Policies of the Greenwood High School Site-Based Decision Making Council and supplement to the Warren County Kentucky Board of Education Policies and District Student Handbook
INTRODUCTION TO THE GREENWOOD HIGH SCHOOL STUDENT/PARENT HANDBOOK

The GHS Student/Parent Handbook is an informational resource for students and their parent(s)/guardian(s). In order to help ensure a safe, orderly, and enjoyable high school experience, all students are expected to quickly familiarize themselves with the material in the handbook. The handbook contains valuable information pertaining to policies and procedures that should serve the purpose of guiding students through a positive and rewarding high school experience.

Additionally, this handbook is a Parent Handbook. Just as we expect students to familiarize themselves with the contents of the handbook, we hope that parents/guardians will take the time to read through the handbook as well. Informed adults (parents/faculty/staff) communicating with each other and working together to ensure the success of our students is a solid foundation upon which to build academic achievement. Familiarization with this handbook is a good way for everyone to be on the “same page” as it relates to policies, procedures, and expectations. It is our belief that informed people tend to make better choices, and it is for this reason we hope all stakeholders take the time to read through this handbook.

Students/parents may request a hardcopy of the student handbook if so desired. Additionally, the handbook is accessible on the Greenwood High School website (GreenwoodHigh.com).

Any SBDM-approved policy changes that occur after the printing of the GHS student handbook shall supersede the affected policies printed in this document. Any changes to policy will be added to the on-line version of this handbook in a timely manner.
Dear Students and Parents,

On behalf of the administrative team, faculty and staff, I welcome you to Greenwood High School and to the many opportunities we have to offer. Greenwood High School provides wonderful opportunities for students, parents, teachers, and administrators to work together as a team for a common goal--to see that each student achieves at the highest possible level.

Parents and guardians, we ask you to encourage and support your son or daughter during this time of transition toward adulthood. You are requested to join our instructional staff in placing a high priority on attendance, appropriate behavior, and academic achievement.

Students, we challenge you to set high standards for yourself and make a daily commitment to give your best in your many endeavors in high school. We as educators vow to provide an instructional program which will prepare our youth for their entry into the career market of the future. We will have high expectations of each pupil academically as well as socially. By working together, we can make your high school education a very positive and enjoyable experience.

This student and parent handbook has been developed to provide information concerning the ongoing operation of Greenwood High School. Please take time to become familiar with each section of the handbook. If you have questions or need further information, please do not hesitate to contact the appropriate school personnel.

In closing, I would like to emphasize our mission statement for Greenwood High School. “Our mission is to develop respectful, responsible, and productive citizens. We will be proactive and diligent to create a positive learning environment for all.” As a member of our winning team, you can be a very special part of this mission. We all look forward to an exciting and rewarding school year at Greenwood High School.

Sincerely

Adam Hatcher, Principal
Our mission is to develop respectful, responsible, and productive citizens. We will be proactive and diligent to create a positive learning environment for all.

**ADMINISTRATION**

Principal – Adam Hatcher  
Assistant Principal – Dan Dillingham  
Assistant Principal – Melinda Logic  
Assistant Principal – Dale Wix

**GUIDANCE COUNSELORS**

Candace Jaggers (names A – G)  
Kasey Board (names H – O)  
LeAnn Freeman (names P - Z)

**SITE BASED DECISION MAKING COUNCIL**

Chairperson – Adam Hatcher, Principal  
Parent Representative – Lisa Goldy  
Parent Representative – Dr. Ajay Srivastava  
Faculty Representative – Scott Emerson  
Faculty Representative – Paul Goins  
Faculty Representative – Cameron James

**GREENWOOD GATORS – IT’S ALL ABOUT GETTING STRAIGHT A’S**

Attendance  ◆ Attitude  ◆ Achievement  ◆ Assessment  ◆ Accountability

**Leaving Messages for Students**

If a message needs to be sent from a parent to his/her student, GHS staff recommends against texting, unless you are sure your son/daughter will not be reading texts prior to the end of the school day (2:35 p.m.). Many students claim to be receiving messages from parents at the time they are caught handling their phone; this still constitutes a cell phone violation.

Parents needing to send messages to their son/daughter should E-MAIL the office staff so the message can be delivered to the student. Send the message for your student to:

**donna.elliott@warren.kyschools.us**

In the subject heading, please write “message for (your son/daughter, including his/her last name)”. Type the message for your son/daughter in the body. Once messages are received, they will be delivered to students during the next locker break. If you are unable to send a message via e-mail, feel free to call the school at 842-3627.
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MISSION STATEMENT
Our mission is to develop respectful, responsible, and productive citizens. We will be proactive and diligent to create a positive learning environment for all.

PHILOSOPHY
Greenwood High School is a secondary school encompassing grades nine through twelve that serves both rural and suburban students and attempts to meet the unique needs of all, regardless of race, religion, national origin, sex, age, marital status, or handicap. To serve this diversity of students and to provide positive, meaningful educational experiences for all individuals, Greenwood High School strives for flexibility of offerings combined with uniformity of purpose.

In an effort to prepare its students to function successfully in a rapidly changing world, the school attempts to guide them in the formulation of the qualities of a responsible adult:

- A positive self-image
- A desire for excellence in whatever endeavor they choose
- A respect for truth
- A sense of humor, integrity, tolerance, and respect for the rights of others;
- A willingness and desire to become informed and contributing citizens in a democratic society

To these ends, Greenwood High School offers a diversified curriculum with emphasis not only on the traditional broadly based educational coursework, but also on the evolving technologies necessary to compete in a technological global community.

CODE OF STUDENT RIGHTS

STUDENTS

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES FOR SECONDARY SCHOOLS

Students have the right to:

1. A system of public education, within the resources available to the district, which meets the needs of the individual student.
2. Receive upon enrollment a written copy of regulations and policies which pertain to their public school experiences.
3. Physical safety and protection of their personal property.
4. Consultation with teachers, counselors, administrators, and other school personnel.
5. Free student elections which comply with Board of Education and individual school policy.
6. Candidacy for and to hold office in approved student organizations within the school or within state or national student organizations.
7. Examination of their own personal school records (if 18 or over) or examination of their records by their parents or guardians or other authorized representatives. Students under the age of eighteen (18) are required to obtain parent approval for such examination.
8. Involvement in school activities without being subject to any form of discrimination (e.g. race, creed, or religion).
9. Respect from other students and school personnel.
10. Presentation of complaints and grievances to proper school authorities and receipt of replies from school officials regarding such matters.
STUDENTS HAVE THE RESPONSIBILITY TO:

1. Complete homework, classwork, and missed work which results from excused absences in accordance with the instructions of the teachers.
2. Display consideration for the rights and property of others.
3. Dress in a manner that is not disruptive to the educational process or orderly operation of the school and maintain proper hygiene.
4. Be in attendance at all regularly scheduled classes.
5. Display appropriate conduct at all times.
6. Abstain from gambling, extortion, theft or any other unlawful activity.
7. Abstain from the possession, transmission, and/or use of an alcoholic beverage or controlled substance or any other substance that resembles or simulates a controlled substance.
8. Maintain appropriate personal hygiene at all times.
9. Practice self-control at all times.
10. Obey school rules, regulations, and policies.
11. Care for and appropriately use school equipment and facilities.
12. Practice proper safety procedures while on school grounds or property.
13. Take advantage of the opportunities to develop educational skills.
14. Abstain from the possession, transmission and/or use of weapons, dangerous instruments, fireworks, or other incendiary devices.
15. Abstain from physical or verbal intimidation, threat, or harm of any student or school employee.
16. Abstain from the hindrance or the denial of use of school facilities to others.
17. Abstain from acts of truancy such as being absent without permission from school and/or class.
19. Abstain from the possession or use of tobacco products.
20. Abstain from cheating in all academic and/or athletic activities.
22. Abstain from disruptive classroom behavior.
23. Abstain from engaging in criminal violations.

REFERENCES:
KRS 158.148
KRS 160.295
704 KAR 007:050

RELATED POLICIES:
Section 09
09.16
09.438

ACADEMICS

ACADEMIC PASSES

Student academic passes shall be awarded based upon performance on the Explore, Plan, ACT and any new assessments. Prior to being assessed, students shall be provided specific information regarding criteria for receiving academic passes.

ACADEMIC REPORTING

In an effort to prepare students to function successfully in a rapidly changing world, Greenwood High School offers a diverse and challenging program of studies. Academic achievement is the primary focus of faculty, staff, administration, and students of Greenwood High School.

Progress reports will be distributed midterm to all students. Reports may include, but are not limited to, teacher comments, relevant grade, and attendance information. Report cards will be distributed to students on a quarterly basis. The following grading scales will be used for all classes at Greenwood High School:
Grading Scale
The following grading scale will be used in all regular classes.

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0-59

Grades Earned While In Middle School
Courses taken at the middle school for high school credit will be posted quarterly, and quarterly grades shall be included in the calculation for the high school grade point average (GPA).

Grade Point Average Calculation
- All regular (non-Advanced Placement “AP”) classes are calculated on a 4.0 scale.
  - A = 4.0 points
  - B = 3.0 points
  - C = 2.0 points
  - D = 1.0 points
  - F = 0 points
- AP classes are calculated on a 5.0 scale to take into account the degree of difficulty of this level of class.
  - A = 5.0 points
  - B = 4.0 points
  - C = 3.0 points
  - D = 2.0 points
  - F = 0 points
- Both methods of grade point calculation will be used in determining Grade Point Average (GPA) and class rankings.
- Grade point averages are calculated quarterly.
- If two or more students have all A’s in every class and have taken the same number of weighted classes, those students will be recognized as having the same rank in class.

Weighted Grades
Weighted grades shall only be given for Advanced Placement classes. Weighted grades and class ranking will be used for graduation purposes. Weighted and unweighted grades and class ranks will be noted on final transcripts. Each quarterly grading period, Greenwood High School will compile an official “Honor Roll.” The Honor Roll will consist of all students who have achieved A’s and B’s for that specific grading period.

All grades earned and/or transferred at GHS are based on the above point scale for the purpose of post-secondary placement. Any student achieving a 3.5 GPA will be recognized as an “Honor Student.” Greenwood High School accepts correspondence credit(s), adult-learning credit(s), and credit(s) earned from Western Kentucky University (or other collegiate institution approved by the principal) providing these credit(s) are approved in advance by the principal. No more than three alternate credits can be accepted during a student’s high school career. These credits are not to be used for acceleration.

Students enrolled into a Kentucky Virtual High School (KVHS) course, who received a block of time to complete coursework during the school day, will have their mid-term grade posted on their transcript. This mid-term grade will be provided by KVHS at the end of each quarter. This mid-term grade will equate with our traditional quarter grade and will be calculated into the student’s grade point average (GPA).
Credits required for grade placement are as follows:

- Sophomore – 6 credits
- Junior – 12 credits
- Senior – 18 credits
- Graduation - 26 credits

Promotion is done at end of the school year only. The principal has the authority to promote students under special circumstances.

**ACADEMIC REQUIREMENT TO RETAIN DRIVER’S LICENSE**

**KRS 159.051 reads in part:**
A student shall be deemed to be academically deficient when he has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester. (2)Within ten (10) days after receiving the notification, the superintendent shall report the student’s name and Social Security number to the Transportation Cabinet. As soon as possible thereafter, the cabinet shall notify the student that his operator’s license, intermediate license, permit, or privilege to operate a motor vehicle has been revoked or denied and shall inform the student of his right to a hearing before the District Court of appropriate venue to show cause as to the reasons his license, permit, or privilege should be reinstated.

**BELL SCHEDULE**

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**COLLEGE DAY/OTHER SCHOOL VISIT**

For Juniors/Seniors, two college day absences per school year are permitted. A student planning to be absent for a college visit must receive prior approval through the Attendance Office and a copy of the appointment letter from the college or university must be turned in to the attendance secretary at least one day in advance of the absence. Upon returning to Greenwood High School from a college visit the student must provide to the Attendance Office within two school days written documentation from the Admissions Office of the college or university visited.
verifying the visit was made. Students are not permitted to visit any other school or university without approval from Greenwood High School when these schools are in session. This includes Bowling Green City Schools, Western Kentucky University, Warren County Schools and any other school.

**CO-OP PROGRAM**

Greenwood High School in conjunction with high school restructuring and the concepts of the Kentucky Education Reform Act (KERA) has implemented a program designed to provide school-based, connecting, and work-based learning activities for all students. Students may pursue a work-based learning experience through the Co-op programs while enrolled in the regular course of study in high school. Integrated and applied curriculum and materials have been provided to departments for implementation of the School-to-Career Program at GHS.

Students who enroll in any Co-op Program are required to meet all school and state requirements of the programs. Academic and discipline records are evaluated before acceptance into any work-based program. Students must follow school policies while working, must complete all required forms and work verification information. Students will be visited by supervisors while on the job and supervisors will have input into the co-op grade. A student may be removed from the program for academic, attendance, or discipline problems while at school or at the job site.

**CREDIT RECOVERY**

APEX Program at GHS

Greenwood High School offers the computer-based APEX credit recovery program to those students who have failed a class and wish to retrieve the lost credit in a timely manner. This program is offered for a number of courses and is available to students during the school year. Students must already have seat-time for the course being taken through APEX. Students and parents interested in retrieving credit for a failed course through this credit recovery program should contact the student’s guidance counselor for more details. All criteria and deadlines set by Guidance staff must be followed for students using APEX to recover credits.

A student can only be enrolled in an APEX class after they have failed the said class. They cannot be enrolled in both at the same time.

Summer School

Summer school will be available (as space permits) at the Lighthouse Academy for those students who have failed a course during the previous two semesters.

**DIPLOMA REQUIREMENTS**

See appendix C and D

**DUAL CREDIT**

In accordance with Board Policy 08.1131, Greenwood High School shall recognize courses from local post-secondary education institutions. Students will receive one (1) high school credit for every three (3) semester hours of college work. Grades will be calculated in unweighted form for class rank and GPA and are to be included in the student’s transcript. Failure to pay for a dual credit course prior to the payment deadline shall result in a withdrawal from the course with a failing grade being assigned (WF). Students who withdraw from the college course with a failing grade (WF) shall receive the failing grade on their Greenwood transcript. Students must provide their own transportation if attending classes on campus and may not ride with other students and may not allow other students to ride with them.
Credit may be earned in accordance with the following requirements:

1. The student must present documentation supporting enrollment in the post-secondary institution.
2. The course is not offered at the high school.
3. The course is offered at the high school, but the student will not be able to take it due to an unavoidable scheduling conflict.
4. The high school must receive an official record of the final grade before credit toward graduation will be recognized.
5. Unless otherwise approved by the Principal/designee, students taking such courses must be enrolled in the District.
6. The course taken at the post-secondary institution must be at a time that coincides with the time of the first or last block at the student’s home school. Students may miss only one block period per day. Exceptions to the first or last block requirement can be made by the building principal but only with prior approval.
7. The building principal may make exceptions to these requirements as extenuating circumstances arise; the exceptions shall be made only with prior approval from the principal.

**EXTENDED SCHOOL SERVICES (ESS)**

Greenwood High School's Extended School Service Program offers assistance to the entire student body. Students may take advantage of extended library and computer lab hours, peer tutoring, portfolio conferencing, ACT workshops, and school-to-career seminars. For dates, times, and additional information concerning their ESS program contact the Guidance Office. Students attending ESS are expected to work diligently on assignments and stay in assigned areas under staff supervision.

**FIELD TRIPS/OFF CAMPUS TRIPS**

The administration of Greenwood High School authorizes field trips and off campus trips which are of a planned educational nature.

Teachers are encouraged to plan field trips during the class block in order to reduce expenditures for off campus trips. A faculty member or administrative staff member must accompany students on all school-sponsored trips, including buses transporting students to and from athletic and academic contests.

All Greenwood High School and Warren County Board of Education disciplinary policies and regulations shall be in effect on all approved school-sponsored trips. Any student violating school and/or board policies while on a school-sponsored trip shall be subject to appropriate disciplinary consequences. Students who fail to abide by school rules, or defy a directive of the supervising school official, shall be disciplined upon return to school for defiance.

Students who have a drug or alcohol violation warranting a suspension while on a school-sponsored trip (including, but not limited to field trips, overnight trips, club, team or school group trips), will be prohibited from participating in overnight and/or school day (instructional time) school-sponsored trips for the remainder of the semester in which the violation occurs, as well as the following semester. If the incident occurs during the summer break, the prohibition shall extend through the following school year. Beyond this, a student with this type of violation may be prohibited from going on any school-sponsored trip for any length of time determined by a school administrator.

If a student is taken into custody while on a trip, a parent/legal guardian must meet with authorities to secure the release of the student. Staff members have a duty to report violations of the law to appropriate authorities.
Students who are truant or have been suspended, have a referral to the Alternative to Suspension Program (ASP), or have two or more assignments to the Alternative Learning Center (ALC) during the current semester will not be allowed to participate in field trips, conventions, or conferences during the semester.

**GRADUATION POLICY**

It is the policy of Greenwood High School that all graduating students must complete all credits and requirements of the State of Kentucky, Warren County Board of Education and Greenwood High School prior to graduation rehearsal. Students shall not participate in graduation ceremonies until all graduation requirements are met.

In order to be eligible to participate in the graduation ceremony, seniors (including early graduates) MUST:
- Attend any/all graduation practice sessions for its/their entirety.
- During practice and while on school property, comply with all school policies (including dress code).
- Clear up any and all debts, paid in full prior to being allowed to participate in graduation practice – again, students must participate in graduation practice in its entirety to be eligible to participate in the graduation ceremony.
- A student otherwise eligible to participate in commencement shall not be granted the privilege of taking part in the commencement exercise if he/she has, over the course of the school year leading up to commencement, an excess of 4,250 minutes of unexcused absences, unexcused tardies, OR A COMBINATION OF BOTH. The 4,250 minutes equals ten (10) full school days of unexcused absences/tardies. Students who are ineligible to participate in commencement due to unexcused absences/tardies shall not be permitted to attend commencement as a spectator.

Students who want to participate in commencement exercises must wear appropriate attire as approved by school officials to be able to participate. Graduating students are not permitted to decorate their cap or gown for the ceremony in any manner. The Principal has the authority to deny any senior the privilege of participating in any part or all of the graduating exercises if his/her conduct is such that it will bring discredit to the graduating class or to the school (District Student Handbook 4420.08). Only sashes/cords issued by Greenwood High School are allowed to be worn on gowns during the graduation ceremony.

Graduation speakers will be chosen by the principal and senior guidance counselor.

**HOMEWORK POLICY**

Homework is an extension of classroom instruction. Accordingly, the Greenwood High School Homework Policy sets forth the following guidelines in conjunction with the Warren County Board of Education policy.

Teachers will:
- Develop a policy that establishes guidelines and requirements regarding homework for their class.
- Discuss this policy with students at the beginning of each term.
- Ensure that homework is appropriate to the class objectives, course content and student needs.

Parents are asked to:
- Support the school by emphasizing the importance of homework.
- Encourage their child to extend learning by studying/reading outside school.
- Ensure, as far as possible, that their child completes homework.

Students are expected to:
- Record and keep up with assigned homework.
- Complete and submit homework on time.
Plan homework and study time so that all deadlines are met.
Supplement work in school with study out of school.
Take responsibility for finding out about homework when absent.

PARENT-TEACHER CONFERENCES

The administration and faculty of Greenwood High encourages Parent-Teacher conferences. Teachers are available during their planning periods, before and after school. Parents are asked to contact the Guidance Office to schedule a conference. Also, Greenwood High sponsors an Open House and Parent-Teacher conference nights following the first and third nine week grading periods. Parents are encouraged to attend these to meet their child’s teachers and secure report cards.

PEER TUTORING

FMD Class
This class provides students with the opportunity to work with other extraordinary and special Greenwood students. This great experience may be available to students who:

- Are a Junior or Senior
- Have no ALC, in school suspension, or other discipline history
- Are recommended by a teacher
- Complete an application (may be picked up in the Guidance Office)

SCHEDULE CHANGE

Students in high schools may transfer from one class to another within five school days after the beginning of the course with approval of the principal. Other course changes may occur at the discretion of the principal.

No pupil shall be allowed to drop a course or make a change in her/his schedule after five school days without approval of the Principal. For any class dropped after the five stated days into the quarter, a failing grade will be recorded for that quarter. That failing grade for that quarter will be recorded on the student’s official transcript and will be used to calculate the student’s grade point average.

SCHOLARSHIP INFORMATION

Greenwood High School students and parents are encouraged to take advantage of the many unique opportunities by the GHS Guidance Department. Students are invited to become acquainted with and utilize the resources available through their counselor. For information and/or services provided by the Guidance Department, parents are encouraged to contact their child’s guidance counselor. Greenwood High School has three counselors, each primarily responsible for working with students falling with certain ranges of the alphabet

- Candace Jagger - (A - G) Candace.Jagger@warren.kyschools.us
- Kasey Board – (H – O) Kasey.Board@warren.kyschools.us
- LeAnn Freeman - (P – Z) LeAnn.Freeman@warren.kyschools.us

The Guidance telephone number is 270-781-0914.

Students considering attending college or other post-secondary institutions (including the military) should contact the guidance department to obtain applications, scholarship materials, and information concerning the ACT and SAT.
For additional services provided by the GHS guidance department, please refer to the Testing Programs section of this handbook.

**STUDENT ASSISTANT PROGRAM**

The Student Assistant program provides students with unpaid work experience in the school setting. Students learn the importance of job responsibility, accuracy, communication skills, and working with others. Students must apply to become a student assistant and meet all requirements. **After 1/2 credit has been earned for two semesters, you may no longer apply to be a student assistant.** The following will be used to determine eligibility for Student Assistants:

- Must not have been suspended (continues next page)
- Must not be a part of the FMD peer tutoring program
- No ALC referrals
- No discipline referrals within the last school year
- Must be in 12th grade
- Must have a 2.5 GPA or greater (No failing grades)
- No more than 4 tardies (including block tardies)
- No more than 8 absences in a year
- Must be willing to complete all workshops and training sessions as required.

Once accepted into the program, student assistants must observe these rules:

- You must have a current student assistant pass when out of the classroom.
- You will be removed from the program if you are placed in ALC, suspended, or have other disciplinary problems while you are a student assistant.
- You may be removed from the program for poor attendance.
- Attendance will be kept by your teacher and you will be evaluated each grading period. If attendance and evaluations are not satisfactory, you will be removed from this program. You may also be removed if your attendance or grades in other classes are poor.
- Your grade will be based on the evaluation by your teacher and upon completion of the required workshops and training sessions. Your grade will be lowered for incomplete work.

**TESTING PROGRAMS**

ADVANCED PLACEMENT TESTING POLICY
At Greenwood High School, in order for a student to be eligible to take an Advanced Placement test, that student must be maintaining at least a “C” average in the class at the time of the test and must pay the required fee. Financial hardship cases will be reviewed by the administration.

ADVANCED PLACEMENT CONTRACTS
Students must sign an AP Contract for each AP class. See diploma section for Commonwealth Diploma Information.

ACT (American College Test)
This test, recommended for Juniors and Seniors, is required for entrance to post-secondary schools in addition to having its scores used as one guideline for scholarship selection. It is also used to determine the match between a student's educational development needs and the offering of selected post-secondary institutions. The A.C.T. will be taken by all Juniors and factored in as part of the annual state assessment.
ASVAB (Armed Services Vocational Aptitude Battery)
This is a vocational test designed to show students their aptitude in relation to Mechanics and Crafts, Business and Clerical, Electronics and Electrical, and Health, Social, and Technology. It also tests Math and Verbal Skills. This test is administered yearly to any student who signs up with Juniors and Seniors being given first priority. There is no charge and it is administered by the U.S. Armed Forces.

END OF COURSE ASSESSMENTS
Per statute, end of course assessments will be given in English II, Algebra II, Biology, and U.S. History.

PLAN Test
The PLAN test is designed primarily to help tenth-grade students plan and prepare for their post-secondary years. The PLAN test is a good indicator of future performance on the ACT. It consists of four tests of educational development, an interest inventory, a study skills assessment and a questionnaire about student educational and career plans. The PLAN test will be taken by all Sophomores and factored in as part of the annual state assessment.

PSAT (Preliminary Scholastic Aptitude Test)
Sophomores and Juniors may take the Preliminary Scholastic aptitude Test-National Merit Scholarship Qualifying Test (PSAT/NMQT). This is a two hour multiple-choice type test offered by the Educational testing Service on behalf of the College Entrance Examination Board and The National Merit Corporation. As a Junior, this is the qualifying test of the National Merit Scholarship Corporation.

SAT (Scholastic Aptitude Test)
A multiple-choice test composed of verbal and math sections, the S.A.T. is one of the requirements for entrance to many older, private universities. The verbal questions test vocabulary, verbal reasoning and comprehension. The math questions test one's ability to solve problems involving arithmetic, elementary algebra, and geometry.

TEXTBOOKS
Textbooks are provided at no cost to students at Greenwood high school. Students must obtain from each teacher a Textbook Form which is to be signed by a parent or guardian and returned to the classroom teacher before a textbook is issued. Students are responsible for the proper care and condition of any and all textbooks issued by Greenwood high school. Students will be assessed replacement charges for lost or damaged textbooks.

Lost/damaged textbooks will result in the assessment of the following fees to be paid prior to the beginning of the following school year. These fees are based upon the percentage due toward the replacement cost of the textbook.

1 year or less =100%
2 – 3 years = 75%
4 – 5 years = 50%
6 – 7 years = 25%
8 or more years = no fee assessed
ATTENDANCE

ATTENDANCE POLICY

The progress of a student at school depends greatly on the punctuality and regularity of attendance. All students are expected to attend class, on time, every day that school is in session. When a student must be absent from school, it is the responsibility of the parent/guardian to call the school to inform the school of the reason for the absence. The parent/guardian must submit a written excuse or doctor’s note. If a note is not received by the school, the absence will be counted as unexcused. Up to seven (7) days of valid absences for which parent/guardians have sent written excuses giving valid reasons for the absence will be excused. Invalid absences will be considered unexcused. Five parent notes will be excused for valid reasons (see below). Parent notes submitted for invalid reasons will be considered unexcused.

Excused Absences (requires written statement)

- Illness - Medical excuse
- Death in family
- Medical appointment of student
- Student sent home from school sick
- Religious holidays
- Reporting to court
- Driver’s license test or examination (1/2 day-2 times)
- Military leave, deployment, or training
- Other circumstances as approved by principal

Excuse Notes - Students with medical appointments during the school day will be given an unexcused absence until a statement is brought from the doctor. All absences due to illness will require a doctor’s statement for the absence to be counted as excused. Written statements must be received within a week of the student’s return to school to be counted as excused. Excuses brought in after the week period will remain unexcused.

Parent Notes - A maximum of seven (7) parent/guardian notes are allowed per year. A parent/guardian note is only valid for one day of absence/tardy. A doctor’s note will be required to cover a health event of consecutive days. Once a student uses all their parent notes for the year, only a third-party note, document, or other information requested by the school will excuse the absence or tardy. Otherwise, all absences and tardies after the seven (7) excused ones will be unexcused.

Doctor’s Notes - Any absence event due to medical reasons in excess of ten (10) will require the presentation of the Warren County Schools Medical Excuse Form before the absence will be excused. The form will be available at all schools, central office, and some medical facilities upon parent request.

Truancy, what constitutes: Any student who has attained the age of six (6) years but has not reached his or her eighteenth (18) birthday, who has been absent from school without valid excuse for three (3) days, or tardy on three (3) days, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. A tardy is defined as missing no more than 35% of the regularly scheduled school day. A tardy can occur in either the morning or afternoon.
Truancy process-

- Upon the third (3) unexcused absence and/or tardy, the principal/designee will contact the parent/guardian in writing concerning the student’s absences.
- When the fourth (4) unexcused absence or tardy occurs, school discipline will be implemented.
- When the sixth (6) unexcused absence and/or tardy occurs, court action may be pursued.

Students with excessive unexcused tardies to school or class, unexcused absences and early dismissals may forfeit the opportunity to attend prom and any field trip activities at the administrator’s discretion.

What is considered to be tardy to class?

- Students are marked tardy in Infinite Campus if they are not in the classroom when the bell begins to ring.
- Teachers reserve the right to incorporate a stricter class tardy policy, which may include additional teacher assigned consequences.

Can my child’s college visit be excused?

During their senior year, students may make up to two college visits that will be considered an excused absence. The visit must be made to an appropriate institution such as a college, university, junior college, vocational or technical school. Prior permission from the guidance office, along with written confirmation from the college will be required before the visit. It must be a scheduled campus visit with the school’s admissions office. Upon returning to school, students must present documentation from the school visited to the attendance office. Additional college visits are permissible with prior principal approval.

What is the procedure for early dismissal?

Parents/guardians wanting to pick up students during the school day should go to the attendance office and sign the log with student name and reason for dismissal. The school is responsible for the safety of each student, therefore, parents (or any other adult picking up a student) must show identification before students can be released AND must be listed on the DISMISSAL & EMERGENCY CARD which is maintained by the school. It is the parent’s/guardian’s responsibility to make sure the DISMISSAL & EMERGENCY CARD information is current. Before a student will be permitted to leave with anyone on the emergency card, the parent or guardian must be contacted by front office staff.

Following the steps below can save time for parents, students, and staff members:

- If a student needs to leave for an appointment during the school day, s/he should take the note to the attendance office upon arrival at school. Parents may fax a note, however, emails will NOT be accepted.
- The attendance clerk will call to verify permission from the parent. This call will be made regardless of the student’s age.
- The attendance office will phone the teacher to dismiss the student.
- The student is to report to the attendance office to officially sign out.
- Students will need to bring in any excuse notes from doctor, dentist, court, etc. within five (5) days to have the absence excused.
- When the parent/guardian signs the student out, a written excuse is still required to excuse the absence.
I) LOSS OF DRIVER’S LICENSE DUE TO ATTENDANCE

In accordance with state statute (KRS 159.051), students have to meet certain academic and attendance criteria to maintain a driver’s license. That statute, in part, reads as follows:

159.051 Loss of driver's license by student for dropping out of school or for academic deficiency.

When a student age sixteen (16) or seventeen (17) drops out of school or is declared to be academically deficient, the school administrator or his designee shall notify the superintendent of schools of the district in which the student is a resident or is enrolled. The reports shall be made at the end of each semester but may be made earlier in the semester for accumulated absences. A student shall be deemed to have dropped out of school when he has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

II) SKIPPING SCHOOL

Skipping school is an unexcused absence. Disciplinary action will be taken for any student found to be skipping school. Greenwood does not sanction any “skip day” and any student who misses school to participate in such activity will receive disciplinary consequences (minimum 2 days ALC or equivalent for 1st offense). Any student absent from school without the knowledge of the parent/guardian shall be considered skipping school and will be subject to disciplinary action.

Any questions or concerns regarding any issues relating to the Attendance Policy may be directed to the Principal at 842-3627. We do not want the policy to interfere with the relationship between GHS/parents/students.

VII. CHECK OUT PROCEDURE

In all cases, whether a student is being signed out by a parent/guardian or a parent/guardian designee listed on the emergency card, identification must be shown to the attendance clerk prior to student release.

A) Students checking out (leaving premises) by themselves

1) Students must have a parent/guardian signed handwritten checkout note stating reason for checking-out, time, and a contact telephone number. The student should present a checkout note to the Attendance Office before 7:30 a.m. A parent can fax a note containing the same information to the school in instances where an appointment was made after the student got to school. In ALL cases, if the Attendance Clerk cannot speak with the parent/guardian to confirm the information on the note or fax, the student will not be permitted to leave.

2) Checking out is to be done at the end of class whenever possible.

3) Checking out is not allowed for job interviews, work, banking, shopping, family errands, haircuts, etc. If parents insist on checking out their child for one of these reasons, it will be unexcused and will be reported to court officials as such should truancy become an issue.

B) Checking out due to illness

Students who become ill must remain at school until a parent/legal guardian comes to school to check the condition of the student. If the parent/guardian chooses to sign the student out, they can do so at that time. Students who are ill will not be allowed to sign themselves out of school. If a parent/guardian is unable to come to the school to check on his/her student, the parent/guardian may choose to send a designee in his/her place to personally attend to the student. If so, please note that the designee:
1) Must be verbally revealed to the attendance clerk by a parent or legal guardian.
2) Must be listed on the emergency card.
3) Must be an adult.
4) Must not be a current GHS student
5) Must not be a current GHS staff member and
6) Must present photo identification to the attendance clerk.

GHS staff will not permit ill students to leave the building (driving or otherwise) without being checked out in person by a parent/guardian or designee. In emergency situations in which school officials must contact emergency personnel to attend to, and possibly transport an injured/ill student, parents/guardians will be contacted as soon as possible.

C) Parent checking out student (parent must present identification)
   1) Parents are to arrange for students to be checked out at the end of class to avoid interruptions of instruction. (Please refer to class time schedule)
   2) Student is to be checked out by a parent/guardian only.
   3) No student will be checked out during the last 15 minutes of the school day.
   4) In addition to signing the student out at the attendance desk on the attendance log, parents must write an excuse, or students must submit a doctor’s note to the attendance clerk within five (5) days for the student to be excused during the time the student is away from school.

D) Dismissal & Emergency card
   All students must have a signed Student Dismissal and Emergency Card on file in the office. Students will not be released to anyone other than a parent if no Emergency Card is on file (per State of Kentucky).

E) Transportation from school
   GHS students will not be allowed to sign out to transport another GHS student (sibling or otherwise) home, to an appointment, or elsewhere; this is a parent/guardian responsibility.

III) REQUIRED ATTENDANCE TO ATTEND PROM/PROM ACTIVITIES AND TO PARTICIPATE IN REWARD ACTIVITIES

Students who wish to attend the prom or any prom-related activity must have a full attendance day on the last school day prior to the prom. Any student who is not counted as being in full attendance on the last school day prior to the prom will be denied admittance to the prom unless: A) a valid, verifiable doctor-written excuse is presented to the attendance clerk prior to 3:30 p.m. the last school day prior to the prom, or B) a valid, verifiable written note from a court official is presented to the attendance clerk prior to 3:30 p.m. the last school day prior to prom. Parent notes will not be accepted in this particular instance for those students who want to attend prom.

Students with excessive unexcused tardies to school or class, unexcused absences and early dismissals may forfeit the opportunity to attend prom and any reward/field day activities at the administrator’s discretion.

IV) REQUIRED DOCUMENTATION FOR ABSENCE IMMEDIATELY PRIOR TO A BREAK IN THE SCHOOL CALENDAR

A) Students must provide a valid doctor’s note to the Attendance Clerk if they miss any portion or all of the last school day prior to:
   1) Fall Break
   2) Christmas Break
   3) Spring Break
The student MUST provide a valid doctor’s note to the Attendance Clerk the first day back in session after the break for the absence to be considered EXCUSED. Parent notes for these days will not be sufficient for the absence to be considered excused; doctor’s notes must be submitted for the absence to be EXCUSED. Any exception to this policy must be approved by the Principal or designee PRIOR to the absence.

V) TARDIES TO CLASS

Tardies to 1st period/block are counted as tardies to school.

GHS building wide tardy defined: If a student is not in his/her classroom by the time the tardy tone ends, he/she will be counted as tardy to class by the teacher and such tardies shall be reported to the office.

Please note: Teachers may elect to have a more stringent classroom tardy policy than the building-wide tardy. Students will be counted as tardy to class by the teacher as defined in their policy and such tardies shall be reported to the office. Each teacher will define and announce to students what constitutes tardies to his/her class and MAY require students to:

- be in the classroom when the tardy tone begins to sound
- be in their seats when the tardy tone begins to sound
- be in their seats by the time the tardy tone ends

Tardies to class reported to the office by the classroom teacher will be handled through disciplinary action as follows:

A) After a student accumulates three (3) tardies to class (turned in to office by teacher) in a semester a letter will be sent to the parents(s).

B) After a student accumulates four (4) or more tardies to class (turned in to office by teacher) in a semester, discipline will be assessed as follows:

- 4th tardy: 3 day lunch detention
- 5th tardy: 5 days lunch detention
- 6th tardy: after school detention
- Each tardy after the 6th will result in 1 day ALC
- 7th tardy: parent conference (in addition to ALC)
- 10th tardy: student forfeits prom and class reward activities (in addition to ALC).

Office-assigned after school detentions (usually held on Tuesdays) will be assigned based upon the next available slot in the detention schedule. Students/parents will be expected to make necessary accommodations for their child to attend the assigned detention. Assigned detentions take priority over work schedules, extra-curricular school activities including athletic events and school-related trips, and personal activities such as trips. Students who miss a 1.5 hour after school detention will be scheduled to spend 1 day in ALC. Teacher assigned detentions do not substitute for office-assigned detentions.

Once a 10th tardy has been accumulated in a semester, regardless of which semester it occurs in, the student forfeits prom attendance and senior class reward activities (if applicable).
Students are responsible for knowing the tardy policy of each of their teachers. Teachers are expected to notify students when they accumulate a tardy, but teacher failure to notify the student does not absolve the student of the tardy and the resulting consequences for the accumulation of tardies.

VI) PERFECT ATTENDANCE

In order to achieve “perfect attendance” status, students cannot have any absences (excused or unexcused), tardies to school (excused or unexcused), or any tardies to class within the school day. Only approved Greenwood High School activities or functions will be counted as a day in school. Students who are eligible to take their driver’s license test will be allowed to leave school for this purpose one time without affecting their “perfect attendance” status if driver’s license testing is only administered during school hours; appropriate documentation will be required upon returning to school.

VII) ATTENDANCE REQUIREMENT TO PARTICIPATE IN, OR BE PRESENT FOR GHS COMMENCEMENT

A student otherwise eligible to participate in commencement shall not be granted the privilege of taking part in the commencement exercise if he/she has, over the course of the school year leading up to commencement, an excess of 4,250 minutes of unexcused absences, unexcused tardies, OR A COMBINATION OF BOTH. The 4,250 minutes equals ten (10) full school days of unexcused absences/tardies. Students who are ineligible to participate in commencement due to unexcused absences/tardies shall not be permitted to attend commencement as a spectator.

DRESS CODE/APPEARANCE

Greenwood High School feels a responsibility to educate students socially as well as academically. Student dress is an important phase of social education. Students should always dress appropriately for the occasion and avoid extremes in dress, cosmetics and hair styles. Students should feel a responsibility to present a suitable appearance in order that they may reflect credit upon themselves, their family, Greenwood High School and the community.

Please find dress guidelines below. The primary criterion for this section is to avoid embarrassment for the student, parents, or Greenwood High School, and to ensure an educational climate that is not disrupted or impeded.

I. GENERAL INFORMATION

- The wearing of any attire, cosmetics, accessories, presentation of extra-ordinary personal appearance, or any unsanitary body condition, which in the judgment of the principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of any pupil or staff member, is prohibited.
- Shorts, skirts and dresses must extend to or beyond a modest length such that undergarments cannot be seen when sitting or bending (at locker for instance).
- Pajamas and flannel lounge pants are not permitted.
- Sagging and baggy pants are not permitted.
- The torso must remain covered. The midriff must be covered while standing in a normal posture. Shoulder straps must be at least three (3) fingers wide.
- See-through, extremely tight, cut-away style garments (such as racer backs), plunging necklines/back or garments with holes in them above the fingertips are not permitted.
- Boys’ shirts must have a sleeve. Boys’ tank tops and muscle shirts are not permitted.
- No undergarments should be visible.
- Shoes must be worn at all times. House shoes/slippers are not permitted.
Hats, caps, bandannas, hoods or headdresses are not permitted unless they are necessary for health, safety purposes or cultural/religious requirements and have prior administrator approval.

Sunglasses or tinted prescription glasses are not permitted to be worn inside the school building without a medical excuse; a doctor’s note must be presented beforehand.

Inappropriate symbols, pictures, advertisements on article of clothing, item of jewelry or the body is prohibited. This includes, but is not limited to, the promotion of alcohol, tobacco, drugs, illegal substances, gangs, or vulgarity or that is sexually explicit or racially/culturally inappropriate. Anything that is perceived to be degrading and offensive to others are not permitted. This includes but is not limited to the following: Malcolm X, Confederate Flag, Nazi Swastika, gang symbols, etc.

Hair shall be clean and well groomed. Distracting extremes are not permitted.

Trench coats, dusters, or full length overcoats are not permitted to be worn in the school building during regular school hours. (7:00 a.m. to 2:45 p.m.)

Chains and/or jewelry which may present a safety hazard or are distracting when misused are not permitted.

School administrators may, on pre-announced days, modify the dress code.

This dress code is adopted in the interest of developing and maintaining a student body which is well groomed, neat, and stylish. When violations of these policies occur, the principal or his/her representative will inform the student of the violation and instruct him/her in the correction of the discrepancy. If the student fails to follow the established policy, disciplinary action may result.

Principals shall enforce the dress code and apply discipline as deemed necessary. In instances involving clothing not specifically included in the regulations or involving variations of clothing covered in the regulations, the principal shall interpret policy.

II. DRESS CODE VIOLATION DISCIPLINARY RESPONSES

We monitor dress code violations for the entire school year; any offenses in the Fall Semester will carry over to the Spring Semester.

1st Offense

● A parent/legal guardian may bring an appropriate garment to the school if they can do so within 20 minutes.
● If not, then the student shall be required to wear a school-furnished garment to replace the inappropriate garment. The school will retain the student garment that did not meet dress code until the end of the school day, at which time the student must turn in the school-furnished garment in exchange for their garment.
● Disciplinary action: Student warned, incident documented.
● If a parent/legal guardian cannot bring an appropriate garment and the student refuses to wear the school furnished garment, he or she will be assigned ALC for the remainder of the day.
2nd Offense
- The student shall be required to wear a school-furnished garment for the remainder of the school day. The school will retain the offending garment until the end of the school day, at which time the student must turn in the school-furnished garment in exchange for his/her garment.
- Disciplinary action: Student assigned to five (5) day of lunch detention.

3rd Offense
- The same procedure as noted in the 2nd Offense section.
- Disciplinary action: Student assigned to ALC for one (1) day.

4th Offense and beyond
- The same procedure as noted in the 2nd Offense section.
- Disciplinary action: Administrator discretion for defiant behavior.

**EXTRACURRICULAR ACTIVITIES, CLUBS & ORGANIZATIONS**

**EXTRACURRICULAR ACTIVITIES (CLUBS, ATHLETICS, SERVICES)**

Greenwood High School offers a large number of clubs, athletics, and organizations for student participation. Students are encouraged to participate in the activities of their choice and support extracurricular activities. For more specific information relating to extra-curricular activities, contact the Guidance Office.

**STUDENT CLUBS AND ORGANIZATIONS**

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<td>Speech Team</td>
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**STUDENT ATHLETICS**

**Fall Sports**

- Boys/Girls Country
- Boys/Girls Golf
- Boys/Girls Soccer
- Cheerleading
- Football
- Girls Volleyball

**Winter Sports**

- Boys/Girls Archery
- Boys/Girls Basketball
- Boys/Girls Swimming
- Boys/Girls Bowling
Spring Sports

Fastpitch Softball  Boys/Girls Tennis  Bass Fishing
Baseball  Boys/Girls Track

Students participating in extracurricular activities at Greenwood must meet all eligibility requirements and academic qualifications as set forth by the school, the Warren County Board of Education, Kentucky Department of Education and the Kentucky High School Athletic Association.

ACCIDENT INSURANCE

All pupils participating in interscholastic sports are to be insured by a medical insurance policy carried by the parents or guardians unless the Board notifies the parent or guardian of the student athlete that the Board is furnishing medical insurance for the student athlete. The Board shall not be responsible for any medical charges not covered by a policy of medical insurance. (The Board will not finance any general accident insurance program for students.) (District Student Handbook 4530.1) (WCBE 09.23;09.312)

EXTRACURRICULAR EVENTS/STUDENTS IN BUILDING AFTER HOURS

No Greenwood High School pupil shall be permitted in the school building except under the direct supervision of the Principal, or faculty member, or certified district employee designated by the Principal. (District Student Handbook 4130.01)

- Students are not allowed to be in any area of the building before or after school unless accompanied by a teacher, sponsor, or coach.
- Clubs and/or student groups may not meet without the sponsor or coach being in attendance.
- Students not under the direct supervision of a teacher, sponsor or coach must be out of the building by 2:45 p.m.
- Students involved in after school hours activities must make arrangements for transportation and leave the building as soon as the activity is completed.

PROM

Prom may be attended by students who meet certain requirements. Students will not be permitted to attend prom if:

- The student has had a drug/alcohol violation that resulted in a suspension and/or an ASP referral during the current school year.
- They have 10 or more tardies to class, unexcused absences or unexcused tardies to school in one semester.
- The student has engaged in dangerous, defiant, disrespectful, disruptive behavior and/or excessive absences or tardies as determined by an administrator.
- The student has not met attendance requirements as stated in below: Students who wish to attend the prom or any prom-related activity must have a full attendance day on the last school day prior to the prom. Any student who is not counted as being in full attendance on the last school day prior to the prom will be denied admittance to the prom unless: A) a valid, verifiable doctor-written excuse is presented to the attendance clerk prior to 3:30 p.m. the last school day prior to the prom, or B) a valid, verifiable written note from a court official is presented to the attendance clerk prior to 3:30 p.m. the last school day prior to prom. Parent notes will not be accepted in this particular instance for those students who want to attend prom.
● The guest/date of any GHS student going to prom must be approved by GHS administration and may be refused admittance at the discretion of the administrative staff.
● Upon entry to the prom event, students must submit to a search. Any contraband including but not limited to cigarettes, lighters, knives, or any other prohibited item shall be confiscated and will not be returned to a student or guest, regardless of age.
● Canes will not be permitted at prom.
● Once students enter the prom event, they will not be allowed to leave and re-enter the event. Once a student leaves, he/she will not be allowed re-admittance.
● School rules governing student conduct shall remain in effect at the prom and on the property of the venue where the prom is held. Administrative staff and school faculty retain the same authority over students at the prom venue as they have within the school.
● Authorities will be notified in instances where a violation of the law has occurred.
● Persons who are not members of the GHS staff will not be permitted to spectate during the prom.
● Any exceptions to these guidelines are subject to the approval of GHS administration.

SENIOR ACTIVITIES
Seniors will not be permitted to participate in any senior reward activities if:
● They did not meet the established testing performance criteria to earn the reward.
● They have engaged in inappropriate behavior and been denied the privilege of attending reward activities by an administrator.
● They have had a drug/alcohol violation that resulted in a school suspension.
● They have 10 or more tardies to class (in one semester) unexcused absences, unexcused tardies to school.

GENERAL INFORMATION

CAFETERIA

The lunch period can be a relaxing time to enjoy a nutritious meal and fellowship with friends. Good lunch period manners consist of using common sense and treating others as you would like to be treated. The following are rules, policies and regulations to be followed by all Greenwood High School students and apply for breakfast as well as lunch.

There is a link to the lunch menus on the GreenwoodHigh.com website.

1. Students must not provide their account number to any other student. Students must present only their own personal account number to cafeteria personnel. Violation of this policy shall result in disciplinary action.
2. Students are to report directly to the cafeteria at the beginning of the lunch period and return to their classroom at the conclusion of the lunch period. Students are not allowed in any other part of the building without a note from a teacher. Use of restroom time is to be kept to a minimum and only with a teacher’s permission.
3. Please make a serving line selection quickly and wait quietly in line. No cutting/breaking line or allowing others to break/cut line in front of you.
4. Please have money or lunch ticket ready before reaching cashier.

5. Please only touch food items you intend to purchase and make all purchases as you proceed through the line the first time. Students needing additional items must wait until all other students have been served for the first time.

6. Please allow for proper traffic flow of students throughout the cafeteria. Do not crowd around tables or stand in congested areas.

7. Please keep noise and loud talking to a minimum.

8. Please be courteous and respectful to all cafeteria staff and teachers. Follow their instructions and requests at all times.

9. Cleanliness is expected of all students. If you drop something (napkin, fork, food, milk, etc.) please pick it up and discard it in the proper place. Return trays and discard trash properly. Students are responsible for their own trays and making sure their trays are brought back to the washroom. Students are not allowed to take food from the cafeteria. Please remain seated until the tone sounds.

10. Fighting, stealing, abusive or vulgar language or any other inappropriate behavior will not be tolerated, and shall result in disciplinary action.

11. Students are not to leave the cafeteria until the tone sounds to dismiss. Only students with proper authorization and permission from a supervising teacher will be allowed to exit the cafeteria before the end of the lunch period.

12. If you need help or have a problem feel free to ask for assistance. (Ex.--questions about menu items.) The cafeteria staff will be happy to help you.

**CONFIDENTIALITY**

The Family Education Rights and Privacy Act (FERPA) (P.L. 93-380) and the Individuals with Disabilities Education Act (IDEA) (P.L. 101-476) specify confidentiality requirements. FERPA requires schools that receive federal funds to:

1. Provide parents and eligible students (over 18 years of age access to records directly related to the student).
2. Permit parents and eligible students to challenge those records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. Obtain written consent of parents and eligible students before releasing personally identifiable information about the student contained in educational records to other than organizations or individuals described in statutory exceptions; and
4. Notify parents and eligible students of these rights.
   - IDEA requires that all disabled students, regardless of the severity of their disability, must receive a free appropriate public education.
   - FERPA applies to all students; IDEA requires additional procedures for disabled students because of the extensive search (Child Find) and testing/evaluation which must be done to comply with the free and appropriate public education (FAPE) requirement.
FINANCIAL OBLIGATIONS FOR FUNDRAISERS AND ORDERS PLACED
All students are obligated to pay the full amount on any order made with any sales representative (rings, keys, jackets, etc.) who services Greenwood. This shall also include items distributed for fundraising.

LEAVING MESSAGES FOR STUDENTS
If a message needs to be sent from a parent to his/her student, GHS staff recommends against texting, unless you are sure your son/daughter will not be reading texts prior to the end of the school day (2:35 p.m.). Many students claim to be receiving messages from parents at the time they are caught handling their phone; this still constitutes a cell phone violation.

Parents needing to send messages to their son/daughter should E-MAIL the office staff so the message can be delivered to the student. Send the message for your student to:

donna.elliott@warren.kyschools.us

In the subject heading, please write “message for (your son/daughter, including his/her last name)”. Type the message for your son/daughter in the body. Once messages are received, they will be delivered to students during the next locker break. If you are unable to send a message via e-mail, feel free to call the school at 842-3627.

Students who need to contact a parent/guardian in an emergency, to facilitate checking out due to illness, or to relay an important message may call from the office phone. If students are making a phone call during instructional time, a note from the teacher must be submitted to office personnel by the student.

LIBRARY POLICIES AND PROCEDURES

I. GENERAL INFORMATION
- The library will be open from 7:10 AM until 2:45 PM each school day.
- Students coming to the library for individual work projects must sign in at the circulation desk and must have a LIBRARY PASS, signed by the teacher with the time leaving class, in order to be admitted to the library. Students returning to class must sign out and must obtain a return-to-class pass with time leaving the library clearly marked.
- All materials borrowed from the library should be signed out and returned at the circulation desk. Students may check out books for two weeks, with the privilege of renewal. Students may also check out magazines and reference materials for overnight use.
- Students should leave all food and drinks outside the library.
- While in the library, students are expected to conduct themselves in a quiet, courteous, and studious manner until the tone sounds or until the student leaves the library.

II. LIBRARY FINES
- Fines of five (5) cents per day per item will accrue on books, magazines, and other overdue materials. No single fine will exceed $1.00 per item, per checkout.
- Students will be responsible for the replacement cost of lost and damaged materials checked to them.
- Overdue notices for students will be sent to the homeroom teachers for distribution.
III. LIBRARY COMPUTERS

- It is important to avoid touching the computer monitor screens.
- Students should notify library staff immediately if they discover any damaged equipment. Students will be assessed damage charges when it is determined they are responsible for damages, especially for any act of vandalism. For this reason, it is important to make the teacher aware of any damage/vandalism as soon as the student discovers it.
- If students need special accommodations, such as speakers, headsets, other equipment, or need special equipment/assistance preparing for presentations, discuss these needs with library staff to work out details.
- Notify a library staff member if the printer paper tray needs to be refilled or in the event of a paper jam.
- Any paper that is scrap paper should be neatly stacked face down beside the printer for recycling. It cannot be used in the printers. All staples should be removed.
- All Internet use must be in support of an assigned class. Print only needed information (copy and paste) in a Microsoft Word document so unneeded information is not printed, or print only a highlighted section to conserve paper.
- Students must log off when they finish using their computer workstations, and, if at the end of the school day, workstations should be shut down. Students should collect all assignments/papers and push their chairs under the computer tables prior to dismissal.

LOCKERS

Greenwood High School will assign lockers for student’s use. Each locker may be used by a maximum of one (1) student. All locks on lockers will be issued by Greenwood High School. There is no rental charge for locks that are issued. Students will be assessed a $10 (ten dollar) fee for any lock that is damaged or not returned. Students are still responsible for locks that are stolen.

Lockers are subject to inspection at any time. Students are therefore cautioned about allowing others to use their locker. Students are prohibited from sharing lockers. The lockers are expected to be kept neat and clean with no markings or stickers of any type on the inside or outside. Students must only use the locker assigned to them, and may not move to another location without the prior approval of an administrator.

Students must keep the school-issued lock on their locker at all times, keeping the locker secure; failure to do so will result in disciplinary action. Students are responsible for the contents of their assigned locker. Students shall report all locker maintenance problems immediately; report problems to the copy clerk in the copy room.

PERSONAL PROPERTY

Students are not to bring large amounts of money or other valuables to school. It shall be the student’s responsibility to insure the security of personal property which is brought to school. A cooperative effort by all students is necessary to maintain a minimum of lost or stolen articles.

Students are to report all lost, found, or stolen articles to Lost and Found located in the main office. GHS administrators will not spend excessive time locating lost or stolen prohibited items.
VISITORS

Greenwood High School welcomes adult visitors who have business at the school. All visitors must enter at the front lobby and report to the office and check in upon arrival at the school. Visitors must wear clearly visible visitor badges at all times while in the school building during the instructional day. No one will be allowed to accompany students during the course of the school day.

GETTING TO & FROM SCHOOL

BUS EXPECTATIONS

The privilege of any pupil to ride a school bus is conditioned upon their good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules or regulations will be reported to the principal of the school in which the pupil attends for necessary corrective action.

There is a link to the bus routes with driver names, bus numbers and estimated times of arrival on the GreenwoodHigh.com website.

1. The driver is in charge of the bus and pupils. Obey the driver promptly and cheerfully.
2. Be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Be at the bus stop 5 minutes before the bus is scheduled to arrive.
3. Pupils shall ride their assigned bus and get off at the designated location unless they provide the school office a written statement from their guardian indicating a change in bus or location of the stop.
4. Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray the full cost of repairs before riding privileges are restored.
5. Always cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver. (minimum 10 - 12 feet) Cross only on driver’s signal.
6. Do not run toward or run across the street in front of a school bus while it is in motion.
7. Never stand in the road while waiting for the bus. Wait in an orderly line off 0
8. Pupils shall board the bus and immediately take a seat without disturbing other passengers; ride three in a seat and do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear of the bus and not in the doorway.
9. Pupils shall not try to get on or off the bus or move about within the bus while it is in motion.
10. Pupils shall not engage in any activity which might divert the driver’s attention away from driving the bus and cause an accident, such as:
   a) Loud talking, or laughing, or unnecessary confusion
   b) Unnecessary conversation with the driver
   c) Extending any part of the body out of bus windows or doors.
11. Pupils shall not engage in any activity which might damage or cause excessive wear to the bus.

12. The following activities are prohibited at all times:
   a) Improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving and similar acts.
   b) Smoking on the bus
   c) Eating or drinking on the bus
   d) Possessing weapons such as knives or sharp objects
   e) Bringing animals on the bus
   f) Throwing articles or objects in or from the bus
   g) Tampering with mechanical equipment, accessories or controls of the bus
   h) Placing musical instruments or other articles at the door by the driver
   i) Obstructing the aisle in any manner
   j) Occupying more space in a seat than required. (All items which students bring on a bus must be held by the student and will not be placed on seats or in aisle)
   k) Tracking mud and dirt onto the bus
   l) Littering the bus
   m) Opening or closing windows without permission of driver

13. No persons other than those assigned to the bus shall be allowed to ride a bus.

14. Any pupil who persists in violating any of these rules or regulations shall be reported to the principal of the school which they attend for disciplinary action. After due warning has been given the principal shall withdraw the privilege of riding a school bus for a specific period. Once the privilege of riding a school bus has been withdrawn for the second time riding privileges can only be restored after the pupil has presented evidence that their behavior will improve, and permission has been granted by the Transportation Director. Written notice of the action of the principal shall be furnished the parent, but such notice need not precede action by the principal.

15. When AM bus riders depart the bus they are to proceed directly into the building. Students are not to leave campus, go to the parking lot, wait outside for other students, or loiter outside the school building.

16. Any complaints of drivers, pupils, or parents, not specified in the above regulations, shall be reported promptly to the principal or Transportation Director.

**CAR RIDERS (DROP OFF/PICK UP AREAS)**

Students should NOT be dropped off and picked up at the rear of the building. The drop off and pick-up area is the front parking lot. Students should not be dropped off prior to 7:00 a.m. as the doors remain locked until that time. *Due to construction, all car riders and student parking will occur in the front parking lot for the 2019-2020 school year. If a special need due to an injury or disability makes it necessary to pick up a student closer to the front of the building, a request in writing should be submitted to an administrator to seek approval to do so.

**DRIVING/PARKING REGULATIONS**

The privilege of driving to Greenwood High School is reserved for those qualified students who drive and park in a responsible manner. Qualified is defined as possessing a valid driver’s license, automobile insurance, purchasing a parking permit, and obeying all regulations of Greenwood High School. Students who do not meet academic requirements (no pass/no drive legislation) as mandated by the State of Kentucky will be subject to applicable consequences. Students who violate driving and/or parking
policies may be prohibited from driving to Greenwood or face other disciplinary action as determined by an administrator.

In accordance with state statute (KRS 159.051), students have to meet certain academic and attendance criteria to maintain a driver’s license. That statute reads as follows:

159.051 Loss of driver's license by student for dropping out of school or for academic deficiency.

(1) When a student age sixteen (16) or seventeen (17) drops out of school or is declared to be academically deficient, the school administrator or his designee shall notify the superintendent of schools of the district in which the student is a resident or is enrolled. The reports shall be made at the end of each semester but may be made earlier in the semester for accumulated absences. A student shall be deemed to have dropped out of school when he has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. A student shall be deemed to be academically deficient when he has not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, in the preceding semester. The local school board shall adopt a policy to reflect a similar standard for academic deficiency for students in alternative, special education, or part-time programs.

(2) Within ten (10) days after receiving the notification, the superintendent shall report the student's name and Social Security number to the Transportation Cabinet. As soon as possible thereafter, the cabinet shall notify the student that his operator's license, permit, or privilege to operate a motor vehicle has been revoked or denied and shall inform the student of his right to a hearing before the District Court of appropriate venue to show cause as to the reasons his driver's license should be reinstated. Within fifteen (15) days after this notice is sent, the custodial parent, legal guardian, or next friend of the student may request an ex parte hearing before the District Court. The student shall not be charged District Court filing fees. The notification shall inform the student that he is not required to have legal counsel. Revocation under this subsection shall not be permitted unless the local school district shall operate an alternative education program approved by the Department of Education designed to meet the learning needs of students who are unable to succeed in the regular program.

(3) In order for the student to have his license reinstated, the court shall be satisfied that the license is needed to meet family obligations or family economic considerations which if unsatisfied would create an undue hardship or that the student is the only licensed driver in the household or the student is not considered a dropout or academically deficient pursuant to this section. If the student satisfies the court, the court shall notify the cabinet to reinstate the student's license at no cost. The student, if aggrieved by a decision of the court issued pursuant to this section, may appeal the decision within thirty (30) days to the Circuit Court of appropriate venue. A student who is being schooled at home shall be considered to be enrolled in school.

(4) A student who has had his license revoked under the provisions of this section may reapply for his driver's license as early as the end of the semester during which he enrolls in
school and successfully completes the educational requirements. A student may also reapply for his driver's license at the end of a summer school semester which results in the student having passed at least four (4) courses, or the equivalent of four (4) courses, during the successive spring and summer semesters, and the courses meet the educational requirements for graduation. He shall provide proof issued by his school within the preceding sixty (60) days that he is enrolled and is not academically deficient.

-End of statute-

School driving policies:

- Students must purchase a parking tag prior to bringing their vehicle onto campus; student cars without displayed valid parking tags are subject to ticketing.
- A parking permit tag must be displayed from the rearview mirror so the parking tag number can be clearly seen. A ticket will be issued for a non-visible tag number.
- The cost for parking permit tags is a one-time fee of $5.00. Once a permit is purchased the student may renew it each year free of charge.
- Students who create and display counterfeit tags will receive disciplinary action.
- Any student fined for a driving or parking violation must pay for the fine in the main office. Fines are $10.00 for each offense to be paid within 48 hours of the time the ticket was issued. Failure to pay fines may result in the loss of driving privileges. All fines must be paid before a student exits GHS. GHS reserves the right to tow any vehicle at owner’s expense.
- Students must park within the boundary of a single, marked space in the designated student parking areas or risk being ticketed. Student parking is prohibited in the faculty parking areas, bus loading and unloading zones and behind the building adjacent to the cafeteria, gymnasium, and greenhouse. (Fire and service access area).
- Upon arrival on campus each morning, students are to come immediately into the building after locking their vehicles. Sitting in parked vehicles is prohibited.
- Students are not permitted to leave campus once they arrive each morning. Adjoining properties and businesses are "off limits." Students are not permitted to leave campus during breaks or lunch.
- Students may not allow other students to sit in their vehicles during the day.
- Students may not return to their vehicle until the last dismissal tone of the day. The only exceptions are afternoon co-op students and students with permission and an escort from the main office.
- Students must comply with the directions/instructions given by school staff and law enforcement officials while driving on or about GHS property.
- Students are to park in white lined spaces. Yellow and green lined spaces are reserved for faculty, staff, and visitors. Students must park parallel to marked lines and are prohibited from driving or parking in island or grass areas.
- The maximum speed limit in the parking lot is 15 MPH. The road running through and around Greenwood’s campus has a maximum speed limit of 25 MPH. Law enforcement officials regularly patrol and ticket persons found to be speeding.
- No student will be allowed to display in or on a vehicle an emblem, symbol, insignia, or anything that is perceived degrading or offensive to others while on Greenwood High School property.
- Students are not allowed to park at nearby commercial properties or businesses during the school day. These properties include, but are not limited to: Britthaven Nursing Home, Culver’s Restaurant, the Bob Kirby Branch Public Library, and Drakes Creek Middle School property.
● Students are not permitted to turn around in the bus fueling area or on any adjacent property to GHS. Students are not permitted to use the church access road which intersects with Cypress Wood Way, or turn around on, or drive through any property along Cypress Wood Way including the adjacent rest home. Students are not permitted to turn around in the softball complex parking lot.

● There will be no loitering in the parking lot before or after school. After school, students should go directly to their vehicle, get in, and leave the parking lot area in a safe manner as the flow of traffic will permit. All school policies remain in effect in the parking lot.

● Students violating parking regulations are subject to having their driving privileges revoked.

Late Arrival/Coop Students Parking
For security purposes, students who arrive late to school must enter the building through the main front lobby, regardless of where they park their vehicle on campus. Those students who leave campus prior to the end of the school day for a valid appointment, or co-op, etc. should park in the front lot only. Between 7:30 a.m. and 2:35 p.m., the only entry and exit point for drivers is the main lobby.

Vocational Students
Vocational students shall be required to ride school furnished transportation to and from their class location unless an exception is cleared through an administrator.

Dual Credit Students
Students who are taking dual credit classes must furnish their own transportation and cannot ride with other students and shall not allow other students to ride with them.

TECHNOLOGY

CELL PHONE/TELECOMMUNICATIONS DEVICES
Carrying a cell phone/telecommunications device in the school building is a privilege, not a right. Students who comply with the cell phone/telecommunications device policy shall be allowed to bring a cell phone/telecommunications device into the building so long as it is not handled and it does not emit a noise (including vibration); students who are either unwilling or unable to comply with the policy, shall have the privilege of carrying a phone within the school building revoked. Upon the 5th cell phone violation, the phone will be collected and held until the end of the school year, or for eight (8) weeks, whichever period is the longest in duration at the time of the infraction. Neither Greenwood High School, nor the Warren County Board of Education are responsible for any fees associated with any phone or device that is being held due to violations of school policy.

Teachers may allow students to use cell phones/telecommunications devices in the classroom for educational purposes. Teachers are to announce clearly the purpose for using the devices, when students are to get their devices out and when they are to put them away.

Zero tolerance for defiance related to cell phone/telecommunications device violations
At any time a staff member directs a student to surrender a cell phone/telecommunications device, the student will be expected to do so immediately (without deleting anything, without setting security codes) and without complaint. ALL components, including the battery and SIM card are to be surrendered as
well. Failure to surrender a cell phone immediately is an act of defiance, and will result in the loss of the cell phone privilege for the remainder of the school year, as well as a possible referral to the Alternative to Suspension Program (ASP). If a student feels the staff member is taking up the phone due to a misunderstanding, the student must still surrender the phone immediately as directed. The student will be able to discuss the matter with an administrator at a later time, but the student is expected to fully cooperate with the staff member requesting the phone. Not surrendering the item immediately upon request counts as an automatic cell phone /telecommunications device violation, and it will only result in escalated consequences for defiance, in addition to a ban for carrying a phone for the remainder of the school year.

Once a student has been notified by an administrator that he/she has lost the privilege of possessing a phone/telecommunications device on school property during instructional time, any phone/telecommunications device that student is found to be in possession of during instructional time shall be confiscated for the remainder of the school year; the student shall also be referred to ASP for defiance.

I. GENERAL GUIDELINES FOR TELECOMMUNICATION DEVICES SUCH AS CELL PHONES, IPADS, ETC.

During the school instructional day (defined below), no student shall use, handle, or activate a personal telecommunications device on school property, while attending a school-sponsored or school related activity, or while being transported on a school bus. Exceptions may be made by the principal on a case-by-case basis. A telecommunications device is any device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Cell phones are telecommunications devices (WCBOE 4190.01).

The instructional day extends from 7:30 a.m. until after the dismissal tone sounds at the end of the last block (2:35 p.m.). Within Greenwood High School, the instructional day status shall be extended to include ESS programs, detentions, and any time or location students are receiving instruction or are under the supervision of a faculty member for the purpose of undertaking an academic-related endeavor.

Students may use their devices during their scheduled lunch in the cafeteria and hallways during transition time between classes. They must be put away before they enter the classroom. Students in the cafeteria detention are not allowed this privilege. They are not to use nor handle their devices in any way.

Cell phones, iPads, iPhones, iPods, Tablets, pagers, PDAs, other types of communication devices, and electronic gaming devices must not be handled, used, or heard during the instructional day unless a teacher or administrator has directed a student to use the device for educational purposes. If one of these devices is seen being handled, used in any way, heard (including vibration), or is otherwise a distraction, it will be confiscated immediately and the student will receive a disciplinary consequence. The same policy applies during student assemblies and during times the school building may need to be evacuated in the event of an emergency. If a student needs to call a parent or legal guardian, the student must use a school phone located in the office. If a parent needs to contact a student or leave a message, the parent should contact the office at 270-842-3627. Students who use a cell phone during school hours will be subject to disciplinary action, even if attempting to call a parent/legal guardian, or if retrieving a message or taking a call from a parent/legal guardian.
Students may use IPads, Nooks or other tablets to read in the classroom with the teacher’s permission or in the cafeteria with the supervising teacher or administrator’s permission.

Any student found to be in possession of a phone or other telecommunication device that is used in any way, handled, or heard while in that person’s possession, regardless of who might own the phone, is in violation of the Paging/Telecommunications Devices policy. The person possessing the device at the time of the violation of this policy may receive an ALC referral corresponding with the number of infractions of this policy. The owner of the phone will receive disciplinary action for not securing their phone in compliance with this policy. Students must keep their own telecommunication devices secured at all times. No student should be in possession of a telecommunication device belonging to another student.

When a phone or other telecommunication device is being confiscated due to a policy infraction, the phone or device and all components within it (including SIM card and battery) shall be surrendered to the staff member immediately. Erasing messages and/or setting security codes is also prohibited. Students who refuse to hand over their cell phone or device upon being directed to do so by a staff member will be disciplined for defiance. The discipline for such defiance would be in addition to the discipline called for by the cell phone or device violation itself.

Any student who is referred to the office for disciplinary reasons and contacts their parents via a cell phone or other telecommunication device prior to being seen by an administrator is in violation of the cell phone/telecommunication device policy and will receive discipline for the infraction. Any known use of a cell phone during the instructional day is a violation of the cell phone policy. Students who violate the cell phone policy and have their phones taken up will be allowed to notify parents after the end of the instructional day.

To ensure student safety and academic integrity, administrators reserve the right to check incoming/outgoing messages and times for phones confiscated due to policy infractions. If a phone was used to make a call or send a message during the instructional day, the student in possession of the phone may receive the consequence (ALC) for handling a cell phone.

II. CONSEQUENCES FOR VIOLATING THE CELL PHONE (AND OTHER TELECOMMUNICATIONS DEVICE) POLICY:

1st Offense
- Written warning.
- The item will be confiscated by the teacher and will be returned to the student at the end of the school day.
- Student and parents should understand that all phone violations beyond the first offense shall result in consequences including the temporary loss of possession of the phone.

2nd Offense
- Five (5) days of Lunch Detention.
- The item involved in a 2nd offense shall be retained overnight. A parent or legal guardian must pick up the phone during operational hours, which are generally 7 a.m. – 3:30 p.m., Monday through Friday.
3rd Offense
- One (1) day of ALC.
- The item involved in a 3rd offense shall be retained by the school for 1 week. A parent or legal guardian must pick up the phone during operational hours, which are generally 7 a.m. – 3:30 p.m., Monday through Friday.

4th Offense
- Two (2) days of ALC.
- The item involved in a 4th offense shall be retained by the school for two (2) weeks.
- After the 4th offence, a student will not be allowed to have a cell phone at Greenwood High School for the remainder of the school year.

5th Offense**
- Discipline for defiance to be determined by an administrator with a possible referral to ASP.
- The item involved in a 5th offense shall be retained by the school for the remainder of the school year.
- Student will not be allowed to have a cell phone or other electronic device at Greenwood High School for the remainder of the school year.

**Eight week provision – If a 5th or more violation occurs with less than 8 weeks of school left, or if the student is found to be in possession (after having committed a 4th offense) of a phone with less than 8 weeks of school left, the phone will be held by the school for 8 weeks beyond the date of the infraction.

Confiscated devices can be picked up by a parent/legal guardian between 7:00 a.m. and 3:30 p.m. Monday – Friday, and only after the confiscation period has elapsed. Phones/devices not picked up within six (6) weeks of the date of the end of a confiscation period are forfeited to the school and may be donated to a non-profit organization. Greenwood High School is not financially responsible for phone service contracts or bills for any phone, including confiscated phones.

Parents will be required to sign a form which indicates they understand the school policy and the consequences for further phone violations before staff will release confiscated phones.

Students are strongly encouraged to keep their cell phones and devices OFF at all times; after the instructional day ends, messages can be retrieved once phones are turned on. Parents are strongly encouraged to stress the importance of student compliance with the cell phone policy, as the policy will be strictly enforced.

**COMPUTER APPROPRIATE USE POLICY (TECHNOLOGY POLICY)**

I. GENERAL INFORMATION/POLICY
Electronic files are considered personal property. The deletion or vandalism of these files will be treated as if they were physical property. Computers are an educational tool and are to be used appropriately by all students.

Students and parents are required to sign the Warren County Schools Acceptable Use Policy in order to access electronic media including the use of the Internet.
1. Students must password their USER ID. Your electronic work is your property. You have a responsibility to protect it. Students are not to use anyone else’s USER ID. This is the same as being caught with someone’s billfold or other personal property.

2. Students may save/transfer file to disks only if they are scanned and virus-free.

3. Students will not download or play games on workstations. Games are not appropriate unless part of instructional software.

4. Students must have permission to work from workstation hard drives. Students are not to work at a DOS prompt unless supervision is present.

5. Students are not to make ANY changes to boot files or settings for programs (e.g. WINDOWS) without permission from lab supervisors.

6. Students are to alert supervisors to any damage to hardware or software immediately upon discovery. (This will help prevent liability on the student’s part.)

7. Students are not to physically change or damage any workstation, components of a workstation, server, printer, network connections or hubs.

8. Students are not to install programs from home or school or to download programs or files from the Internet onto a hard drive or server without permission from a supervisor.

9. Student access to the Internet is available only under the direct supervision of a teacher or instructional assistant. Students must have signed the Internet Appropriate Use Policy prior to using the Internet. Internet use should be directly related to educational research. Inappropriate use includes accessing sites with inappropriate text, pictures, games, blogs, and chat rooms. Students are not permitted to use e-mail. Students are not to download executable files, graphics, games, audio/video files without instructor permission. Misuse of the Internet will result in consequences as outlined below.

10. A school administrator or computer systems administrator has the authority to take full ownership of any electronic mail and/or electronic media that resides on any equipment owned by GHS or the Warren County Board of Education.

II. CONSEQUENCES (VIOLATING TECHNOLOGY POLICY):

   a) Removal of the privilege of using school technology for a specified period of time.
   b) Responsibility for the financial burden of repairing any damage to hardware or software. (The current rate for a system engineer to consult or work on networks can reach $100 per hour.)
   c) ALC
   d) ASP
   e) Suspension
   f) Expulsion

Computers are to be used for research and completing authorized assignments as directed by a staff member. If a student accesses a site that is not lewd, but is not part of an authorized assignment, the student shall receive:

1st offense – Cafeteria Detention for five (5) days
2nd offense – ALC two (2) days
3rd offense – administrative discretion

For accessing lewd websites as determined by an administrator, administrative discretion shall be used in assigning consequences. These policies will be strictly and fairly enforced by GHS Administration.
**RtI (Response to Intervention)**

Warren County Public Schools believes in meeting the needs of all students. Response to Intervention (RtI) is a process that provides high-quality instruction and educational supports to students at increasing levels of intensity based on their individual needs. RtI also assists teachers in differentiating and providing enrichment activities for students ready for more advanced learning.

As part of RtI, a universal screening of reading is conducted at least once per year. Teachers will utilize reading and classroom formative assessment data to monitor the effectiveness of their interventions and adjust their teaching based on each student’s learning. In addition, school staff monitor students’ grades in order to identify those in need of overall academic support.

To provide students with the structure they need to experience success, WCPS utilizes a tiered level of Positive Behavior Interventions and Supports (PBIS). The goal of PBIS is to clearly define student expectations, increase the rate of positive interactions between students and school staff, and provide research-based interventions for students who need additional support throughout their day.

RtI and PBIS are collaborative processes that include our families. During the school year, we will continue to monitor the progress of your child and adjust the level of support he/she needs to be successful. If at any time you suspect that your child has a disability, you have a right to request a meeting to discuss an evaluation for special education. WCPS wants our families to be fully engaged in their child’s school experience. We look forward to working with you in determining how to provide the best educational experiences for your child. If you have any questions about RtI, PBIS, or your child’s progress, please contact the school and ask to speak with the Intervention Specialist.

**Discipline**

**Zero Tolerance Policy**

Greenwood High School, in accordance with Warren County School District policy has adopted a discipline process of zero tolerance for acts of racism and weapons, alcohol and violence. Zero tolerance means both limit setting and enforcement of that limit. A discipline violation shall cause an automatic office referral which results in demonstrated consequences for student misbehavior. All threats of violence will be taken seriously. Following investigation by school staff, an immediate suspension may occur. In addition, a police report may be made if circumstances warrant.

**Bullying**

Bullying will not be tolerated, and students who are found to bully others will be subject to disciplinary action. A student is bullied or victimized when he or she is exposed, repeatedly over time, to negative actions on the part of one or more students. It is a negative action when someone intentionally inflicts or attempts to inflict injury or discomfort through physical aggression, verbal threatening, taunting, teasing or name-calling. Bullying differs from peer quarreling/cruelty in that there is an imbalance in power, either real or perceived.
**Harassment and/or Discrimination**
Harassment/discrimination due to an individual’s race, color, national origin, age, religion, marital status, political beliefs, gender or disability is prohibited on school property and off school grounds during school sponsored activities. This prohibition also applies to visitors to the school who may come in contact with employees and students. Harassment/discrimination in any form (including but not limited to threats, actual violence, creating a climate of hostility or intimidation, use of language, conduct, or use of symbols) commonly understood to convey hatred, contempt, or prejudice or have the effect of insulting or stigmatizing an individual shall not be permitted and those who are found to be in violation of this policy will be subject to disciplinary action.

**Bomb Threats**
Bomb threats, or similar threats that indicate a dangerous act will be carried out with the intent to harm persons or property, whether in verbal or written form, are felonious offenses and will be reported to law enforcement officials for prosecution. Additionally, any student who engages in this type of behavior shall receive school consequences.

**DISCIPLINE POLICY**
Good student behavior is a basic expectation of the faculty and administration at Greenwood High School. In order to prepare students to be successful citizens in life during and after high school, the administrative staff and teachers at Greenwood High School will take necessary measures to address self-defeating and inappropriate student behaviors.

The administration may conduct searches, including, but not limited to locker searches, at random to promote school safety. Additionally, law enforcement canine teams will be brought in at times to search for drugs and drug contraband.

**Abuse of staff is prohibited**
Kentucky Revised Statutes (KRS 161.190) reads: “Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.” School officials reserve the right to file a charge with law enforcement officials against any person or persons in violation of this statute. Defiance/non-compliance is a violation of this statute.

**Defiance**
Students are expected to immediately comply with staff directives and to abide by school policies and procedures. Defiant behavior is unacceptable and will result in disciplinary action, including, but certainly not limited to possible suspension from school, and/or an “abuse of teacher” charge (KRS 161.190).

**Cafeteria Detentions (CD)**
In some circumstances, at his or her discretion, an administrator may elect to assign students to CD in lieu of ALC. In cafeteria detention, students will report to the CD table at the start of their normal lunch period, where they will sit quietly facing the wall until all other students have been served lunch. Once
other students have been served, CD students shall go to the lunch line of their choice and bring their lunch back to the CD table to eat. Once lunch ends, students are to put their lunch tray in the proper place and report to class. Seven (7) CDs shall be considered equivalent to one (1) day of ALC. Students who do not follow CD guidelines may be assigned additional CDs, or assigned ALC.

The Alternative Learning Center (ALC)
The Alternative Learning Center (ALC) is Greenwood High School’s in-school suspension program. ALC Students assigned to ALC are expected to strictly adhere to rules established by the ALC teacher. Behavior problems and/or rules violations in ALC shall result in additional days assigned and may result in an out of school suspension or in some cases a referral to the Alternative to Suspension Program (ASP). If a student is sent to ASP from ALC, the student returns to ALC to complete the original ALC assignment prior to returning to their regular class schedule. Students in ALC will receive class assignments/work from their teachers. Students assigned to ALC will also be allowed to make up any work missed as a result of their assignment to ALC.

If a student is assigned to ALC for a portion of the day, but does not complete the day in ALC, a full day in ALC shall be assigned to compensate. Students repeatedly assigned to ALC for inappropriate behaviors/policy infractions will be given additional and/or other consequences as determined by an administrator to deter the problem behavior(s).

At the discretion of the administrative staff, cafeteria detentions (CD), or some other detention may be utilized in lieu of ALC referrals in situations deemed appropriate. In instances where cafeteria detentions (CDs) are assigned, seven (7) CDs will be considered equivalent to one (1) day of an ALC assignment.

Students are not permitted to leave ALC unless approved by administration. No cell phones may be used by students in ALC.

The Alternative to Suspension Program (ASP)
In certain limited circumstances, the Alternative to Suspension Program (ASP) is offered by the District as an alternative to out-of-school suspension. Students may be required to spend up to ten (10) days in the Alternative to Suspension Program. Students at the ASP will be sent school work from Greenwood. School work successfully completed while at the ASP will be given full credit. Whenever a student is assigned to the ASP, the parent or legal guardian will be required to come to Greenwood High School to sign the necessary paperwork. Transportation to and from ASP is not provided by the school in instances where students have willingly engaged in violent acts or made comments of a threatening nature, or in other circumstances as determined by a GHS administrator. Students approved for transportation to ASP will report directly to the office immediately upon arrival to GHS.

Jackson Academy
Jackson Academy provides an alternate learning environment for students in Grades 7-12 who have demonstrated consistent and/or serious disregard for school and district behavioral guidelines in the regular school setting. Student referrals are submitted by the school administration to the district Alternative Committee who possesses authority to assign students to Jackson Academy.

Designed as a medium-term solution, the purpose of Jackson Academy is to provide a highly structured academic and behavioral support system to the student to prepare each for an effective and efficient transition back into the regular school setting. Each student assigned by the District Alternative
Committee to Jackson Academy is required to complete 45 days in the program with full, cooperative participation. At the conclusion of 45 successful days, transition into the regular school setting is planned, implemented, and monitored for continued student success.

Cheating
- Cheating is strictly prohibited. Consequences for students caught cheating will be left to the discretion of the teacher.

Classroom Disturbance/Teacher Disrespect
- Counseling, behavior contract, detention, ALC, or ASP referral, or suspension referral based upon nature, severity, and history of like behavior.

Cursing/Profanity
- Cursing and profanity is not permitted and be dealt with by an administrator according to severity.

Defiance
- Failure to comply with a staff directive is unacceptable conduct. Acts of defiance will be dealt with by an administrator according to severity. GHS staff has the authority to give directives to students, and students are expected to fully and immediately comply with staff directives.

Disruptive Devices
- Students will be suspended from school and when found in possession of, or have discharged, or have brought items into the school that are intended to disrupt the orderly process of a school day or a final exam day.

Offensive Items
- A student shall not be allowed to display or distribute items that have a disruptive effect on the school environment or is considered offensive to others.

Hall Passes, Library Passes, etc.
- All students must be in possession of their Hall Pass, Computer Lab Pass or Library Pass issued by a teacher or principal when in the hall during class time. Student Assistants must have proper credentials when in the halls.

Loitering
- Loitering on school property is prohibited.

Lying
- Lying to staff is a serious offense. Students who lie outright, lie through omission, or furnish false information to a school official shall be disciplined for doing so at the discretion of school administrators.

Making Photographs and Videos at School
- Permission must be granted by a teacher or administrators to take pictures or video tape at school.
Public Display of Affection

- Public displays of affection (PDA) are not appropriate for high school and will be limited. Students may face disciplinary consequences as determined by administrators based on severity and frequency.

Skipping Class/Out of Assigned Location (being at a location other than an assigned area without explicit staff permission to be there)

- Discipline is up to the administrator’s discretion based upon the severity of the offence.

Skipping School

- 1st offense – no less than two (2) days ALC or equivalent
- 2nd offense – no less than three (3) days ALC or equivalent
- Additional offenses – administrator discretion

Sleeping

- Sleeping during instructional time is not permitted. Students shall not bring pillows into the school building. Consequences for sleeping will be left to the discretion of the teacher.

Suspended Students

- Students who have been suspended from school may not participate as class or club officers, cheerleaders, or participate in extracurricular activities during the time suspended.
- Students assigned to ALC may participate in activities as determined by the sponsor or coach.
- Students assigned to ASP may not participate in extracurricular activities for the duration of the referral.
- Students who have been suspended may turn in work for credit if they were aware of the assignment prior to the suspension.
- Students who have been suspended from school shall not be permitted to make up class activities, assignments assigned while they are suspended.
- Students who have been suspended are prohibited from being on school property for the duration of the suspension.

Vandalism

- Students are expected to assist in maintaining Greenwood High School as a clean, pleasant and attractive place for learning. All students are encouraged to take pride in having a beautiful and appealing facility in which to receive an education.
- Any pupil who cuts, injures, or defaces in any way any portion of the school building, furniture, free textbooks, or any other public property shall be subject to disciplinary action by the Principal or teacher and will be expected to pay the cost of replacing or refurbishing the item(s). All such obligations must be settled prior to a student withdrawing or graduating. Criminal acts will be reported to law enforcement officials for prosecution. (District Student Handbook 4120.01; WCBE Policy 09.421).
Vocational Student Discipline

- Students attending vocational school shall be under the discipline policies of Greenwood High School and the Warren County Board of Education. All vocational students must ride the vocational bus to and from vocational school.

Weapons, Firearms, Destructive Devices

- If a student hears a comment or reads writing that causes one to think a weapon may be on school property, or may be brought onto school property, or causes one to think a dangerous act or activity may take place on school property or elsewhere, he/she has a duty to report the comment to school personnel immediately, even if the student is not certain about the truthfulness of the comment.
- Any intentionally untruthful comment or writing that causes another person to have reason to think a student has a firearm, deadly weapon, or destructive device in his or her possession, or that such a device is on school property is absolutely prohibited. A student making a comment or creating a writing of this nature will receive immediate disciplinary action that may include the following: referral to the Alternate Learning Center, referral to the Alternate to Suspension Program; out of school suspension; or recommendation for expulsion depending on the circumstances of the individual case as determined by a school administrator.
- Any untruthful comment or exclamation that could cause a panic among other students is prohibited and making such a comment or exclamation shall be cause for disciplinary action.
- Students are critical in helping to maintain a safe learning environment. If you know or hear of something that needs to be investigated or checked in to, please contact a staff member immediately.

ALCOHOL / DRUG POLICY

Tobacco, Smoking, E-Cigarettes, Vapor Products
No student shall possess or use cigarettes, cigars, pipes, any tobacco products in any form (including smoking, chewing, or dipping), electronic cigarettes, or vapor products in or about school buildings, school grounds, school buses, and premises of the district. In addition, no student shall possess matches or a cigarette lighter in or about school buildings, school grounds, school busses, and premises of the district.

09.423 Drugs, Narcotics, Controlled Substances, Alcohol, and Mood Altering Substances Prohibited: No Student shall receive, possess, use, be under the influence of, sell or transfer any alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances (such as inhalants), over the counter medicines/drugs or drug paraphernalia and/or assist another pupil in the receipt, sale or transfer of alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances (such as inhalants), over the counter medicines/drugs, or drug paraphernalia on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, or en route to or from school property or a school-sponsored or sanctioned activity or event.

09.424 Drugs, Narcotics, and Controlled Substances Defined: Controlled substance means any substance or immediate precursor listed as a drug, narcotic, or controlled substance in Chapter 218A of the Kentucky Revised Statutes or any regulations promulgated thereunder and/or any other provisions of
the Kentucky Revised Statutes or Regulations promulgated thereunder and/or any Federal Laws or Regulations.

**Counterfeit, Look-Alike and Simulated Drugs, Narcotics and Controlled Substances:** No pupil shall receive, use, sell, possess, or transfer any counterfeit, look-alike or simulated narcotics, drugs or controlled substances and/or assist another pupil in the receipt, sale or transfer of any counterfeit, look-alike or simulated narcotics, drugs or controlled substances on school property, in any school vehicle, at any school-sponsored or sanctioned event or activity or en route to or from school property or a school-sponsored or sanctioned event or activity with the representation or the creation of an impression that the substance which is received, used, possessed, sold or transferred is a narcotic, drug, or controlled substance.

**Authorized Medication:** Use of a drug, narcotic or controlled substance prescribed and authorized for a pupil by a physician or dentist and administered in accordance with a prescription shall not be considered in violation of this policy. **ALL prescription medicines AND over the counter medicines (including, but not limited to aspirin, ibuprofen, and acetaminophen) must be turned in to the office at the time of arrival to school.** Authorized personnel will dispense medication in accordance with the directions on the container. **Prescription and over the counter medications must be in their original containers.** Students will be allowed to come to the office to take their prescription and over the counter medications.

**Violation of alcohol/drug policy forfeits privilege of attending prom/extracurricular activities:** Students who have one of the following drug or alcohol violations on school property, or at a school-related activity will, in addition to the aforementioned consequences, are not allowed to attend the prom at the end of the school year in which the offense occurred. If the alcohol/drug violation occurs after the date of prom in a given year, the student will be prohibited from attending prom the following year.

Students who have a drug or alcohol violation as a spectator at a school-related activity (including, but not limited to athletic events), that results in a suspension and/or an ASP referral, will be prohibited from attending that same type of extracurricular activity for the remainder of the school year. Beyond this, a student with this type of violation may be prohibited from attending any extracurricular activity determined by an administrator for any length of time to be determined by an administrator. Students banned from attending GHS extracurricular activities are not permitted to attend such events at other venues (away games, for example).

Students who have a drug or alcohol violation while on a school-sponsored trip (including but not limited to field trips, overnight trips, club, team or school group trips), will be prohibited from participating in school-sponsored trips for the remainder of the school year. Beyond this, a student with this type of violation may be prohibited from going on any school-sponsored trip for any length of time determined by a school administrator.

Specific violations forfeiting prom, extra-curricular activity spectator attendance, and Senior Reward activities (if applicable) include:
- Possession of illegal drug or alcohol
- Transfer of any prescription medication to another student
- Receipt of prescription medication from another student
- Selling or purchasing any drug (illegal, prescription, over the counter, or look-alike substance) to or from another student
- Under the influence of alcohol or illegal drug
- Under the influence of an over the counter medication, prescription medication, or other substance due to intentional misuse
- Possession and/or ingestion of prescription medication not prescribed to the possessor/user
# Warren County Schools Middle and High School
## Behavior Matrix for Major Behaviors

<table>
<thead>
<tr>
<th>Major Behavior</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abusive language toward a teacher</td>
<td>3 days ASP</td>
<td>5 days ASP</td>
<td>10 days ASP</td>
</tr>
<tr>
<td>Assault*</td>
<td>10 days ASP</td>
<td>ASP pending pre-board hearing</td>
<td>ASP pending pre-board hearing</td>
</tr>
<tr>
<td>Bullying*, Cyberbullying*, Hazing*</td>
<td>Refer to WCPS 09.422</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fighting*</td>
<td>10 days ALC and/or ASP</td>
<td>10 days ASP</td>
<td>ASP pending pre-board hearing</td>
</tr>
<tr>
<td>Inappropriate sexual behavior</td>
<td>3 days ASP</td>
<td>5 days ASP</td>
<td>10 days ASP</td>
</tr>
<tr>
<td>Possessing or accessing pornography</td>
<td>Loss of internet privileges 4 days ALC</td>
<td>5 days ASP</td>
<td>10 days ASP</td>
</tr>
<tr>
<td>Pulling the fire alarm*, Arson*, Bomb threat*</td>
<td>Refer to WCPS Policy 09.425</td>
<td>Refer to Student Assistance Counselor and District Safety Personnel</td>
<td></td>
</tr>
<tr>
<td>Sexual harassment*</td>
<td>Refer to WCPS Policy 09.42811</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theft of items over $20</td>
<td>3 days ASP</td>
<td>5 days ASP</td>
<td>10 days ASP</td>
</tr>
<tr>
<td>Threats*</td>
<td>Refer to Student Assistance Counselor to determine next step</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer or receipts of child pornography*</td>
<td>Contact law enforcement Follow pornography guidance if appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons* (excluding pocket knives with blades less than 3 inches)</td>
<td>Pre-board hearing Notify DPP Suspend out of school (not to exceed 10 days unless authorized by DPP)</td>
<td>Pre-board hearing Notify DPP Suspend out of school (not to exceed 10 days unless authorized by DPP)</td>
<td>Pre-board hearing Notify DPP Suspend out of school (not to exceed 10 days unless authorized by DPP)</td>
</tr>
</tbody>
</table>

*Consult law enforcement

Always contact parents. Look-alikes will be treated as the actual substance. Offenses are for a career lifetime (not just per year). Any prohibited/misused substance or scenario not specifically illustrated in this chart shall be dealt with by an administrator who will assign consequences at his or her discretion. GHS administrators reserve the right to administer consequences based upon individual circumstances (e.g. intent, quantity, impact on others, etc.)
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| **Warren County Schools Middle and High School Behavior Matrix** |

<table>
<thead>
<tr>
<th>Substance Possession</th>
<th>Last Time</th>
<th>Substitution of</th>
<th>Purchase or Sell</th>
<th>Crime to Someone</th>
<th>2 or More</th>
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<tbody>
<tr>
<td>Alcohol</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drugs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mind-Altering Substances</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Tobacco, VAP, E-Cig</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Subject</td>
<td>Required Courses</td>
<td>Credits</td>
<td>Total</td>
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<td></td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>---------</td>
<td>-------</td>
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<td></td>
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<tr>
<td>Health/PE I</td>
<td>English I, English II, English III, English IV, English V</td>
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<td>2</td>
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<tr>
<td>Health/PE I</td>
<td>Physical Education I, Physical Education II, Physical Education III</td>
<td>2</td>
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</tr>
<tr>
<td>Health/PE I</td>
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<tr>
<td>Health/PE I</td>
<td>Health, Science, Spanish I, Spanish II, Spanish III</td>
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<td></td>
</tr>
<tr>
<td>Health/PE I</td>
<td>Anatomy, Physiology, Animal Science, Human Body, Human Body II</td>
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<tr>
<td>Health/PE I</td>
<td>Algebra II, Algebra III, Geometry, Algebra IV</td>
<td>2</td>
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<tr>
<td>Health/PE I</td>
<td>English I, English II, English III, English IV, English V</td>
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<td>Health/PE I</td>
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</table>

**Note:** All bolded courses must be taken and passed.
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<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>English I</td>
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</tr>
<tr>
<td>English II</td>
<td>1</td>
<td>Yes</td>
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<tr>
<td>English III</td>
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<tr>
<td>Mathematics I</td>
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<tr>
<td>Mathematics II</td>
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<tr>
<td>Science</td>
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</tr>
<tr>
<td>Social Studies</td>
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</tr>
<tr>
<td>World Cultures</td>
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</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>Health/PE</td>
<td>1</td>
<td>Yes</td>
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<tr>
<td>Computer/Literacy and Communication</td>
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<td>Yes</td>
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<tr>
<td>Fine Arts</td>
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<td>Yes</td>
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<tr>
<td>Health/PE</td>
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<tr>
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