day ISS-Notification to parent.
Step 4-Five day ISS-Notification to parent. (Parent may be required to attend a conference when child returns to school.)
Step 5- Referral to discipline committee for review.

*Restitution required
**All above offenses may be assigned to any step, depending on severity of the offense, at the discretion of the principal.

Student punishment may carry over to the next school year.

Students assigned to the Alternative Learning Program (ALP) will be assigned for no more than one grading period (45 days).

ELECTRONIC COMMUNICATION DEVICES

The possession or use of Electronic Communication Devices is prohibited during the school day. The Electronic Communication Devices to include, but not limited to iPod MP3, cell phones, CD players, electronic games, cameras, and personal computers. The following disciplinary guidelines will be followed.

1st incident – If a student has/use a Electronic Communication Device during the school day, the Electronic Communication Device will be confiscated and will be returned to the parent at the end of the semester.
2nd incident – If a student has/use Electronic Communication Device during the school day, the Electronic Communication Device will be confiscated and will be returned to the parent at the end of the school year.
3rd incident – Referral to the school board.

* There will be even greater penalties if the student is actually using any features of the Electronic Communication Device on school property.

* The Electronic Communication Device will be confiscated and retained by the school regardless of who the owner of the device is or who pays for the device.

BUS REGULATIONS AND RULES

The law gives the school bus driver authority to keep order on his/her bus and holds him/her responsible. Only students who behave and abide by the rules and regulations may ride the bus. Some school bus rules and regulations are listed below:

a. No profanity or vulgar talk will be allowed on the bus.
b. No eating or drinking on the bus at any time.
c. All students MUST be seated while the bus is in motion.
d. No form of tobacco is permitted on the bus.
e. No loud noise shall be permitted on the bus.
f. No part of the body should be on the outside of the bus at any time, not even an arm.
g. The bus will stop and start at a place designated.
h. Rights of others should be observed at all times.
i. No objects should be thrown on a bus.

j. Any student abusing or defacing the bus in any way will be required to pay the damage.
k. Do not sit on books or put them on the floor of the bus.
l. Pupils should be ready and waiting for the bus at the scheduled time. **THE BUS DRIVER IS NOT REQUIRED TO WAIT.**
m. Students may not leave the bus on its way to or from school. (If a student boards the bus at home, he/she must continue on the bus all the way to school. Students cannot ride in private vehicles from a junior high/elementary school to a high school.)

When a student misbehaves on the school bus, the Greene County Schools will use the following Transportation Discipline Ladder. ALL SEVERE CASES WILL BE COVERED BY THE DISCIPLINARY GUIDELINES AS FOUND BEGINNING ON PAGE 23 OF THIS HANDBOOK. When a student is brought into the school office, the following process will be used:

Step 1--Warning, corporal punishment, or one (1) day suspension from bus. Phone call to parent.
Step 2--Two (2) day suspension from bus. Phone call to parent
Step 3--Four (4) day suspension from bus. Phone call to parent.
Step 4--Ten (10) day suspension from bus. Phone call to parent.
Step 5--Suspension from bus privileges for remainder of the school year and a minimum of one month.

PROBATION PERIOD

Once a discipline offense has occurred, and the student has been placed on an appropriate step, the student may be rewarded for good behavior by not having further discipline offenses within a specified number of days.

Should no discipline offenses be recorded within the following number of days, the student may be allowed to remain on the previous step assigned:
Step 1 – 10 days; Step 2 – 10 days; Step 3 – 20 days; Step 4 – 20 days

SEVERE DISCIPLINE OFFENSES

All severe discipline offenses will result in appropriate law enforcement officials being called to the school. Students committing severe offenses will be picked up by law enforcement and charges will be filed against the student by the Greene

County School District. Students will remain in the custody of law enforcement officials until parents/guardian can be notified.

I. **Weapons possession (other than firearms**)--Defined as any object that in the opinion of school official is capable of inflicting bodily injury.

A. **First Offense**--Confiscation and parent conference or corporal punishment or three (3) days out of school suspension or referral to Alternative School.

B. **Second Offense**--Confiscation and referral to the Greene County Board of Education for expulsion for remainder of school year or placement in alternative school for remainder of school year or other punishment deemed appropriate by the Greene County Board of Education.

II. Firearm **Possession**--possession of any firearm, including pistols, rifles, shotguns, BB guns, air pistols/rifles, etc. on school property.

First Offense—Expulsion/suspension up to one calendar year.

III. Weapon **Possession with threat to use**--including all firearms and other devices capable of inflicting great bodily harm.

First Offense--Expulsion for minimum of one calendar year.

IV. Drug **Possession/Sale/Use**

A. **First Offense**—out of school suspension or expulsion up to 1 calendar year.

B. **Second Offense**—mandatory expulsion for 1 calendar year.

V. Alcohol Possession/Use/Sale

A. **First Offense**—out of school suspension or expulsion for 1 calendar year.

B. **Second Offense**—mandatory expulsion for 1 calendar year.

VI. Fighting**--Grades 7-12**--an altercation between two or more students where both individuals strike and/or attempt to strike each other with the intent to do bodily harm.

a. First **Offense**--Three (3) day mandatory out of school suspension.
b. Second **Offense**--Five (5) day mandatory out of school suspension.
c. Third **Offense**--Mandatory out of school suspension for the remainder of the school year.

VI. Tobacco **use and/or possession**

a. First **Offense**--Three (3) day mandatory out of school suspension.
b. Second **offense**--Five (5) day mandatory out of school suspension.
c. Third **Offense**--Mandatory out of school suspension for the remainder of the school year

TRANSPORTATION TO AND FROM SCHOOL

Students may be transported to and from school by school bus, parent/guardians, or Greene County High School students may drive themselves if they have a valid driver's license. If there will be a change in transportation (car rider, bus riders), you must send a note to the office signed, dated and a phone number to be used for verification, upon arrival at school. The note will be verified by phone. **No phone calls will be accepted for change of transportation.**

AUTOMOBILES

Greene County School officials assume no responsibility for vehicles parked on the campus and are not responsible for loss of or damages to, vehicles. The administration of Greene County Schools reserves the right to inspect and search any vehicle on the school campus. Upon request of the school principal, a student must produce a valid driver's license and verification of insurance.
Students must purchase a parking permit to accompany any vehicle driven on school property.

Students may park in student designated parking areas only. All students entering or leaving the campus in their autos are required to travel in a slow, safe manner at all times. **Once on campus, the student may not leave without permission from the principal.**

In the afternoon, no student may leave the student parking area while buses are

leaving the campus. Students must wait until all buses have left before they may leave campus, unless permission is granted by the principal.

DESTROYING SCHOOL BUS PROPERTY

a. First Offense--Restitution of property and three (3) days off school bus. Parent will receive a call from school official.
b. Second Offense--Restitution of property and suspended from school bus for remainder of school year.

ARRIVAL ON SCHOOL CAMPUSES

Students will not be allowed on any school campus prior to 7:15 A.M.

OFF CAMPUS ACTIVITIES

School officials will supervise all trips and off-campus activities. All students must return to school by the same method unless excused beforehand by the supervisor.

STUDENT INSURANCE

Each school will offer Student Accident Insurance. Students may seek advice from the principal or homeroom teacher. Each student will be given a brochure explaining the policy. Students who participate in the following activities must carry student insurance: 1) Varsity Sports; 2) Junior Varsity Competitive Sports; 3) Cheerleaders; and 4) Band, or provide the school office with verification of insurance coverage.

TEXTBOOKS

Textbooks furnished by the school district are on loan to the student for the designated school year. Students are asked to keep textbooks clean and neat and not to write or mark in these loaned books. Fines will be assessed to those who misuse or abuse their books. In case of lost or damaged textbooks, the principal or teacher will set the amount to be collected from the student.

Textbook fine will be assessed as follows for unusable textbooks:

Year one of use	100% cost of book
Year two of use	80% cost of book
Year three of use	60% cost of book
Year four of use	40% cost of book
Year five of use	20% cost of book

Damaged books will be assessed with a minimum fine of $2.00 and a maximum fine of $5.00. Books that are water damaged or have missing pages will be considered to be unusable.

FIRE DRILLS

Fire drills will be held in accordance with Mississippi State Law. The first one shall be held during the first two weeks of school. Everyone should be notified about the first drill. Each teacher shall appoint for each class the following:

a. A leader to lead class in single file from classroom out onto the spot designated by the teacher.
b. A person to close windows.
c. A person to turn off heat.
The persons designated to close windows and turn off heat shall be last in line. The persons designated to close the windows and turn off heat become the leaders in case the entrance is blocked and leads the line to the next nearest exit.
d. A messenger who shall, after roll call, report to the designated teacher of the building that his group has cleared the building. The teacher in charge of each building shall report to the principal that the building is clear.

Duty of students during the fire drill:

a. Students should refrain from talking after the fire alarm is given.
b. The signal shall be determined by each school and/or principal.
c. All students are to leave the room immediately, leaving books and materials, and follow their leader to the designated place until told to return to the building.

Duty of teachers during fire drill:

a. Teachers should be the last to leave the room, taking the grade book and register and closing the door. Make sure the door does not lock.
b. When the group gets to the designated place, the teacher calls the roll and

sends the messenger to report to the designated teacher of his building. If possible, this teacher is at the front of each building.

Fire drill or any other emergency is serious business. Students should be trained in that respect. If possible, in case of an emergency, every student should get to a place of safety in a minimum length of time.

A copy of instructions should be placed on the bulletin board of each classroom. Teachers should disseminate this information to all students of each class. A substitute teacher is to follow the directions of that class.

EMERGENCY PROCEDURES

The Greene County School system realizes the necessity for having a written plan to follow when emergencies occur. Everyone--the administration, teachers, students, other school personnel, and parents--should understand the plan and should know what should or should not be done in case an emergency occurs. The following emergency plan has been read and approved by the Greene County Board of Education.

Students will not be allowed to use the phone during severe weather except in cases of emergencies. Parents and child should have prior arrangements with regard to transportation during extreme weather conditions. If an emergency should arise necessitating early school dismissal the parents and child should have a predetermined agreement as to where the student should be dropped off in case parents are not at home.

SEVERE WEATHER CONDITIONS

The teacher will follow the guidelines or instructions of the principal. Teachers and students are to remain in a designated place until released by the school principal or other school official assuming responsibility.

a. Thunderstorms and tornado watch--students will be placed in designated area and remain under the supervision of the teacher until released by the school principal or other school official assuming responsibility.

b. Tornado warning--teachers will move children in their charge to a place of safety predetermined by the school principal or other school official

assuming responsibility, and remain there until released by said official(s).

c. Ice, Snow, Sleet, or Extreme Cold Weather--a decision on the closing of school in case of these conditions will be made by the Superintendent of Education in cooperation with other responsible parties and information about same will be released as follows:

RADIO:

WABO in Waynesboro
WRBE in Lucedale
WXAB McLain

TELEVISION:

WDAM (Channel 7) in Hattiesburg/Laurel
WKRG (Channel 5) in Mobile
WLOX (Channel 13) in Biloxi

MAN-MADE EMERGENCIES AND PROCEDURES

The Greene County School system recognizes that all emergencies are not caused by severe weather conditions. Man could be responsible for emergencies just as severe, if not more so, than those caused by the elements.

Examples of man-made emergencies: Atomic attack, aircraft failure, sabotage, human error, gas explosions, riots, etc.

Teachers will be responsible for students under their supervision in the event a man-made emergency occurs on school property. Teachers will follow predetermined instructions given them by the school principal or other school official assuming responsibility. School officials will draw on knowledge and assistance from local civil defense and law officials in dealing with these emergencies.
The teacher in charge should make an immediate examination and apply first aid.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in

any of the programs and practices of the Greene County school system. The district has procedures in place to ensure compliance with Section 504 as it applies to students with handicaps. For further information, contact Billie S. Fick, 504 coordinator, at 394-2366.

SPECIAL EDUCATION

The Greene County School Department of Special Education offers various programs for those students in need of special educational assistance. These programs are designed to meet the total needs of each student enrolled in Greene County Schools. The programs offered are: Educationally Handicapped, Specific Learning Disabilities, and Speech/Language.

Admittance to each program is conditional based upon compliance with minimum criteria established by the State Department of Education. Students in need of Special Education may be referred for Child Study by a teacher, counselor, principal, parent, or other individual having knowledge of the educational abilities of said child. Those wishing to refer a student for Child Study can do so by contacting the Teacher Support Team at each school.

LOCKERS

Lockers are available for rent by the students. Lockers are the property of the school and not the individual student. Lockers are subject to inspection. Students caught damaging or destroying a locker will be required to pay for a replacement. Students will not be allowed to share lockers. Locker rental fee will be $5.00 per school year.

SEARCHES

The right of inspection of student's school lockers or desks, book bag/hand bag, or vehicles on school property is inherent in the authority granted school boards and administrators and will be exercised to protect the well-being of all students. Not only have school authorities a right to inspect, but this right becomes a duty when suspicion arises that something of an illegal nature may be hidden in the locker or desk, book bag/hand bag or vehicle.

Because it is essential to protect each child's constitutional right to personal privacy and protection from coercion, principals and teachers will attempt to secure a student's presence or permission before searching his locker or desk, book

bag/hand bag or vehicle. If feasible and necessary, a disinterested observer will be present when a search is made. If items sought are of a non-dangerous nature (school books, library books, etc.), the presence of a disinterested observer is not necessary.

ACTIVITIES

Activities are those clubs and organizations sponsored by the school. Students are encouraged to participate in extracurricular activities. All activities, including fund raising and travel must be approved by the school principal.

ELECTION POLICIES

Greene County School District shall observe the following rules and regulations concerning elections in the school:

a. There will be no minority or majority ratios established.
b. All elections shall be by secret ballot.
c. Ballots shall be counted by a joint student-faculty committee appointed by the administrator.
d. Any person desiring to hold an elected office or position shall have completed one full year of attendance in that school.
e. Any person desiring to hold an elected office or position must have maintained an 80 scholastic average during the previous year.
f. No person shall be allowed to run for or hold an elected office or position that has been expelled during the previous year or been assigned to the Alternative Learning Program (ALP) for disciplinary reasons prior to elections.
g. At the beginning of the year, a time will be set for elections and a period not to exceed one week for office seekers to campaign.

The following positions will be elected in each grade (7-12) using the preceding criteria:

a. President
b. Vice President
c. Secretary/Treasurer
d. Reporter
e. The student council will be the class president and vice president of each grade.

ADMINISTRATION POLICIES

TITLE IX COMPLIANCE

It is the intent of the Greene County Board of Education to comply with all provisions of the Title IX Laws, which became effective July 21, 1975. The board directs that no person(s) shall on the basis of race, color, creed, national origin, sex, marital status, age, religion or lack thereof, or handicapping conditions, be discriminated against, or excluded from, or denied the benefits of any program or any opportunity or activity in accordance with Federal and State laws.

GRIEVANCE PROCEDURES

Grievances may be directed to Mrs. Billie Fick, Grievance Coordinator. You may write to the above officer at Greene County School District, P.O. Box 1329, Leakesville, MS 39451, or call 394-2364.

You may also write or call the United States Department of Health, Education and Welfare Office of Civil Rights, Washington, D.C. 20201.

DEFINITIONS:

a. A **"grievance"** shall be defined as a concern or a problem and shall mean a claim by a student or students that there has been a violation or discriminatory application of policies, procedures, rules, and regulations except that the term" grievance" shall not apply to any matter in which (1) the method of review is prescribed by law, any rules, or regulation having the force or effect of law or (2) situations in which the Board of Education is without authority to act.
b. **"Party of Interest"** shall include the complaint and/or any person who might be involved in the required action or anyone required in order to resolve a grievance.

PURPOSE:

a. The purpose of this procedure is to secure due process in the handling of student problems and to assist the finding of equitable solutions to the problems which may from time to time arise affecting the welfare or other related conditions of students of Greene County Schools. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
b. Nothing herein contained shall be construed as limiting the right of any student having a grievance, a concern, or a problem to discuss the matter with any appropriate member of the administration.

FORMAL PROCEDURE:

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.

a. Level One. A student who has a concern, problem, or claim that might be considered a grievance should present it in writing to his or her local principal and a copy to the Title IX Grievance Coordinator. The grievance should be heard by the local administrator and action taken thereof, or:
b. Level Two. If the student is unable to resolve his/her concern through discussion with his/her local principal, the student shall request a conference with the Grievance Coordinator. Subsequent conferences could be arranged at this level in order to explore every available means of resolving concerns. The Grievance Coordinator may, if necessary, request that the Superintendent of Education become involved at this level. After reviewing any and all evidence presented by both sides, a decision shall be rendered within eight (8) days from the termination of said conference.
c. Level Three. If the student is not satisfied with the decision at the Level Two, he/she may request that the Grievance Coordinator set a "grievance hearing" with the Greene County Board of Education. The Greene County Board of Education shall review the grievance and any and all evidence gathered by the Grievance Coordinator and so request a total hearing of all parties involved for the purpose of reaching satisfactory disposition of the matter. At this level, the student may involve his/her parents.
d. Level Four. If the student is not satisfied with the disposition of his/her grievance at Level Three or if no decision has been rendered within fifteen (15) days after the grievance has been heard by the Board of Education and

grievance personnel, he/she may request to submit his/her grievance to arbitration. The concerned may at this level entertain a request that his/her grievance be presented to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D. C.

e. Level Five. THE BOARD OF EDUCATION, GRIEVANCE PERSONNEL and PARTY OF INTEREST must agree on an ARBITRATOR. The arbitrator shall have authority to hold hearings and make procedural rules not inconsistent with this agreement. Such hearings shall be held as promptly as practicable after the students' and parents' request for arbitration.

The arbitrator shall issue his/her findings and recommendations within a reasonable time but no longer than sixty (60) days after the date of the close of the hearing or if oral hearings have been waived, then from the date the final statements and evidence are submitted to him/her. The arbitrator's findings shall be in writing and shall set forth his/her recommendations with a supporting rational statement of facts. The arbitrator shall be without power or authorities to alter, amend, or modify this procedure of records obtained by use of these procedures or to make any decision which requires the commission of any act prohibited by law. The opinion of the arbitrator shall be delivered to the Board of Education.

The cost for the services of an arbitrator including per diem expenses, if any, and the actual and necessary travel and subsistence expenses shall be borne equally by the students, parents, and the Board of Education. All documents, communications, and records dealing with the processing of a grievance shall, except with the written consent of the student or parents and the Board of Education, be filed separately from the personal files of the participants and may not be released for publication or general distribution.

FIRST AID EMERGENCY PROCEDURE FOR HANDLING SUDDEN ILLNESS OR ACCIDENTAL INJURIES

1. The teacher in charge should make an immediate examination and apply first aid principles as indicated to restore breathing, restore circulation, and stop bleeding, and prevent shock. The teacher will stay with the pupil until parent, physician, or other responsible school person assumes responsibility.
2. He/she should send word to the school person assigned for emergencies. This person should be qualified by reason of his authority, specialty, and first aid knowledge. Ideally, every teacher should be trained in first aid. As a minimum, the American Red Cross Standard First-aid Course.

3. Each school is required to maintain on file a list of all students with the following information. The names and phone numbers of those persons who are to be notified in case of emergency. Also, the name and phone number of the student's personal physician.
4. Parents should be notified immediately of their child's accident or sudden illness. If possible, they should be notified by telephone. Where the emergency is so grave as to suggest the need for hospital care, there should be no delay in securing medical attention for the student.
5. Call physician--if in accordance with the parent's wishes or so indicated on emergency listing.
6. No internal medication should be given except by or on the order of a physician.

SCREENING--VISION AND HEARING

Any student who has not been successful in the regular education program may be screened for vision and hearing as a means of determining whether vision and/or hearing problems are the cause of the child's lack of success in the regular program. The Greene County School District will also screen each child in the first and fourth grades for vision and hearing.

HEAD LICE POLICY

1. If a student is found to be infested with head lice his/her parents will be notified. A letter of instructions will be sent home with the student. No more than two excused absences will be permitted for the first treatment.
2. Proof of treatment and a signed letter must be returned to his/her school before the student can return to school. On returning, the student will be checked for evidence of treatment.
3. A second treatment must be administered 7 to 10 days after the first treatment. A signed letter verifying this second treatment must be returned to the school**. The student must be free of head lice and/or nits after the second treatment;** a designated person will verify that the student is free of head lice and/or nits. There will be no excused absences for the second treatment.
4. Students continuing to have nits after the second treatment of re-infestation of head lice will be turned over to the Welfare Department.

USE OF TELEPHONE

Students are asked to refrain from using the telephone except in cases of absolute emergencies. If it does become necessary for you to use the telephone, please be brief. No long distance or social calls are allowed. Always ask permission before using the telephone.

Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

CAFETERIA

The school cafeteria is operated on a non-profit plan in cooperation with the State and Federal Lunchroom Program. No lunches are to be brought to a student during the school day. Those who desire to bring their lunch from home will eat in the cafeteria. No soft drinks allowed in the cafeteria unless they are brought in a thermos-type container.

BULLETIN BOARDS

Nothing is to be put on Bulletin Boards or posted anywhere in the building

without permission from the principal.

ACTIVITY FUND

All money collected by any class, club, or other school organization must be deposited in the office of the principal as soon as the collection is made. This deposit should be made by the sponsor of the organization who in turn will be given a receipt. All school activity funds are deposited in a local bank to the credit of an account known as the School Activity Fund or Student Club Fund.

FUND RAISING AND SALES

Fund-raising projects limited to the ones authorized by the principal. No other moneymaking projects will be allowed. All club funds are to be handled by the school.

SENIORS--COLLEGE VISITATION

A senior who finds it necessary to visit a college campus may do so. His/her absence will be recorded as a school-related activity. The following procedure should be followed:

a. Arrangements should be made with each teacher to make up work missed.
b. Present a letter of verification to the office that the visit was made.
c. Have each teacher sign the excuse from the office.

ASBESTOS MANAGEMENT

The Greene County School District's asbestos management plan is on file at each school site and is available by review upon request by parents/guardians, students, and employees.

This *Student Handbook* was adopted by the Greene County Board of Education on June 8, 2009.

NOTES

Greene County School District
Computer Acceptable Use Policy

The Greene County School District offers currently enrolled students, faculty and staff access to the school computer network through computer labs, networked pc's and stand-alone computers. District technology equipment is provided for use in fulfilling curriculum objectives and quality enrichment activities. Personal electronic devices are not to be connected to the District network. This includes, but is not limited to personal computers, laptops, PDAs, and MP3 Players.

The faculty and administration of Greene County Schools are convinced that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may find material that is not consistent with the educational goals of the school district.

The Greene County School District is compliant with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA) and will comply with any additional state and federal regulations that pertain to technology use within the district and through use of the Greene County School District network infrastructure and servers that is forthcoming from the local, state and federal regulatory agencies.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access in schools and libraries to the Internet and other information. Among many other things, it calls for schools and libraries to have in place appropriate electronic filters to prevent children from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The Greene County School District receives these discounts for Internet Access through the E-Rate program and is therefore in compliance with the CIPA.

The Children's Online Privacy Protection Act (COPPA), effective April 21, 2000, applies to the online collection of personal information from children under 13. The rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.

The use of Greene County School District's electronic media denotes the user's agreement of responsibility.

Computer Network and Internet Use Rules

Students and school personnel are responsible for good behavior on the school computer networks just as they are in a classroom or in a school hallway. **Communications on the network are often public in nature.** General school rules for behavior and communications apply. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. When using the Internet, all students will be closely monitored to prevent students from accidentally or otherwise accessing inappropriate material. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

Computer access is a privilege, not a right, and is provided for students and staff to conduct research, fulfill course requirements, and communicate with others when appropriate or authorized. Access to network services is given to students and staff who agree to act in a considerate and responsible manner.

Network storage areas may be treated like school lockers. ***Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While user files will not be examined without good cause, users should not expect that files stored on school computers will always be private.***

All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language.
- Assume that email is not secure or confidential. Never send anything that you would hesitate to have viewed by others.
- Respect other people's privacy regarding mail and files. Do not reveal personal addresses or phone numbers, or those of students or colleagues.
- Keep paragraphs short and to the point. Be mindful of spelling.
- Check email regularly and delete unwanted messages as quickly as possible.
- Avoid use of sarcasm in electronic communications.

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Network Security – CIPA and COPPA Compliance

The use of the Greene County School District network is for educational and career development activities as approved by the Greene County School District faculty and staff.

Users have the responsibility to use computer and network resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet.

All district employees will be required to use district email only. Free email sites will be blocked. This is for the protection of the students from inappropriate spam as well as protection of the network against malicious codes such as viruses.

Activities using the computer network in violation of Local, State, Federal or Greene County School District policies are strictly forbidden.

Students will not reveal personal information over the network. This includes information about themselves as well as information about anyone else. Although teachers and other district personnel may reveal personal information about themselves over the network for educational and career development purposes, they are strictly forbidden to disseminate any personal information about anyone else including, but not limited to students and the colleagues. Information that is considered personal includes but is not limited to the following: home addresses, Social Security numbers, and personal telephone numbers.

There is absolutely no expectation of privacy on the Greene County School District network. Activities at any workstation or transmission and receipt of data can be monitored at any time both electronically or by staff members. This includes the transmission and receipt of email, email attachments, Web browsing and any other use of the network. User files stored on the network or on individual computers are not to be considered private. Authorized district staff will periodically inspect folders and logs of network usage during routine maintenance.

Prohibited activities include, but are not limited to the following:

- Using the network to transmit, or retransmit copyrighted material (including plagiarism).
- Accessing, transmitting, or retransmitting threatening, harassing, obscene, and pornographic (written, pictures, song lyrics, etc.) or trade secret material or any material deemed harmful to minors.
- Using the network to access, transmit or retransmit language that can be considered defamatory, abusive or offensive.
- Users of the Greene County School District network are forbidden to access, transmit, or retransmit information that could cause danger or disruption, engage them in personal prejudicial or discriminatory attacks or that harasses or causes distress to another person.
- Users of the district network are forbidden to access, transmit, or retransmit material that promotes violence or the destruction or persons or property by any device including but not limited to firearms, explosives, fireworks, smoke bombs, incendiary devices or other similar material. All users agree to report any accidental access of any of the aforementioned material to the appropriate school authority so that the district can take steps to prevent similar future access.
- Using the network to download, upload or store large files such as music and video that are not directly related to a project or activity that is part of the school curriculum. The use of flash (thumb) drives is limited to data storage only. No executable files of any type may be transferred to district property.
- Streaming music or video, unless associated with a specific curriculum related activity is prohibited.
- ***Re-sending email chain letters or engaging in any spamming activities where bulk mailings of unsolicited email are sent. These messages take up time and space and are not useful for the purpose and objectives of the Greene County School District.***
- Damaging computers, computer systems, or computer networks (hardware or software). If a student maliciously damages Greene County School District technical equipment in such a way that requires service or repairs, the parent/guardian of the student is responsible for providing all expenses incurred for those services, grades K-12.
- Deliberate or careless action that damages the computer's configuration or limits the computer's usefulness to others.
- Downloading unauthorized software on school computers/networks. This includes students, teachers, staff and administrators. All software installed on district computers must be installed by the Technology Department and only after the proper licenses or authorizations for use have been acquired and verified.
- Creating, uploading, or transmitting computer viruses, worms or other disruptive software code.
- Making any attempt to defeat computer or network security on the district network or any other client, server, or network on the Internet. Hacking or attempting to gain access to unauthorized areas of the district network or the Internet is prohibited.
- Invading the privacy of other individuals. Using another person's password or account or providing his/her password to another person. Trespassing in another's folder, work or files, in the attempt to use others' work to "cheat" on assignments, tests, or any class work.
- Intentionally wasting limited resources.
- Using the network or school computer for commercial or for-profit purposes or political lobbying.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any activity harmful or reflecting negatively on the Greene County School District community.

The use of Greene County School District's electronic media denotes the user's agreement of responsibility.

Web Page Compliance

- Make sure any web design is appropriate to the educational, administrative, or research objectives of the Greene County School District.
- Any use of the Greene County School District name and/or school site names, likeness, pictures, graphics must have prior approval of the system administrator or building administrator.
- Any use of staff or student likeness, pictures, graphics, art, prose, or poetry must have written permission before usage. Staff members must give their written signature permission while a student must have the parents' written signatures before publication use. (See Appendix A for District Web Consent Form)
- The system administrator and/or building administrator will make the final determination whether any web item(s), which identify the Greene County School District, are appropriate for web publication before that publication occurs.
- All web publications will abide by the *Family Education Rights and Privacy Act (FERPA)* for the dissemination of student information.
- Web page designs will allow for the *Web Access Initiative (WAI)* to provide accessibility for people with disabilities.
- Do not publish any personal information concerning staff or students. The only phone numbers, addresses, and/or locations allowed are those of the school site available to the public.
- Staff and/or students are prohibited from publishing a website using the Greene County School District name and/or school site names, likeness, pictures, graphics without prior approval of the system administrator or building administrator.
- Although Greene County School District recognizes the concept of "Free Speech", staff and/or students are prohibited from publishing any work that may be discriminatory, offensive, racists, threatening to district, school, staff, or other students. The final decision as to whether any work meets these criteria will be determined by system administrator and/or building administrator.
- Right to ""Freedom of Speech" will NOT allow staff and/or students to publish offensive materials through any Greene County School District electronic media. The final decision as to whether any work meets these criteria will be determined by the system administrator and/or building administrator.

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District Accounts

Upon employment with the Greene County School District an account for authentication and email will be provided. These accounts are subject to the terms of this acceptable use policy. Additionally, the following guidelines will be applied to each account.

- Authentication and/or e-mail accounts will be locked for 30 days immediately upon termination of employment with the school district.
- An extension for use of the account can be requested for use during this 30 day period.
- Name changes to an account will not take place until the user has completed the required paperwork for an official name change through the payroll office.
- VPN accounts will be limited to the Technology Coordinator, employees in the Information Technology Department, and others as deemed necessary by the Technology Coordinator.
- Accounts will be limited to school district employees only.
- Student e-mail accounts will be created when deemed necessary and appropriate by school and/or district administrators.

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Consequences of Policy Non-Compliance

Violation of this AUP (Acceptable Use Policy) may result in the denial, suspension or cancellation of the users' privileges as well as other disciplinary and/or legal action deemed appropriate and imposed by the school administration, district administration and/or local, state or federal law enforcement officials. Other action not specified above may include but are not limited to monetary restitution, school suspension or expulsion, detention or any other action deemed appropriate by the administrative authorities.

In grades 7-12, students in computer-based classes such as Basic Keyboarding, Computer Applications, Business Computer Technology, Discovery Courses, and several other technical based courses, students could be removed from the course for the duration of the semester or school year if found by administration to be intentionally in violation of the Acceptable Use Policy. In grades K-6, parents will be notified immediately and students will be removed from any/all computer activities for a length of time as administration deems appropriate. Reinstatement procedures will be individually addressed.

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Disclaimer

1. The Greene County School District cannot be held accountable for the information that is retrieved via the Internet, network, or e-mail.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications.

System administrators have access to all mail and may monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

3. The Greene County School District will not be responsible for any damages any user may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence, errors or omissions. Use of any information obtained is at the user's own risk.
4. The Greene County School District makes no warranties (expressed or implied) with respect to:
    - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information.
    - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the Internet, network, or e-mail.
5. All staff and students of the Greene County School District shall be responsible for abiding by the policies of this AUP. No signature is required to make this AUP binding on staff and students. The use of Greene County School District's electronic media denotes the user's agreement of responsibility. However, Greene County School District shall make concerted effort to inform staff and students of this AUP through such means as publications in student and staff handbooks, notices in all school offices, oral information from supervisors and/or teachers, and distribution of AUP copies.
6. Any staff or student who violates any of the AUP policies will be subject to disciplinary action, which may include but not limited to the loss of use privilege for the Internet, network, and/or equipment; loss of the e-mail account assignment, and/or any other disciplinary deemed appropriate by the Greene County School District authorities.
7. The Greene County School District reserves the right to change its policies and rules at any time.

Terms and Conditions for Use of the
Greene County School District Network

All users of the Greene County School District's network and Internet access are required to adhere to the district's Internet Acceptable Use Policy (AUP). The attached policy describes in detail the purpose of the district's network and the rules governing its use. All users and the parents of **all** student users are required by the Greene County School District AUP to agree that they will abide by the policy while using the district's computer network resources.

All users, including faculty and staff, must be aware that misuse of the network facilities could result in disciplinary action by the Greene County School District officials including termination of employment or legal action by local, state and/or federal law enforcement officials. It is, therefore, incumbent upon all too carefully read the district AUP and understand what is expected and the penalty for non-compliance.

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STUDENT COMPUTER USE AGREEMENT

First Name: _____Last Name: _____

Current Grade Level: _____Date: _____

STUDENT AGREEMENT

Carefully read the attached Greene County School District Acceptable Use Policy. If you have any questions as to what will be expected of you when you are using the district's Internet access or school network or computer equipment, ask a teacher, your librarian or someone in the office to help you with anything you do not understand.

When you feel that you understand the rules, sign below indicating that you understand and agree to this policy.

CONTRACT

I have read the Greene County School District Acceptable Use Policy. I understand the rules that I am to follow while using the computers and Internet at school.

I understand that if I break the rules, I will be punished based on the type of rule I break. If I break a rule, the punishment will be determined by Greene County administration or faculty. If I break a law, however, I understand that the courts and law enforcement officials who enforce the law that I break will determine the punishment I receive.

Student's Name (please print): _____

Student's Signature: _____

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COMPUTER USE PARENT/GUARDIAN SIGNATURE FORM

Student's Full Name (Please Print): _____

Current Grade Level: _____Date: _____

As the parent or guardian of this student I have read the Acceptable Use Policy of the Greene County School District and understand the rules and regulations that my child is to follow while using the Internet and/or school network while at school. I understand that the school's Internet access is available for educational purposes only and have discussed the proper use of the Internet at school with my child.

I understand that if my child breaks the rules, he/she will be punished based on the type of rule broken just as it is with any other school activity. If he/she breaks a rule made by the Greene County School District, the punishment will be determined by the building Principal or Assistant Principal. If he/she breaks a law, however, I understand that the courts and law enforcement officials who enforce the broken law will determine the punishment received by my child.

I understand that the Greene County School District has taken available electronic precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision of my child's Internet if and when my child's use is not in a school setting. Further, I accept responsibility for any/all expenses for any damages on the network caused by my child. I hereby certify that the information that I have entered onto this form is correct.

Initial One:

My child has my permission to use the Greene County School District's network to access the Internet_____

My child **DOES NOT** have my permission to use the Greene County School District's network to access the Internet and I DO NOT want Internet services or any other computer or computer service available to my child. I realize that this will make enrollment in certain classes impossible. _____

Parent or Guardian (please print): _____

Signature: _____

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Appendix A
Greene County School District
Multimedia Consent Form

Greene County School District requests your permission to use your child's picture, name, and/or schoolwork, either edited or in full, on district's website, newspapers, radio, TV, or any other media outlet. These multimedia formats will use the student's first name only. **Personal information such as home address, phone number, or names of family members will not be used.** Any information that indicates the physical location of a student at a given time other than attendance at a particular school and participation in school activities/classes will not be used. Schoolwork may include, but is not limited to art, written papers, class projects, and computer projects.

Please place check mark on <u>one</u> option from <u>each</u> section below:

_____ May use my child's picture on the district web site, newspapers, radio, TV, or any other media outlet without liability to Greene County School District.

_____ May **NOT** use my child's picture on the district web site, newspapers, radio, TV, or any other media outlet.

_____ May use my child's name - the first name only - on the district web site, newspapers, radio, TV, or any other media outlet without liability to Greene County School District.

_____ May **NOT** use my child's name - the first name only - on the district web site, newspapers, radio, TV, or any other media outlet.

_____ May use my child's schoolwork on the district web site, newspapers, radio, TV, or any other media outlet without liability to Greene County School District.

_____ May **NOT** use my child's schoolwork on the district web site, newspapers, radio, TV, or any other media outlet.

School Name _____

Student Name _____

Parent(s) or Guardian Signature _____

Date Signed _____

PARENT VERIFICATION FORM

I have read the Greene County School District Handbook and have reviewed the information with my child. I understand that he/she is responsible for all of the rules and policies contained in the handbook.

PARENT SIGNATURE_____

STUDENT SIGNATURE_____

DATE_____