



GREENVILLE
CENTRAL SCHOOL DISTRICT

**HIGH SCHOOL STUDENT HANDBOOK
2014 - 2015**

VISIT US ON THE WEB AT GREENVILLE.K12.NY.US

MISSION STATEMENT

The mission of the Greenville Central School District, with vital community partners, is to present the world with a gift of well-educated graduates who will forge ahead as confident thinkers, empowered learners, and compassionate, responsible leaders by ensuring superior instruction with total support for excellence and vision.

BELIEF STATEMENTS

We believe that every individual has equal value.

We believe that trust, respect, and caring are essential for a healthy community.

We believe that the meeting of clear and defined standards are the starting point for success.

We believe that every individual has the right to fully realize his/her potential.

We believe that the pursuit of excellence cannot be compromised.

We believe that every individual has the responsibility to contribute to the common good.

We believe that individual responsibility and self-discipline are crucial to achieving one's goals.



GREENVILLE

CENTRAL SCHOOL DISTRICT

PRINCIPAL'S MESSAGE

2014-2015 Student Handbook Principal's Message

Welcome back to another exciting school year! This student handbook contains information that will be of value to all students at Greenville High School. As questions arise during the school year, this document can be used as a reference to provide answers.

This student handbook specifies our guidelines, expectations, and procedures that promote a safe and positive learning environment. As a school community, we strive to create an environment that respects the diversity of our students and encourages all students to challenge themselves to reach their fullest potential.

It is important that you all review and are aware of the topics covered in this handbook. A more detailed Code of Conduct document can also be found on the school's website. Your principals, teachers and support staff are always available to provide clarification and we as a school community look forward to sharing in your successes.

My best wishes for a rewarding year filled with great achievements.

Todd B. Hilgendorff
High School Principal

TABLE OF CONTENTS

BOARD OF EDUCATION/ADMINISTRATION/STAFF	4
FACULTY/STAFF LISTING	4
CALENDAR	6
INTERVENTION SERVICES	8
ACCESS TO BUILDING	8
ACTIVITIES	8
ATHLETICS	9
CLOSED CAMPUS	9
ATTENDANCE	9
COMPREHENSIVE ATTENDANCE POLICY	10
BELL SCHEDULE	12
BUS REGULATIONS	12
STUDENT MANAGEMENT/CODE OF CONDUCT	13
TOBACCO	14
CAFETERIA	14
DANCES	14
PROM	15
EARLY DISMISSAL FOR SENIORS	15
EXTRA HELP	16
FIELD TRIPS	16
GRADES/ADDING AND DROPPING CLASSES	16
COURSE REQUIREMENTS	17
GRADUATION REQUIREMENTS	19
GRADUATION CEREMONY	20
RANKING	20
REPORT CARDS	20
GUIDANCE	20
NAVIANCE FAMILY CONNECTION	21
THE ARMED SERVICES	22
SCHOOL NURSING SERVICES	22
ADMINISTRATION OF MEDICATIONS	23
HONOR LETTER AWARD INFORMATION	23
HONOR ROLL	25
LEAVING SCHOOL GROUNDS/SENIOR PRIVILEGE	25
LIBRARY	25
LOCKERS	26
NATIONAL HONOR SOCIETY	26
POSTERS	26
PSYCHOLOGICAL SERVICES	26
RELIGIOUS OBSERVANCES	26
SCHOOL CLOSINGS	26
STUDENT COUNCIL	27
STUDENT PARKING	27
STUDENT PASSES	27
STUDY HALL	27
TEXTBOOKS	28
USE OF FACILITIES/VISITORS	28
VISITORS	28
WORKING PAPERS	28

GREENVILLE CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION

Ann Holstein, President
Patricia Macko, Vice President
David Bowdish, Member
Thomas Connolly, Member
Duncan Macpherson, Member
Jennifer Howard, Member
Michael McAneny, Member

ADMINISTRATIVE STAFF

Superintendent of Schools, Cheryl A. Dudley
Assistant Superintendent for Business, Tammy J. Sutherland
Elementary Principal, Peter Mahan
Director of Human Resources, Donna Accuosti
Middle School Principal, Brian Reeve
High School Principal, Todd Hilgendorff
Administrative Intern, Daniel Hash
Athletic Director, Chris Warga
Director of Instructional Technology, Scott Gardiner
Director of Pupil Personnel Services, Brooke Van Fleet

SUPERVISORS

Director of Facilities III, Rich Outtrim
Transportation Supervisor, Karen Schrader

HIGH SCHOOL CLERICAL STAFF

Principal's Secretary, Deborah Geurtze
Guidance Secretary, Debbie Sanchez
Attendance Secretary, Sara Statham

PUPIL PERSONNEL SERVICES

Guidance Counselor, Kenneth Landversicht
Guidance Counselor, Nicole Mahoney
School Psychologist, Pam Agan-Smith
School Psychologist, Amanda Agneta
School Nurse, Karen Gardiner, R.N.
School Nurse, Deborah Theiss-Mackey, R.N.

SECONDARY FACULTY

Agriculture/Technology	Mark Cunnan
Agriculture/Technology	Michaela Kehrer
Agriculture/Technology	Rachel Anderson
Art	Sean Stewart
Business	Linda Esposito
IB Diploma Program Coordinator.	Melissa Palmer
English	Michael Morelli
English	Julie Hamilton
English	Martha Robins
English	Susan Toohey
Health	James Tyrrell
Family and Consumer Science	Kathy Schlenker
Library Media Center	Nancy Lockwood
LOTE Latin	Douglas Davidson
LOTE Japanese	John Gleason
LOTE Spanish	Jose' Roselli
Mathematics	Dorothy Reyngoudt
Mathematics	Glenn Evans
Mathematics	Tadhg Russell
Mathematics	Casey Gannon
Mathematics	Erin Magee
Music, Instrumental	Michael Benedict
Music, Vocal	John Meredith
Physical Education	Eve Tuttle
Physical Education	Victor Zeh
Science	Margaret Finch
Science	Christine Rao
Science	Erin Sharkey
Science	Brynda Shultes
Science	Nathan Forrest
Social Studies	Benjamin Katagiri
Social Studies	Timothy Albright
Social Studies	Brian Thela
Social Studies	Robert Gray
Social Studies	Stephen Siebrecht
Social Studies/ALP.	Andrew Murphy
Special Education	Alyss Dyer
Special Education	Linda Campbell
Special Education	Karen Gotham
Special Education	Deborah Mrozek-Ferrara
Special Education	Kristine Raskopf
Special Education	Jennifer FitzGerald
Teaching Assistant	Susan Evans
Teaching Assistant	Julie Woodhull
Teaching Assistant	Faith Bowers
Teaching Assistant	Christopher Drumma

SUPPORT STAFF

K-12 Support Staff
K-12 Support Staff
K-12 Support Staff
K-12 Support Staff
K-12 Support Staff

Linda Covais
Marybeth Favicchio
Carla Porto
Bonnie Spencer

FOOD SERVICE PERSONNEL

Kathy Allen
Frankie Callahan
Tracy Churchill

MAINTENANCE STAFF

Secretary
Cleaner
Cleaner
Cleaner
Cleaner
Custodian
Custodian
Custodian
Maintenance
Maintenance

Cheryl Rudolph
Jose' Porto
Kenneth Cyr
Mary Ann Giglio
Kenneth Winnie
Sky Ben
Holly Irwin
Thomas Reinhard
Frank Pigeon
Frank Conte

SCHOOL CALENDAR FOR 2014-2015

July	1	Tuesday	First Day of Fiscal Year
September	1	Monday	Labor Day (School Closed)
	2	Tuesday	Super. Conf. Day (Staff only)
	3	Wednesday	School Begins - Full Day Grades 1-12; Kindergarten Open House – no transportation
	4	Thursday	1/2 Day Kindergarten (Kindergarten Dismissal 11:30)
October	13	Monday	Columbus Day (School Closed)
November	6	Thursday	Lockdown Drill (To be announced)
	6	Thursday	Emergency Drill (15 minute early dis.)
	7	Friday	End of First Quarter (K-12)
	10	Monday	Superintendent's Conference Day (Staff only)
	11	Tuesday	Veterans' Day (School Closed)
	12	Wednesday	Second Quarter begins (K-12)
	14	Friday	Parent Conferences K-12, 1/2 Day (Dismissal Elem-11:30, MS/HS-11:47)
	25	Tuesday	Parent Conferences K-12, 1/2 Day (Dismissal Elem-11:30, MS/HS-11:47)
	26-28	Wed-Fri	Thanksgiving Recess (School Closed)
December	24-31	Wed-Wed	Winter Holiday (School Closed)
January	1-2	Thur-Fri	Winter Holiday (School Closed)
	5	Monday	School Reopens
	19	Monday	Martin Luther King, Jr. Day (School Closed)
	26-29	Mon-Thurs	Regents & Finals - 9-12 (K-12 regular classes)
	30	Friday	End of Second Quarter (K-12)
February	2	Monday	Third Quarter Begins (K-12)
	16-20	Mon-Fri	Winter Recess (School Closed)
	23	Monday	School Reopens
March	12	Thur	Parent Conferences K-12 - 1/2 Day (Dismissal Elem-11:30, MS/HS-11:47)

	13	Friday	Superintendent's Conference Day (Staff only)
	20	Friday	Parent Conferences K-12 - 1/2 Day (Dismissal Elem-11:30, MS/HS-11:47)
April	3-10	Fri-Fri	Spring Recess (School Closed)
	13	Monday	School Reopens
	17	Friday	End of Third Quarter (K-12)
	20	Monday	Fourth Quarter Begins (K-12)
May	22-25	Fri-Mon	Memorial Day Recess (School Closed)
June	2	Tues	Regents Examinations (Grades 9-12)
	16-24	Tues-Wed	Regents Examinations (Grades 9-12)
	19	Friday	Final Exams - Grade 7 (No classes grades 6 & 8)
	22-24	Mon-Wed	K-5 (Dismissal schedule to be determined)
	22	Monday	Final Exams - Grade 8 (No classes grades 6 & 7)
	23	Tuesday	Final Exams - Grade 6 (No classes grades 7 & 8)
	23	Tuesday	Graduation - Grade 5 (8:30 a.m.)
	24	Wednesday	MS Graduation (9:00 a.m.)
	24	Wednesday	End of Fourth Quarter (K-12)
	25	Thursday	Superintendent's Conference Day (Staff only)
	27	Saturday	HS Graduation (10:00 am)
	30	Tuesday	Last Day of Fiscal Year

Ellis, MS & HS Marking Periods:

- 1st Sept 3 – Nov 7 (47)
- 2nd Nov 12 – Jan 30 (46)
- 3rd Feb 2 – Apr 17 (43)
- 4th Apr 20 – June 24 (46)

182 Days of student attendance + 4 Superintendent Conference Days = 186 Days for the School Calendar. Emergency Closing Makeup Days: In order starting May 22, April 3, 6, 7, 8, 9, 10

RESPONSE TO INTERVENTION

Regents prep courses will be provided to students who may not meet academic standards established by the NYS Board of Regents. We will provide these classes during the course of the school day in social studies, English, math and science. Students who fail a Regents exam will be scheduled accordingly based upon course availability.

Disruption of the learning process in these smaller learning environments will meet with disciplinary action according to the School's Code of Conduct.

Entrance criteria: Departments will submit names to Guidance of any and all students they would like to schedule into these Regents prep courses.

Exit criteria: These Regents prep courses will run on a semester-based format; however, it is possible that a student can stay in a course for the entire year if they need the intervention. Teachers will work with Guidance to determine which students can enter or exit at the semester change.

Grading: We will continue to utilize our existing S, U, N grading system for all four content areas (science, English, math social studies):

- E — Excellent
- S — Satisfactory
- U — Unsatisfactory
- N — Needs improvement
- JE — Just entered

A grade of a "U" or an "N" requires a comment.

ACCESS TO BUILDING

Students must enter and exit our school community through the front entrance. All other exterior doors will remain locked for security purposes. Building access procedures are critical to ensure building safety.

ACTIVITIES

Students have opportunities to participate in a wide variety of academic, service, vocational and sports activities. After school activities begin promptly at 3:00 p.m. All students participating in after school activities are required to be in these instructional spaces no later than 3:00 p.m.

For those involved in disciplinary action, he/she is only allowed to attend an after-school activity when the assigned consequence has been completed or alternative arrangements and prior approval from the Principal has been obtained. Students who are suspended from school are also prohibited from attending home games or activities during the suspension period.

Students involved in any sport or extra-curricular activity may not arrive late or leave early on a day in which an event is scheduled (unless they have early release). The only exception would be a legal note from a doctor on doctor's letterhead detailing their late arrival or early dismissal. Failure to do this results in not participating in the scheduled sporting event or extra-curricular event.

ATHLETICS

Students have opportunities to participate in a variety of interscholastic sports at the modified, junior varsity, and varsity levels. Student athletes who participate in an interscholastic sport must have a physical exam on file in the nurse's office before practice begins. If a student athlete is injured and requires medical attention, a medical release will be required and on file in the nurse's office before resuming practice. All athletes will receive an Athletic Code of Conduct when they choose to participate in sports. This Code outlines the rules and regulations of our sport's program.

CLOSED CAMPUS

Students will remain on campus from the first bell (8:10 AM) until the dismissal bell (2:42 PM). Students who leave during the school day for reasons other than prearranged absences must receive administrative approval and sign out at Attendance. Only seniors with the proper paperwork will be released for lunch. All other students are required to remain on campus for lunch.

ATTENDANCE

Attendance for minors (age 6-16) is compulsory in New York State. This age requirement extends until the end of the school year in which the student reaches the age of 16. Some of the legal exceptions to the compulsory requirement are: sickness, death in family, court appearance, religious observance, and educational related visitations, (i.e. field trips). As educators, we recognize the importance of a student's attendance in school. All classes are equally important to the educational development of the student. Strategies to encourage this responsibility are beneficial to academic success.

COMPREHENSIVE ATTENDANCE POLICY:

1. The purpose of the policy shall be to ensure maintenance of an adequate record verifying the attendance of the children at GCS, and to establish a mechanism by which the problems of pupil absences can be examined to develop effective administrative strategies to improve school attendance.
2. Specific strategies are employed to accomplish these objectives: The following strategies will be employed to assure that the Attendance Policy set forth by the Greenville Central School is adhered to:
 - a) Parental contact after each absence
 - b) Encouragement of pupil attendance incentives: awards for perfect attendance, public recognition for outstanding attendance.
 - c) Disciplinary action (progressively):
 1. Detention
 2. In School Suspension
 3. Out of School Suspension
 - d) PINS Petition - for all students under 16 years of age
 - e) Child Protective services-possible educational neglect
 - f) Referral to the Greene County District Attorney
3. Determination of excused and unexcused absence - Excused absences are absences that are the result of the following:
 - a) Doctor's appointment (verified on doctor's letterhead)
 - b) Court ordered appearances (verified by documentation from the court)
 - c) Death/sickness in the family
 - d) College visitation (verified by documentation from the Admissions Office)

An unexcused absence is any absence not covered under excused absences. Parental requests excusing their child from school for reasons not included under Excused Absences (i.e., to take a driver's test, to get a haircut, to go shopping, to go on a family trip or not stating a specific reason) are Unexcused Absences under State Law. Excuses that the student overslept or had car trouble are unacceptable and will be considered unexcused and illegal.
4. Coding System. The following coding system will be used at GCS:
 - a) UNV-Unexcused Absence
 - b) EXC-Excused Absence
 - c) XTDY-Excused Tardy
 - d) TDY-Unexcused Tardy
 - e) ER-Early Release
 - f) SUS-Suspension
 - g) SUS/W/T-Suspension with Tutor
 - h) Act-Activity such as field trip, band lesson
 - i) EXC/W/T-Excused with Tutor
5. There is a link between attendance and improved academic performance. This critical link is necessary for our students to meet the rigid state standards that have been put into effect.

6. Tardiness - The State Education Department has determined that tardiness has as much effect on student achievement as absenteeism. GCS will adopt the following procedure regarding tardiness as it relates to school and to individual classes:
 - a) If a student is tardy 3 times per marking period, he/she will serve one day of after school detention.
 - b) After the 6th tardy, the student will serve one day of after school detention. The student will see the Principal and parental contact will be made.
 - c) After the 9th tardy, the student will serve one day of in-school suspension. He/she will see the Principal and parental contact will be made. The Principal has the discretion to revoke school privileges as necessary.
 - d) After the 12th day, the student will be placed in PASS for a period of up to 3 days. The student will meet with the Principal and a parent conference will be scheduled. The Principal has the discretion to revoke school privileges as necessary.
7. GCS will offer perfect attendance awards for those students who have perfect attendance. This award will be announced to the general student body and will be given out on the High School Awards Ceremony.
8. Parental cooperation is a necessity for any school policy to work. The GCS Attendance Policy puts a premium on such notice. Every two weeks an Attendance Committee consisting of administration, guidance, faculty and the attendance secretary will meet and review the absentee list. The following are the steps that will be taken when a GCS student is absent from school without an excuse:
 - a) Whenever a student is absent, a parent will be called to notify them of such an absence by our attendance officer.
 - b) After 8 absences, an informational letter will be sent home identifying the absences.
 - c) After 16 days an additional letter will be sent home notifying the parent of the absences. A copy of this letter will be forwarded to the Greene County District Attorney.
 - d) After 20 days, a final certified letter will be sent home, followed up by correspondence from the Greene County District Attorney that requests a parent conference regarding options to rectify the attendance/truancy concerns. At this time, parental contact needs to be made to administration within five (5) days of the receipt of this letter. This Greene County District Attorney involvement is for extreme cases involving at-risk students.
9. In order to curtail absentees and tardiness, there should be a process available to address these two problems. GCS will employ the following process:
 - a) Use of incentives to encourage attendance and timely arrival
 - b) Enforce a progression of disciplinary action
 - c) Parental contact
 - d) Revocation of student privileges
 - e) Disciplinary action
 - f) PINS petition

- g) Educational neglect charges
 - h) Referral to the Greene County District Attorney.
10. The High School Attendance Committee consisting of Administration, Guidance, and Faculty will be responsible for reviewing pupil attendance records and to initiate appropriate action to address unexcused pupil absence, tardiness and early dismissal consistent with this policy.
 11. In order for a student to stay after school or participate in any club, dance, or sport activity, etc. after school, they must be in school that day by the 1st period bell. If a student is late to school, they must have a doctor's note on doctor's letterhead in order to document their late arrival and participate in any extracurricular activity.
 12. If a student has an unexcused absence on a Friday, they may not participate in any after school activity that evening. This does not preclude them from participating in any activities over the weekend.

HIGH SCHOOL BELL SCHEDULE

Department	7:40 – 8:10
Period 1	8:12 – 8:58
Period 2	9:01 – 9:41
Period 3	9:44 – 10:24
Period 4	10:27 – 11:07
Period 5	11:10 – 11:50
Period 6	11:53 – 12:33
Period 7	12:36 – 1:16
Period 8	1:19 – 1:59
Period 9	2:02 – 2:42

BUS RULES AND REGULATIONS

These expectations have been provided by our Transportation Supervisor. Please be advised that all Code of Conduct rules apply on all school transportation.

- No eating, drinking, chewing gum, lollipops.
- No writing on the seats, walls, windows, each other, or others belongings.
- No skateboards, pets or large items that are not approved.
- No poking holes, ripping seats, or removing seat tape.
- No hitting, screaming, biting, kicking, spitting, swearing.
- No bullying, threatening, teasing, name calling.
- Do not touch or take other students' belongings.
- Do not stick arms, papers, and belongings out the window.
- Do not throw anything around in or out of the bus.
- CD players, mp3 players, music devices, handheld games must be played low as not to disturb others and can not be used when getting on or off the bus (ear plugs out of ears).
- No cell phones to be used on the bus, no picture taking.
- Stay seated at all times, sit facing forward.

- Seatbelts are to be buckled when not used.
- Keep body & belongings out of the aisle and in your seat, keep rear emergency exit clear.
- Wait until the bus comes to a complete stop before standing.
- Get off at your own stop. If you need to go elsewhere, Elementary students should send a note to bus notes; MS/HS students require a signed note from the school's attendance officer.
- When crossing in front of the bus, look before stepping and wait for the driver to signal you across 10 feet in front of the bus. The bus driver can assign seats. Always follow the driver's directions.
- All rules apply when a sub is driving.
- Boys and girls do not sit in the same seat except relatives and approval from the supervisor.

STUDENT MANAGEMENT

The Greenville Central School District has established rules and regulations that provide for a safe and orderly learning environment. As members of the school community, we must all work together to ensure that this atmosphere continues. Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

As outlined in the District Code of Conduct, disciplinary action will be firm, fair, and consistent, so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, depending on the severity of the violation, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education. Discipline, if warranted, shall be administered consistent with the separate requirements of the Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

DISTRICT CODE OF CONDUCT

The Code of Conduct is district wide and has been approved by the Board of Education. A summary of the Code will be sent home to families in August, and each student will receive an abbreviated version at the beginning of the year. The complete version of the Code of Conduct is available on our district website, www.greenville.k12.ny.us. A paper copy is available for review in the high school or the district office.

TOBACCO

In compliance with New York State Law, the Greenville High School is a tobacco-free environment. Use or display of any type of tobacco product is prohibited at all times anywhere on the campus. **Students using or displaying tobacco products will be subject to disciplinary action.** All tobacco products found in a student's possession on school property will be confiscated and immediately destroyed. In addition, it may be necessary for the State Police to interview students to determine the source of tobacco products in the hands of the minor student. Smoking cessation assistance is available through the nurse's office.

CAFETERIA (BREAKFAST AND LUNCH)

Breakfast: Breakfast starts at 7:45 a.m. and will continue until 9:15 a.m. At 8:12 students need to report to their first period class. **Students may be permitted to leave class to go to the cafeteria for breakfast at the discretion of their teacher.**

Lunch: The lunch program is scheduled for fifth, sixth, and seventh periods. Teachers will expect students to be on time for class when they are returning from lunch. Appropriate behavior is expected during lunch.

Free and Reduced Lunch: Students will receive applications for Free and Reduced Lunch at the beginning of the year. Please return this application to the district office as soon as possible. Once returned, the administration will complete the processing of the application.

We encourage all students to consume their food and drinks (except bottled water) in the cafeteria.

DANCES

1) High School dances are open to Greenville High School students only. The high school Semi-Formal and the Junior/Senior Prom are the only dances open to students from other schools. Students bringing an outside guest need to have the guest form which is available in the high school main office, signed and on file in the principal's office one week prior to the dance. Please see advisor in charge of the club/activity dance for more information.

- 2) Greenville Central School District faculty and staff must supervise all dances. There must be at least five chaperones approved by the principal three weeks before the dance.
- 3) All school rules are in effect during dances, and the disciplinary code applies.
- 4) Any student who leaves a dance before it is over must leave the school grounds immediately and will not be allowed to return.
- 5) Students who are not in school the day of the dance may not attend.

Attendance at dances is a privilege which will continue as long as the student's academic standing and compliance with the student management code remains satisfactory.

PROM

- 1) Only Greenville high school juniors and seniors are allowed to purchase a ticket to the junior prom. A student's class standing is determined by the number of academic credits completed.
- 2) You must be a high school student (grade 9 – 12) or age 20 or younger to attend prom.
- 3) If you are not a junior or senior at the Greenville Central School District, you must be a guest of a Greenville Central School District junior or senior.
- 4) Anyone who does not attend GCS must be a guest of a Greenville Central School District junior or senior.
- 5) When a Greenville Central School District junior or senior purchases a ticket for a guest who is not a junior or senior at the Greenville Central School District, that person's name must be submitted to the class advisor. The guest must fill out a form that must be submitted to the main office one week prior to the prom.
- 6) Voting for the prom's King and Queen and their court can only be done by members of the junior class.
- 7) Only members of the junior class can be eligible for the King's or Queen's Court.
- 8) The Greenville Central School District prom is a privilege that can be revoked based on disciplinary infractions or at the Administrator's discretion.

EARLY DISMISSAL FOR SENIORS

Requests for regular early dismissal for seniors are subject to the following terms and conditions established by the Board of Education:

- 1) The student must be taking an academic program of no less than four units.
- 2) The student's program and time and attendance will be arranged on an individual basis.
- 3) The student must present a written request to the principal from the parent or guardian.
- 4) The student must provide proof, satisfactory to the District, that s/he is gainfully employed, with the hours of work specified.

- 5) The student must leave the building within seven minutes of the end of his/her last period class. If staying on campus, the student must be signed in with a teacher for a designated time. Any unapproved presence in the building will result in loss of early dismissal privileges.
- 6) Once the above requirements are satisfied and a student's schedule has been established leading to graduation the following June, the student may be excused by the high school principal when recommended by the guidance office and with the approval of the Superintendent of Schools.
- 7) Once granted, early dismissal for a senior will continue as long as academic standing remains satisfactory (passing all classes). If and when it becomes unsatisfactory, the student will receive a warning and have a three week period to correct the deficiency. Continued failure can result in the privilege being revoked. Repeated violations of this policy may result in disciplinary action against the student, in a manner consistent with the student Code of Conduct and Bill of Rights.

EXTRA HELP

Teachers may encourage a students to arrange time for extra help based upon a mutually agreed upon time. Students who have been absent or are not making satisfactory progress are encouraged to speak with faculty regarding options.

FIELD TRIPS

Field Trips are considered an extension of the classroom and related to some phase of class work. Teachers will notify students of field trip procedures and requirements. Permission slips must be obtained one week prior to the field trip date. Students who do not attend a trip will be assigned appropriate class work. Students who have current disciplinary consequences, or who have other school obligations, will not be allowed to attend field trips, unless the trip is utilized as part of the curriculum.

GRADES

The final grade for a class is based on 80% quarterly report card grades and 20% final examination grades. All quarterly grades will be numerical. Teachers have two academic weeks after the quarter ends to adjust the student's grade if needed.

In all other situations, the grade must be adjusted with the Principal's approval. All grades must be finalized by the end of the school year, or these grades will be recorded as they are earned.

ADDING AND DROPPING COURSES

A student may add or drop a course within the first two weeks of each semester provided they have an add/drop form signed by their parent or guardian. Students should consult with their Guidance Counselors before deciding to add or drop any course. We do not allow students to add or drop a course based on teacher preference.

- 1) Within the first two weeks, a student may add or drop a class with the proper add/drop form and the course then will not appear on a student's transcript.
- 2) After the two-week period, students may only drop or add a course after appropriate academic evaluation is done by Guidance, Administration, Faculty and the necessary signatures are obtained.
- 3) Students will not be allowed to add/drop a course based on teacher preference.

COURSE REQUIREMENTS

- 1) Students must sit through the entire course for the required time (semester or full year courses) in order to receive credit.
- 2) Guided Independent Study courses are approved by the Principal upon agreement by the individual faculty and student. A process and form is available in the Guidance office.
- 3) There is no private tutoring for course credit. This includes summer school credit. A student must attend a regular summer school program in order to receive credit.
- 4) A student may not receive credit for coursework outside the school day without pre-approval according to Board of Education policy. Check with the Guidance office regarding additional course options.
- 5) All home schooling programs must be approved by the District Office per Board policy.
- 6) Students who fail a course must repeat the course in its entirety regardless of whether or not they pass the Regents exam.
- 7) a. A student may not "double up" on coursework in 9th and 10th grades. This means a student may not take two sequential courses in one academic school year.
b. The English and Social Studies Departments each have procedures in place for limited participation in doubling up for juniors and seniors. The selection of eligible students will be conducted by Administration, Department Chairpersons and Guidance.
c. Doubling up will be allowed for English 11 and 12. The student will be evaluated every five weeks throughout the school year. If his/her interim report shows a failing grade for either course, he/she will automatically be placed on probation and/or ineligibility. In addition to probation/eligibility, possible consequences may include being dropped from English 11 or English 12, given an additional AIS class, or strongly recommended to attend after school help.

- 8) Retaking courses: A student may retake a course they passed either in summer school or during the regular school year in order to improve their current grade.
 - a. If they attend summer school they will still have to take the course with the 1/3-2/3 rule. Example: Regular school year mark 68, summer school mark 95 calculates as $68 + 68 + 95 = 75$ course average.
 - b. If they retake a course during the school year they must get the principal's approval and must take the course for the entire school year. The average will be based on the whole year, not the best four quarters from both years.
- 9) Advancing to the next grade level will be based on the following criteria:
 - a. To advance from 9 to 10 you must have finished 5 credits (minimum).
 - b. To advance from 10 to 11 you must have finished 5 credits (10 cumulative minimum).
 - c. To advance from 11 to 12 you must have finished 5 credits (15 cumulative minimum).
 - d. Students will not be notified of retention officially until the end of August, therefore allowing students to be able to make up classes in summer school.
 - e. Students who fail to meet minimum requirements will be retained until they meet the specified requirements. Students who are retained will receive the privileges of their retained grade level only.

GRADUATION REQUIREMENTS

- 1) A list of students who can be reasonably assured of graduating will be compiled on the first day of class. This list will be made available to seniors. In order to be considered a senior, a student must be able to complete graduation requirements by June of the current academic year.
- 2) At the end of the second and third marking periods, the marks of the seniors will be reviewed. If a senior is in danger of not graduating in June, parents will be notified in writing by the Guidance office.
- 3) The Guidance office will notify the parents of students who have failed to meet the requirements for graduation after all examinations are completed.
- 4) Students planning to complete their graduation requirements early must obtain prior approval from the Principal and guidance counselor as per Board of Education policy.
- 5) Seniors have the option of taking early admit college courses instead of a regular academic program per Board policy. Please see the Guidance office for more information regarding dual enrollment agreements.

NEW YORK STATE GRADUATION REQUIREMENTS

Local Diploma		Regents Diploma		Advanced Regents Diploma	
	Units		Units		Units
English	4	English	4	English	4
Social Studies	4	Social Studies	4	Social Studies	4
Science	3	Science	3	Science	3
Math	3	Math	3	Math	3
Foreign Lang.	1	Foreign Lang.	3	Foreign Lang.	3
Health	½	Health	½	Health	½
Art and/or Music	1	Art and/or Music	1	Art and/or Music	1
Physical Education	2	Physical Education	2	Physical Education	2
Sequence (See Below)		Sequence (See Below)		Sequence (See Below)	

Students must pass with Comprehensive English, Glob. History 10, US History, Math and Science Regents. For a local pass, a student may receive a 55-64 in two out of the 5 above Regents and must pass the other three with a 65.

Students must pass the Comprehensive English, Glob. Studies 10, US History, Math, and Science Regents with a 65 or better.

Students must pass the Comprehensive English, Glob. Studies 10, US History, two Math, two Science and Foreign Language III Regents exams with a 65 or better.

**Note: Students are required to complete one unit of foreign language by the end of 9th grade. Four years of physical education are required of all students. One unit is one period per day for one year. Physical Education will be given 1/2 credit each year starting with the Class of 2008.*

A sequence may be taken in one of the following areas: social studies, science, math, language, music, art or occupational education. In addition, regents diploma students must pass the Regents exams in any three credit sequence.

Sequence Options:

A sequence of 3 credits in 2 subject area. (Subjects for sequences include science, math, language, music, art or occupational education.)

A sequence of 5 credits in one area (science, math, language, music, art or occupational education). A 3 credit sequence plus 5 credits in English or social studies.

For those students entering grade 9 in the fall of 2008 and thereafter, all five scores on the required Regents exams must be 65% or above.

Occupational Education includes technology, business, agriculture, and BOCES Career and Technical Education (CTE) programs.

GRADUATION CEREMONY

- 1) The High School Principal will review all speeches for the ceremony.
- 2) All seniors must fulfill high school graduation requirements in order to participate in the graduation ceremony.

RANKING

- 1) The class rank will be determined for students at the end of their 7th semester.
- 2) Students must be enrolled in the Greenville School District for at least 3 semesters which is defined as two semesters in the 11th grade (enrolled from the first day of school) and the fall semester in the 12th grade. This is required to be eligible for class ranking and any honors.
- 3) Grades will be weighted to show relative difficulty of different levels of courses and will be used to constitute the student's official class rank only. Teachers will enter the actual grade, and the computer will calculate the levels of courses.
- 4) The weighted factors are as follows:
AP, IB & College Level Courses .05
Honors Classes .025

REPORT CARDS

Reports on students' academic progress will be prepared at the end of each marking period. Report cards also contain a record of attendance. Interim reports are prepared at the midpoint of each marking period. If parents have a question about a student's report card or interim report, they should request an appointment to speak with the student's teachers or guidance counselors, or they may simply request a return phone call. We encourage families to utilize the Parent Portal option as a means of monitoring student progress. Please contact our Registrar for more information regarding the Parent Portal at 966-5070 ext. 305.

End of Interim	Interim Grades Due @ 12:00	Date Mailed	End of Quarter	Quarter Grades Due @ 12:00	Date Mailed
Fri. Oct. 3	Wed. Oct. 8	Fri. Oct. 10	Fri. Nov. 7	Thurs. Nov. 13	Fri. Nov. 14
Tues. Dec. 16	Fri. Dec. 19	Tues. Dec. 23	Fri. Jan. 30	Wed. Feb. 4	Thur. Feb. 5
Tues. March 10	Mon. March 16	Wed. March 18	Fri. April 17	Wed. April 22	Fri. April 23
Mon. May 18	Thurs. May 21	Fri. May 22	Wed. June 24	Wed. June 24	Thurs. June 25

GUIDANCE

Counselors are available to give assistance to students regarding school and personal problems. The guidance staff provides students with educational and occupational information and assists students in interpreting and recognizing their abilities, interests, and needs while in school. Although regularly scheduled conferences are held throughout the school year, students are invited to visit the guidance office whenever a question or problem arises.

It is recommended that students visit the guidance office during their study hall and/or lunch periods. If it is necessary to leave an academic subject class or study hall, a pass signed by the teacher in charge is required.

Counselors are readily available to assist students with:

1) Personal problems, 2) choice of courses, 3) selection of college or vocational schools, 4) employment opportunities, 5) information on financial aid, 6) choice of future occupations, 7) selection of extracurricular programs and 8) poor school achievement.

Each student develops a four-year high school plan with his/her counselor at the end of the eighth grade. This plan is revised yearly in accordance with the student's expectations and career goals. Parents are included in the plan and any subsequent revisions.

The guidance staff at Greenville High School is committed to assisting all students to achieve their post high school plans and reach their full potential.

NAVIANCE FAMILY CONNECTION

This year, beginning with our underclassmen, Greenville High School will begin to utilize the **Naviance Family Connection System**. Family Connection will allow students and parents to:

- Get involved in the planning and advising process - Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers
- Research colleges - Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past
- Research careers - Research hundreds of careers and career clusters, and take career assessments like the Do What you Are Test
- Create plans for the future - Build course plans, create goals and to-dos, and complete tasks assigned to you by the school to better prepare yourself for your future college and career goals.

Family Connection also lets us share information with students and families about upcoming meetings and events, local scholarship opportunities, and other resources for college and career information. We hope that you find this resource helpful. The Family Connection system should be a one-stop shop for many of your college and career questions.

Parents are encouraged to call the guidance counselor(s) to discuss the educational program or emotional health of their child. Appointments can be made by calling the guidance office at 966-5070 ext. 411.

THE ARMED SERVICES

The High School Guidance Office welcomes recruiters for any branch of the Armed Services under the following conditions:

- 1) All enlisted personnel must go through security at the main entrance and properly checked in before going to guidance.
- 2) Recruiters must have a scheduled visit through guidance at least two weeks prior in order to be in the building.
- 3) Any single branch of the military is only allowed two visits per semester. All "table visits" are one hour long during lunch periods from 11:30 until 12:30.
- 4) No private meetings shall occur between recruiters and students on school grounds at any time during the school day unless there is verbal or written permission by the parents to the Principal.

SCHOOL NURSING SERVICES

Health Information: If your child becomes ill at school, it is necessary for him/her to report to the nurses' office. Students who are ill must obtain a pass from their teacher to visit the nurse. The nurse will place a telephone call to the appropriate person listed on the emergency card. Any injury during the school day or at a school activity must be reported immediately to the teacher or other adult in charge. The teacher will either send the student to the nurses' office or send for the nurse. The nurse may administer first aid for students who are injured. Please notify the school nurse if your child is ill for 3 days, if he/she has an injury, contagious disease, or has been put on medication by a health care provider.

Immunizations: The school nurse must be informed in writing, that a vaccine or booster was given to ensure accuracy of student health records. This note should include the date, and be documented by a health care provider or public health nurse.

Medication Administrations: All medications, including over-the-counter drugs and inhalers are subject to New York State Education Department guidelines. As a result, written permission from the health care provider and a parent/guardian signature are necessary for your child to receive medications. Medication forms are available in the nurse's office. Parents are advised to ask the pharmacist for an additional container to be used at school.

Annual Health Screening: The New York State Education Department requires an annual health assessment on every student. The annual health assessment includes height, weight, blood pressure, pulse, vision and scoliosis testing until the tenth grade. Students in grades 6, 7, and 10 receive a hearing screening as well. A letter will be sent home to the parent/guardian if there are any health concerns identified during the health assessment for a referral to their health care provider. Students who have been referred to specialists are requested to have a copy of these evaluations on file. Recommendations for sports/gym must be sent to the school nurse annually. A gym excuse from the parent/guardian may be given to a physical

education teacher, but a note from the health care provider is necessary for excuses that are longer than a week. The note should specify the reason and length of time a student is to be excused. The note from the health care provider is to be given to the nurse.

Physicals: The New York State Education Department requires a physical examination for students in grades 7-10 and new entrants to the school district. Parents/guardians are encouraged to have this done by their own health care provider. Blank physical forms may be obtained from the school nurse. Physical exams will be scheduled during the school year for those students not examined by their own health care provider. Physicals conducted in school are at no cost to parents/guardians.

Sports and Working Paper Physicals: A physical is required each year prior to participation in a sport or practice. The sport physical is conducted in school during April. This examination covers all sports for one year, unless the student is absent for five consecutive days or has been injured. The New York State Education Department requires clearance for gym/sports after an injury. A document from your health care provider must be obtained before your child will be allowed to participate again.

Resources: Parents/Guardians may also contact the nurse with other health concerns. The nurse can provide information about county health services or resources available through other agencies. Phone: 966-5070 ext 420.

ADMINISTRATION OF MEDICATIONS FOR FIELD TRIPS AND AFTER-SCHOOL ACTIVITIES

Oral medications should be maintained in an original pharmacy or manufactured labeled container when taken on field trips or after-school activities. Parents should be advised to ask the pharmacist for an additional container to be used.

HONOR LETTER AWARD INFORMATION

The Greenville Central School awards an Honor Letter on the basis of points accumulated in various types of school activities. Students in grades 9-12 who are eligible and accepted will receive their letters at annual awards assemblies.

The regulations governing these awards for high school students are as follows:

- 1) The number of points, which must be earned before an award may be approved, is 35 for a "G" award. Points accumulated towards a Junior "g" do not apply towards the "G" award.
- 2) An individual pupil record of points earned shall be on file in the High School office and be available to faculty and pupils. Records shall be kept for all pupils. Students are encouraged to review their records.
- 3) If a pupil earns a letter and permits any person, other than himself or herself to display it in any manner, it is to be forfeited.

- 4) If a pupil has earned the required number of points and satisfactorily meets all other requirements, the student may receive an award at the end of the sophomore year, providing that at least fourteen (14) points of the 35 points have been earned through scholarship.
- 5) Acceptable school citizenship in curricular and extra curricular activity shall be a prerequisite for any credit. A pupil guilty of poor school citizenship may be required to forfeit an award.
- 6) All points, except those for scholarship, shall be awarded only on the recommendation of the teacher in charge of the activity.
- 7) All points granted by teachers shall be reviewed, approved and certified by the secondary principal.
- 8) Points shall be granted as follows:

Scholarship	Points
Valedictorian	25
Salutatorian	20
Honor Society Induction	10
Scholastic Rank (each year) One point for Honor Roll possible total	3
Two points for High Honor...possible total	6
Three points for Principal's Honor - possible total	9

Publications	
Editor-in-chief	0-10
Business manager	0-10
Staff member	0-5
Musical major role	0-5
Minor role and production	0-2

Music Programs	
Soloists and special group	0-2

Athletics (Interscholastic)	
Captain	0-5
Team member	0-3
Scorekeeper	0-3

Student Council	
President	0-7
Members	0-5

Class Officers	
Senior	0-3
Junior	0-3
Sophomore	0-3
Freshmen	0-3
Members	0-2

Clubs

Officers	0-4
Members	0-3
Math Tournament	2-5

HONOR ROLL

There are several academic recognition levels students can achieve at Greenville High School. Students with an average of 95% or better, with no failing grades, will be included on the Principal's High Honor Roll. Students with an average between 90-94.9%, with no failing grades, will be included on the High Honor Roll. Students with an average between 85-89.9%, with no failing grades, will be included on the Honor Roll. These academic recognition rolls will be given to local papers so we may celebrate their success. Congratulations!

LEAVING SCHOOL DURING LUNCH – SENIOR PRIVILEGE

Only Seniors will be permitted to leave school during their assigned twenty minute lunch and study hall period under the following conditions:

1. Senior is passing all classes.
2. Senior does not have any outstanding disciplinary consequences
3. Senior has provided written permission form signed by their parent/guardian to the principal. This senior privilege will be suspended at the discretion of the administration for the remainder of the year under the following circumstances:
 1. Senior not in compliance with the above conditions.
 2. Senior transports any unauthorized student(s) off campus.
 3. Senior fails to abide by the rules and regulations of the NYS Department of Motor Vehicles or the Greenville Central School District during the fifth, sixth or seventh period lunches.

LIBRARY

The library is an important resource for students and teachers. The library is open to students Monday through Friday.

Books may be borrowed for a two-week period and may be renewed if no waiting list exists for the book. Reference materials may not be taken from the room. A coin operated copy machine is available for student use.

Students in regular scheduled classes or study halls may go to the library only with a clearly written pass from the classroom teacher, and may stay only for the amount of time noted by that teacher. All decisions regarding the use of the library are subject to the discretion of the Library Media Specialist, Support Staff and the Administration.

Internet access is available for research and school-related work. Students, along with their parents/guardians, must sign an Accepted User Policy to use the computers. Students who violate the rules as outlined in that document will be subjected to disciplinary actions

LOCKERS

All hall lockers and Physical Education lockers should be kept closed and locked. Broken lockers should be reported immediately to the office. Students should never share lockers or their combinations. Students are responsible for personal property. Money or other valuables that are not needed should not be brought to school. Lockers are school property and school administrators have the right to inspect them. No cash or valuables should be left in gym lockers at any time. A safe for the temporary storage of such items is available in the main office. The school is not responsible for any contents in unlocked lockers.

NATIONAL HONOR SOCIETY

The Greenville Central School Chapter of the National Honor Society was officially organized in the summer of 1948 "to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage the development of character in students of Greenville Central School."

Juniors and seniors are eligible for membership based on the national criteria of leadership, service, character and scholarship. Candidates must have an average of at least 90%. They must complete an application process that involves an essay. All applications are rated by a faculty council, who then selects the students to be admitted.

POSTERS

Any student or club that wants to display posters or other wall displays must have the item(s) approved and initialed by a building administrator before it is displayed.

PSYCHOLOGICAL SERVICES

Students are referred to the psychologist for counseling and/or evaluation through the secondary office or guidance office. Students and parents may also request services from the guidance office.

RELIGIOUS OBSERVANCES

A student should present the attendance secretary with a written request from a parent or guardian to be excused to attend religious services. The students should sign out and report to the attendance secretary to sign in when returning to school.

SCHOOL CLOSINGS

In the event of school closing, students should listen to the following media stations that are part of the School Closings Network: 95.5 FM, 92.3 FM, 99.5 FM, 810 AM, 590 AM, 98.3 AM; TV Channels 6, 10 & 13. Our district website and telephone system also can be utilized.

STUDENT COUNCIL

The Greenville Central Schools Student Council includes student representatives in school affairs. Interested students are elected to serve as representatives and officers of the student council. Students should communicate concerns with elected representatives who will then present these concerns at a student council meeting.

STUDENT PARKING

Since parking space is limited on our campus, parking permits are a privilege and can be revoked when violations occur. Parking permits will be issued to seniors followed by juniors, if space is available.

To secure a parking permit, students must process the completed paperwork, pay a \$10 nonrefundable fee to cover the cost of the permit and the maintenance of the parking lot and fill out a form to identify the insured vehicle. Students will be issued a parking permit. Any vehicle not registered will be towed at the owner's expense. Students must:

1. Follow all driving and parking rules.
2. Park in the student parking lot.
3. Follow all school disciplinary rules.

Violations of parking, driving and school regulations will result in the suspension of parking privileges.

STUDENT PASSES

Students who need to travel from one area of the school to another during class time must be in possession of a signed teacher pass.

STUDY HALL

The purpose of study hall is to provide time for students to complete homework or to prepare for tests or other projects. The following guidelines have been set up for study halls:

- Students are expected to be engaged in an academic activity during study halls. If students have no other work to do, the time should be used for reading. A study hall is intended to be a quiet work environment.
- Use of electronic devices in our study halls are at the discretion of the teacher.
- Students will have assigned seats in study hall.
- Students must have a pre-signed pass to leave study hall for the guidance office or another teacher. A limited number of passes are available for students to leave study hall and go to the library. The number of passes is based on the discretion of the library staff and study hall teacher.

TEXTBOOKS

- 1) Students are responsible for all textbooks and equipment issued to them. All textbooks must be returned at the end of the school year.
- 2) Textbooks and equipment damaged beyond reasonable wear will be reported and students will be assessed the cost of repair.
- 3) Students will be assessed the cost replacement if a textbook or equipment is not returned.
- 4) Students who do not return materials will be billed directly by the District.

USE OF FACILITIES

All students are expected to leave the building and grounds at dismissal unless they are participating in a supervised activity. More information regarding the use of school facilities during non-school hours is available by contacting our Building and Grounds office at 966-5070 ext. 462.

VISITORS

All visitors to the school must report to the attendance secretary at the front foyer to sign in and receive a visitor's pass. Visiting students are not allowed to accompany students through any part of the school day. They are allowed to visit only for appointments with school officials.

WORKING PAPERS (EMPLOYMENT CERTIFICATES)

All students between the ages of 14 and 17 must have working papers in order to be employed at any time during the calendar year. Newspaper carriers between the ages of 12 and 17 must also have permits. Farm Work Permits are issued to students 14 and 15 years of age.

To apply for an employment certificate, the student must obtain an application and instructions for completion from the high school office. A physical examination form must accompany this application. Minors over 16 applying for full-time employment certificates must have their parent's or guardian's signature on the application and this must be signed in the high school office.

ALMA MATER

In among the pleasant valleys
we see our school so dear,
It will stand for truth and wisdom
throughout the coming years.
Through the four long years of high school
midst the scenes we know so well
and our love for Alma Mater
in our thoughts will ever dwell.

We will think of Alma Mater
in every act and deed,
while we work for dear old Greenville
no honors will she need,
Our colors stand before us,
they signify our might,
and recall the days of gladness
'neath the old Maroon and White.