DISTRICT TECHNOLOGY PLAN
2015 – 2018

Technology for the 21st Century
Greenville Public Schools Technology Plan

District Profile

Greenville Public Schools is a semi-rural district with a history of strong education. It is located in one of Michigan’s prime living areas between Grand Rapids and Lansing. There are many recreational areas and industrial opportunities. Proximity to Grand Rapids provides many cultural recreational and educational advantages.

The school district includes the City of Greenville and parts of seven townships in three counties. It is 133.6 square miles in size and has a population of about 18000.

Greenville Public Schools is part of the Montcalm Area Intermediate School District and participates in many of their programs. We currently have 1991 students enrolled in the National Free and Reduced School Lunch Program. With a total of 3846 students district wide the pupil population is broken down as follows:

**School Buildings**

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Staff</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin Heights Elementary</td>
<td>821 W. Oak Street</td>
<td>46</td>
<td>521</td>
</tr>
<tr>
<td>Cedar Crest Elementary</td>
<td>622 S. Cedar Street</td>
<td>43</td>
<td>372</td>
</tr>
<tr>
<td>Lincoln Heights Elementary</td>
<td>12420 Lincoln Lake NE</td>
<td>44</td>
<td>498</td>
</tr>
<tr>
<td>Walnut Hills Elementary</td>
<td>712 N. Walnut Street</td>
<td>37</td>
<td>338</td>
</tr>
<tr>
<td>Greenville Middle School</td>
<td>1321 Chase Street</td>
<td>74</td>
<td>928</td>
</tr>
<tr>
<td>Greenville High School</td>
<td>111 N. Hillcrest Street</td>
<td>86</td>
<td>1189</td>
</tr>
<tr>
<td>Central Services Facility</td>
<td>1414 Chase Street</td>
<td>75</td>
<td></td>
</tr>
</tbody>
</table>

**District Mission Statement**

*As a cooperating partner of community, Greenville Public Schools will assure all students the education necessary to participate as responsible citizens in an ever-changing world.*
**District Technology Committees**

**District Technology Steering Committee**

<table>
<thead>
<tr>
<th>Name</th>
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<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katy Beebe</td>
<td>Matt Hoenshell</td>
<td>Mike Radcliffe</td>
</tr>
<tr>
<td>Joy Behrends</td>
<td>Matthew Laudenslager</td>
<td>Laura Siek</td>
</tr>
<tr>
<td>Michelle Blaszczynski</td>
<td>Scott Lindquist</td>
<td>Tom Staten</td>
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<tr>
<td>Todd Boyer</td>
<td>Bill Mason</td>
<td>John Taft</td>
</tr>
<tr>
<td>Esther Combs</td>
<td>Connie Masters</td>
<td>Kelly Taft</td>
</tr>
<tr>
<td>Curtis DeJong</td>
<td>Isha Melinn</td>
<td>Mike Walsh</td>
</tr>
<tr>
<td>Stacy DeWeerd</td>
<td>Kris Pelletier</td>
<td>Karlie Welsch</td>
</tr>
<tr>
<td>Erin DeWind</td>
<td>Amanda Platte</td>
<td>Alicia Zank</td>
</tr>
<tr>
<td>Leanne Eyer</td>
<td>Laura Pleune</td>
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</tbody>
</table>

**District Technology Team**

- Michelle Blaszczynski-Chief Academic Officer
- Leanne Eyer-Director of Technology Support Services
- Karlie Welsch-Technology Application Support
- Laura Pleune-Media Specialist
- Jeff Wright-High School Principal
- Mike Radcliffe-High School Tech Lead
- Erin DeWind-High School Tech Lead
- Todd Boyer-Middle School Assistant Principal
- Kristine Pelletier-Middle School Tech Lead
- Mike Walsh-Elementary Principal
- Matt Hoenshell-Baldwin Heights Tech Lead
- Katy Beebe-Elementary Principal
- Alicia Zank-Walnut Hills Tech Lead
- Connie Masters-Cedar Crest Tech Lead
- Scott Lindquist-Lincoln Heights Tech Lead

**Technology Department**

- Leanne Eyer, Director of Technology Support Services
- Jose Mugica, Certified Network Engineer –(Contracted Services -Iberotek)
- Karlie Welsch, Technology Application Support
- Nina Ohman, Technician
- Tino Ramos, Technician

**Building Tech Leads**

- Mike Radcliffe, Erin DeWind - Greenville High School
- Kristine Pelletier - Greenville Middle School
- Laura Pleune - Media Specialist, GPS Virtual Coordinator
- Matt Hoenshell - Baldwin Heights Elementary
- Scott Lindquist - Lincoln Heights Elementary
- Connie Masters - Cedar Crest Elementary
- Alicia Zank - Walnut Hills Elementary
Vision and Goals

“Broad general district goals - a vision and goals section is required to provide clarity for the overall direction of the technology program”

Process for Technology Planning:

In 2008 Greenville Public Schools established a District Technology Steering Committee to review and revise the district technology plan. This team reconvened in January 2015 to evaluate planned components and develop a new three year plan June 2015 – June 2018. This team is comprised of administrators, teachers, parents, community members, ISD staff, and students.

To assure the district technology plan compliments the long term vision and mission of Greenville Public Schools the following served as guiding documents:

- District and School improvement plans
- District Accreditation Quality Assurance

Greenville’s Technology Vision:

Greenville Public Schools’ students and staff will demonstrate competence through ISTE Standards.

ISTE Standards for Students
1. Creativity and innovation
2. Communication and collaboration
3. Research and information fluency
4. Critical thinking, problem solving, and decision making
5. Digital citizenship
6. Technology operations and concepts

ISTE Standards for Teachers
1. Facilitate and inspire student learning and creativity
2. Design and develop digital age learning experiences and assessments
3. Model digital age work and learning
4. Promote and model digital citizenship and responsibility
5. Engage in professional growth and leadership

iste.org/standards
District Technology Goals, Strategies, and Activities

The following goals have been developed to address both the spirit of Greenville’s vision for technology along with the school improvement-aligned board priorities.

**Goal 1:** Technology will be integrated into curriculum instruction and assessment to improve teaching and learning for the 21st century global community.

*Strategy A:* Staff will be involved in reviewing best practices of technology integration.
   - Activity 1: Monthly district tech meetings with all buildings represented
   - Activity 2: Monthly building level tech meetings facilitated by tech lead
   - Activity 3: Professional development opportunities

*Strategy B:* Staff will utilize research for embedding technology within the curriculum and for assessment purposes.
   - Activity 1: Review tech plan as part of district school improvement process
   - Activity 2: Mtrax update and review building readiness
   - Activity 3: Utilize a variety of technology tools for multiple curriculum connections

*Strategy C:* Staff will implement K-12 technology curriculum by grade level.
   - Activity 1: Review ISTE Standards
   - Activity 2: Collaboratively create K-12 continuum based upon ISTE Profiles
   - Activity 3: Support teachers in integration of technology into curriculum

*Strategy D:* The district will encourage and support innovative practices for technology integration.
   - Activity 1: Tech Fairs
   - Activity 2: Grant opportunities
   - Activity 3: Attendance at pertinent technology conferences

**Goal 2:** Technology will be used safely for the well-being of our students and our schools.

*Strategy A:* Enforce Greenville Public School Acceptable Use Policy consistently.
   - Activity 1: Students sign Acceptable Use Policy annually
   - Activity 2: Parents sign Acceptable Use Policy annually
   - Activity 3: Staff signs Acceptable Use Policy annually
   - Activity 4: If a violation occurs, consequence will follow the district discipline rubric

*Strategy B:* Greenville Public Schools will ensure a CIPA compliant web filter is used.
   - Activity 1: Annual review of CIPA requirements by Director of Technology
   - Activity 2: Ensure any equipment/software filtering purchases are CIPA compliant
   - Activity 3: Evaluate the effectiveness of measures in place

*Strategy C:* Greenville Public Schools will provide proactive instruction regarding internet safety and etiquette.
   - Activity 1: Cyber Safety Initiative
Goal 3: Technology will be used to maintain and improve communication with all stakeholders.

Strategy A: The educational technology plan will be shared with the community through the following means:
   Activity 1: Presented at a Board of Education meeting
   Activity 2: Annually reviewed at district and school improvement meetings
   Activity 3: Shared with district staff annually

Strategy B: Effective communication with parents:
   Activity 1: Greenville Public School district website
   Activity 2: eBlast
   Activity 3: Remind101
   Activity 4: School Facebook pages
   Activity 5: Power School Parent Portal

Strategy C: Continue Parent and Student Involvement in the Technology Plan
   Activity 1: Add a student rep to monthly district tech meeting
   Activity 2: Annual parent survey with technology questions as part of the school improvement self-assessment
   Activity 3: Annual student survey with technology questions as part of the school improvement self-assessment

Goal 4: Technology will be effectively maintained and updated to maximize student achievement and ensure quality operations of all departments.

Strategy A: Evaluate existing equipment, hardware and infrastructure for ongoing improvement.
   Activity 1: Mtrax
   Activity 2: Complete IT requests
   Activity 3: Review IT requests for trends and patterns
   Activity 4: Collaborate with staff on technology needs through monthly tech meetings

Strategy B: Collaborate with a variety of vendors
   Activity 1: Post RFP for purchases greater than $25,000
   Activity 2: Director of Technology to seek best options based on district needs
   Activity 3: Director of Technology evaluation of vendor performance

Strategy C: Replace and improve existing equipment, hardware and infrastructure as fiscally responsible for the district.
   Activity 1: Create “needs assessment” annually based on inventory and staff input
   Activity 2: Review with district tech team
   Activity 3: Prioritize with district tech team

Strategy D: Provide technical support as needed.
   Activity 1: Building-based support
   Activity 2: School Dude IT Requests
   Activity 3: Technology Reference Desk
Board Policies and Administrative Rules
Related to Technology

GREENVILLE PUBLIC SCHOOLS POLICY

Policy: 409
Description: TECHNOLOGY: Acceptable Use and Safety Policy

Issued: May 13 1996
Revised: January 8 2001
November 30 2001
April 8 2002
March 8 2010
May 14 2012

Introduction

The Greenville Public School District encourages and strongly promotes the use of electronic technologies in educational endeavors. The District provides access to information available in a variety of electronic formats and supports the development of information management skills. Together these allow users to access current and relevant resources provide the opportunity to communicate in a technology rich environment and assist them in becoming responsible self-directed life-long learners.

The use of technology is a privilege which carries with it responsibilities. The technology user is expected to abide by district policies and rules of behavior. Users are expected to be aware of the responsibilities that the use of technology places upon them.

It is the policy of Greenville Public Schools to: (a) prevent user access (view use or send) to inappropriate material via Internet electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure use or dissemination of personal identification information of minors; and (d) comply with state and national laws governing Internet access usage privacy and safety (CIPA).

Guidelines for the use of technology described in these regulations apply to all users including students staff guest teachers volunteers community members as well as any other person or company who use Greenville technology to access the Internet or Intranet. These guidelines are not all-inclusive. A user who commits any act of misconduct which is not specified may also be subject to disciplinary action. Disciplinary actions are consistent with District and school policies governing behavior. Each user shall read Administrative Rule 409 (AR 409). By signing the Acceptable Use and Safety Policy: Member Responsibility Statement (AR 409-1) prior to accessing and using technology users acknowledge that they have read and understand the policy and agree to its terms.
Technology: Acceptable Use and Safety Policy
Member Responsibility Statement

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User Name (please print): __________________________________________________________________________

User Signature: ___________________________________________________________________________ Date: __________

*A signature is not required of students in grades K-2. (See Parent/Guardian Information section below)

PARENT/GUARDIAN INFORMATION – For students under the age of 18 a parent or guardian must also read and sign this agreement.

I acknowledge receiving notice that unlike most traditional or library media materials the district computer system will potentially allow my son/daughter student access to external computer networks not controlled by the school district. I understand that some materials available through these external computer networks may be inappropriate and objectionable; however I acknowledge that it is impossible for the district to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use to my son/daughter when using the district computer system or any other electronic media or communications. I agree to release the Greenville Public School District the Board of Education its agents and employees from any and all claims of any nature arising from my son/daughter's use of the district computer system in any manner whatsoever.

I agree that my son/daughter may have access to the district computer system and I agree that this may include remote access from our home.

Parent/Guardian Name: (please print) __________________________________________________________________________

Parent/Guardian Signature: __________________________________________________________________________ Date: __________

OFFICE USE ONLY

Student Number ________________________ Grade ____________

Approved: May 13 1996
Revised: March 8 2010
Revised: May 14 2012
Privileges
In order to facilitate learning and enhance educational information exchange when given instructional permission users have the privilege to:

1. Use all authorized hardware software and resources.
2. Access information from district and outside resources.
3. Use authorized personal equipment within the district’s facilities. Personal technology used within the school/work day will fall under the same rules as technology provided by the district.

Responsibilities:

Users are responsible for:

1. Utilizing technology only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.
2. Properly using and caring for authorized hardware and software.
3. Adhering to copyright laws in the use of software and in the transmission or copying of text or files from internet or other resources.
4. Complying with state and national laws governing internet access usage privacy and safety (CIPA).
   - Maintaining confidential use of passwords/access to individual account and district technology.
5. Notifying a teacher or the building administrator if you have identified a possible security problem.
Greenville Public Schools

ADMINISTRATIVE RULE

Any misuse of technology shall result in disciplinary action determined by the district. Misuse includes but is not limited to:

Users are prohibited from:

- Using district technology and/or personal technology during the work/school day for personal business commercial purposes financial gain product advertisement business service endorsement political activity or religious or political lobbying.
- Unauthorized access or downloading of software electronic files email or other data and downloading copyrighted material for other than legal personal or professional use.
- Gaining unauthorized access to resources or entities.
- Accessing submitting posting publishing or displaying any defamatory inaccurate abusive obscene profane sexually oriented threatening racially offensive harassing or illegal material.
- Committing or attempting to commit any willful act which disrupts the use of technology.
- Providing access to others by sharing personal log-ins/passwords.

Technology Protection Measures

To the extent practical steps shall be taken to promote the safety and security of users of the Greenville Public Schools technology.

Steps include:

- Filters shall be used to block access to inappropriate information through internet intranet e-mail chat rooms and other forms of electronic communications.
- Filters/blocking shall be used to block access to pictures that are: (a) obscene (b) child pornography or (c) harmful to minors (for computers that are accessed by minors).
- Prohibit disclosure use and dissemination of personal identification information regarding minors.

Supervision and Monitoring

All user files records of access or any other resources existing on district or personal equipment used during the school/work day regardless of device ownership should be considered district property and are subject to control and inspection with or without notice to user. While the district does not as a matter of course review all users’ activities users acknowledge they have no expectation of privacy in any of the files they create or the material that they access on district devices and/or personal devices used during the school/work day.
Greenville Public Schools

ADMINISTRATIVE RULE

It shall be the responsibility of all members of the Greenville Public Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy as well as state and federal laws.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Greenville Public Schools or designated representatives.

E-mail Archiving

Greenville Public Schools provides district e-mail accounts for staff members. These accounts and all information contained within them (any message coming in or out) will be archived for three (3) years using an external system. Information within the three-year period may be viewed and/or retrieved but not deleted.

After three (3) years the e-mail/information will be archived/burned to another long-term media such as a DVD and retained for an additional four (4) years in a format that can be opened with Greenville Public Schools’ e-mail software.

Consequences of Violations

The Building Administrator and/or the Superintendent or designee retains the sole discretion to determine whether violations have occurred. The account of any user suspected of violating this policy may be accessed or closed at any time. When it is determined that violations have occurred consequences may include:

- verbal or written warning
- student/employee disciplinary procedures as outlined by student/employee handbook
- financial restitution for damages
- users privileges suspended or revoked
- confiscation of personal devices
- referral to appropriate law enforcement authorities if in violation of state/federal law
The Greenville Board of Education directs its staff to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff must, therefore, avoid acts of copyright infringement under penalty of law.

In order to help the staff abide by the laws set forth by The Conference of Fair Use (CONFU), the Board directs the Superintendent to provide administrative guidelines regarding the copying and distribution of copyrighted materials for instructional purposes.
The Board of Education of the Greenville Public Schools recognizes that computer software enjoys the same legal protection as any other copyrightable work. In addition, many software packages are acquired subject to specific licensing agreements.

All employees of the Greenville Public Schools shall use software only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup for archival purposes, is a violation of the law. Any unauthorized duplication of copyrighted computer software is contrary to the School District's standards of conduct.

The following guidelines will be used to implement the Board of Education's policies on computer software use:

A. **Software Manager**

   The Director of Technology is designated as the manager responsible for implementing all aspects of software policy, maintenance of records and supervision of compliance.

   The Director of Technology shall familiarize him or herself to the greatest extent possible with the use of computer software throughout the school district as well as these guidelines in order to provide employees access to an individual knowledgeable about all aspects of the school district's software policy.

   The Director of Technology is designated as the only individual who may sign license agreements for software for the schools of this District.

B. **Acquisition of Software**

   The School District, through the Director of Technology, shall follow standard purchasing procedures for the acquisition and registration of software. While recognizing that software acquisition is often in response to the individual needs of teachers and other offices, it is important for school officials to be able to evaluate both software needs and uses. Therefore, all acquisition of software within the Greenville Public Schools shall be subject to the approval and supervision of the Director of Technology. The following guidelines shall be followed regarding all software acquisition:

   1. In order to relieve the pressure to make unauthorized copies of software, the Director of Technology should resolve software acquisition requests as promptly and efficiently as possible.

B. **Acquisition of Software (cont.)**

   2. Because software is a significant expense and the critical component of computer hardware use, its cost should be accurately reflected in the budgeting of computer acquisition and use. The Director of Technology shall keep centralized records of all school district software acquisitions and their costs.
3. The use of petty cash or other informal expense accounts shall not be used to purchase software programs, even if they are inexpensive, without notice to and approval of the Director of Technology.

4. The Director of Technology should complete registration for all software as it is purchased and delivered. Registration shall be in a standard format, indicating the school district's name and the office of the Director of Technology.

5. The Director of Technology shall keep the original media in a separate, secured, storage area.

6. The Director of Technology shall make every effort to take advantage of special sales arrangements to schools. These may include discounts for additional copies, reduced price lab packages, and site license agreements (arrangements that allow schools to make a specified number of copies for one location at a fixed price).

C. Use of Software

1. The computer facilities in a school building, including computer software, shall be under the direct supervision of the building principal. The principal or his/her designee shall supervise computer use to assure compliance with Board Policy and these administrative regulations.

2. Unless permission is granted by the building principal or his/her designee, all school district software shall be used only in Greenville Public Schools computer facilities. If an employee needs to use software on computer facilities other than those of the Greenville Public Schools, the school district will purchase a separate software package and record it as a school district asset in the software log. Exceptions can be made if the licensing agreement permits outside use. Such permission will only be granted upon reasonable assurance that the intended off-school use is authorized and in compliance with Board Policy and these administrative regulations.

3. Software will not be used as part of a disc sharing system or local area network, except in accordance with its licensing agreement.

4. Where software is to be used as part of a disc sharing system or local area network, efforts shall be made to secure the software from copying.

5. As a rule, there shall be at least one copy of each regularly used instructional program for each computer in use in a classroom, unless applicable license agreements allow multiple computer use of a single program.

6. Original manuals, tutorials, and other user-oriented documentation shall reside with the software user in order to encourage the purchase of legitimate software.

7. Illegal copies of copyrighted software programs may not be made or used on school equipment.

8. A single backup copy of a computer program may be made, provided that such a copy is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program ceases to be rightful.

D. Records of Software Procurement

1. The Director of Technology shall keep records of the cost of all software purchased by any employee or department of the Greenville Public Schools in order that budgeting for computer-related expenses may accurately reflect the cost of their use.
2. The Director of Technology shall maintain a library of license agreements for all software products purchased by the District. He/she shall also familiarize him/herself with the major features and differences between the various types of agreements. License agreements should also be given to users of the software or access to the agreements be provided. The Director of Technology may also elect to provide users with summaries of the most important provisions of licensing agreements for the most widely used programs.

3. The Director of Technology shall create and maintain a logbook of all software purchased by the Greenville Public Schools. The format of the data base shall be in the discretion of the Director of Technology, but should provide easy access to the following information:

   a. The date and source of software acquisition, including details of the site license, volume discount or network version terms, and software serial number.
   b. The location of installation, as well as the serial number of the hardware on which each copy of software is installed.
   c. The name of the authorized user.
   d. The existence, location, and number of the original media.

E. Audits

Software license compliance is a legal responsibility and can have a significant financial impact on the Greenville Public Schools since the school district may be held liable for unlicensed copies of software. The Director of Technology shall arrange, at his/her discretion, for an audit of all school district computer facilities. The purpose of the audit will be to determine the school district's overall compliance with software license agreements so that any unauthorized copies of software may be destroyed, or in the alternative, additional licenses for unauthorized copies may be purchased.

1. Software audits may be performed by the Director of Technology or delegated to another employee or agent.

2. Software audits may be announced in advance if such announcements will aid the administration and documentation of the audit. Unannounced audits should be considered as an incentive for compliance with the Board of Education's Copyright Policy, especially where non-compliance is suspected.

3. Where non-compliance has been found, additional audits on a more frequent basis should be considered.

4. The procedures for the audit may change depending on the amount and types of software used by the Greenville Public Schools, but should include:

   a. Compiling an inventory of school district software using non-purchasing data or documentation such as: original system diskettes, original software documentation and manuals, original license agreements, and license key for download.

   b. Compiling a list of all district computers by location and serial number, including network servers if applicable.

   c. Performing a count of all software on the district computers by listing the contents of each hard drive, including the serial and/or registration numbers of each program relative to which computer on which that software resides.

   d. Matching multiple uses of the same program on different computers by serial and/or registration number to compare the number of users to number of authorized copies.

   e. Matching purchasing documentation of software with the lists of actual software in use to verify valid acquisition of each piece of software.
f. Where multiple copies of software exist, determining whether the copying is a violation of the software license agreement.

5. Every effort should be made to reconcile the computer software actually in use to the licensing agreements for that software and its appropriate documentation. Where unauthorized copies are found to exist or where no purchase documentation can be located, unauthorized software must either be deleted or additional licenses purchased to cover them.

6. Employees of the Greenville Public Schools are not permitted to bring software from home and load it on school district computers. Such activity creates risks for unauthorized copying and the introduction of computer viruses. Where a software audit reveals the presence of unauthorized software, it shall be deleted from the school district’s computer.

F. Education

1. Employees of the Greenville Public Schools shall be made aware of the contents of these administrative regulations, how and where they can be accessed, and the authority of the Greenville Public Schools to implement the Board of Education’s Copyright Policy.

2. Employees of the Greenville Public Schools shall be made aware of the problems posed by software piracy as well as the legal penalties for violating the Copyright Act.

3. The policies of the Greenville Public Schools as set forth in these administrative regulations shall be provided to every student at the beginning of each course in computers or in which computers are used for instructional purposes. The practical, legal, and ethical problems caused by software piracy shall also be taught in such classes.
The Greenville Board of Education has determined that a safe and civil environment in school is necessary for students and staff to learn and achieve high academic standards. The Greenville Public Schools Board expects students and staff to conduct themselves in an orderly, dignified and respectful manner.

The Greenville Board of Education believes that standards for student and staff behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students and staff to grow in self-discipline and tolerance of individual differences. Staff members shall apply best practices designed to prevent discipline problems and encourage students’ abilities to develop self-discipline.

**Bullying**
Bullying toward a student or staff, whether by other students, staff or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited.

Bullying is a form of aggressive behavior manifested by the use of force or coercion to affect others, particularly when the behavior is habitual and involves an imbalance of power. It may include inappropriate verbal, physical or emotional behavior and may be directed repeatedly towards particular victims, perhaps on grounds of race, religion, gender, sexuality or ability. The “imbalance of power” may be social power and/or physical power.

**Hazing**
“Hazing” is defined as any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately students from the District.

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property is strictly prohibited.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored by the District, may be subject to disciplinary actions up to and including suspension or expulsion.

**Other Conduct**
Students and staff shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate under the sponsorship of the school.

The principal of each school is authorized and directed to develop such rules and regulations consistent with policies, rules and regulations of the Board, which may be necessary to govern the conduct of the students under his/her supervision.
The building administration may suspend students up to 10 school days at one time. The superintendent may suspend for an additional 10 school days pending a Board of Education hearing (a total of 20 consecutive school days).

Each school will implement a system of schoolwide positive behavior support strategies in order to encourage proactive, positive, skill-building approaches for the teaching and learning of successful student behavior and prevent inappropriate behavior, including bullying.

The school district shall incorporate information regarding student conduct and the policy against bullying into administrative rules, each school student handbook, and the district employee-training program.

Appropriate disciplinary measures for special education students will be individually processed according to the district/Montcalm Intermediate School District (MAISD) discipline guidelines for students with disabilities.

<table>
<thead>
<tr>
<th>Administrative Rule: <strong>AR 510</strong></th>
<th>Date: February 13, 2012</th>
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<tbody>
<tr>
<td>Description: <strong>Behavior and Bullying</strong></td>
<td>Page 1 of 3 pages</td>
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**Defining Behavior**

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's / staff educational, physical, or emotional well-being. Such behavior includes, for example (but are not limited to): bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, harassment, and making threats.

Bullying is any gesture, or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device that, without regard to its subject matter or motivating factors, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

A. Substantially interferes with educational opportunities, benefits, or programs of one or more students;
B. Adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
D. Causing substantial disruption in, or substantial interference with the orderly operation of the school.

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.

A few examples (but are not limited to):

- Physical: hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

- Verbal: taunting, malicious teasing, insulting, name-calling, making threats.

- Psychological: spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
**Discipline Guidelines**

The Superintendent is responsible to implement this policy. This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student or staff member. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

All complaints about bullying or aggressive behavior that may violate this policy shall be promptly investigated and documented. The investigation must be completed as promptly as the circumstances permit and initiated within three (3) school days.

Depending on the severity of the incident, parents or legal guardians of the alleged victim(s) as well as the alleged aggressor(s) shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements.

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

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, and report them to the Superintendent. A compiled report will be made to the Board of Education on an annual basis.

Other means of appropriate consequences and remedial responses to these types of behaviors are to be outlined in each building's student handbook. Consequences for a student who commits an act of aggressive behavior shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Retaliation against any person who reports an act of aggressive behavior, is witness to, or a person with reliable information, or making intentionally false reports about aggressive behavior is prohibited and will not be tolerated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation and intentionally false reports may result in disciplinary action.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

**Positive Supports and Training Requirements**

Notice of this policy will be annually circulated to and posted within the District and discussed with students, as well as incorporated into department, teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. The school district shall incorporate information regarding the behavior policies into each school employee-training program including complaint procedures. All employees will be asked to sign, indicating they understand the policy.

Schoolwide expectations for behavior will be clearly stated, widely promoted, and frequently referenced in each school building. Both individual and schoolwide learning and behavior problems are to be addressed comprehensively. The district behavioral report form shall be used to report incidences.

Each school building will implement a data-based schoolwide positive behavior support strategies that promote prosocial behavior and respectful learning environments. These may include a bullying task force, bullying prevention training programs and activities.
This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights for any individual. However, the District reserves the right and responsibility to maintain a safe environment for students and staff, conducive to learning and other legitimate objectives of the school program.

Greenville Public Schools
BULLYING / INCIDENT REPORT FORM

The bullying and incident report forms are for students who have experienced or witnessed a conflict or act of bullying between students. Students or staff should fill out the report when they would like an administrator to intervene in a given situation. Younger students who cannot express themselves in writing may have a staff person fill out the form for them.

Today's Date __________ Date of Incident: __________ Time of Incident: __________

Person(s) reporting the incident:

______________________________________________________________

School where the incident occurred:  ☐ Greenville High School  ☐ Greenville Middle School
  ☐ Baldwin Heights  ☐ Cedar Crest  ☐ Lincoln Heights  ☐ Walnut Hills

Name of victim: ____________________________________________ Grade: ___________________

Name(s) and grade of the student(s) who are accused of misbehavior:

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
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</table>

Describe the incident that occurred (additional space on backside, if needed):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Where did the incident happen?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

List other witnesses:

______________________________________________________________________________
______________________________________________________________________________

Other information that may be helpful:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________