



## **FAMILY HANDBOOK 2016-2017**

***Emlyn James***  
*Head of School*

***Anthony Mortimer***  
*Associate Head of School*

9920 Regency Square Boulevard  
Jacksonville, Florida 32225  
[www.greenwoodjax.org](http://www.greenwoodjax.org)  
904-726-5000  
Fax: 904-726-5056

# Family Handbook

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Dear Students, Parents, and Guardians:

We are pleased to welcome you as a member of our Greenwood community for the 2016-2017 academic year. This will be Greenwood's 31<sup>st</sup> year of providing an outstanding, unique educational experience for our students and their families, and we want to thank you all for your trusting us to continue to provide an academic environment ideally suited to students' strengths and learning styles and a true learning community built upon kindness and mutual respect. We will continue to provide unequaled multisensory instruction that will develop students' reading, language, and math skills at the middle school level and a rigorous curriculum in the high school that will position our students for success in college or in other post-secondary school endeavors.

Please read and review the Family Handbook for 2016-2017 with your student(s). There are important updates and modifications to last year's handbook. If you have any questions, please contact the Associate Head of School; otherwise, please sign and return the Acknowledgement Page, which is the last page in this handbook.

Please continue to spread the word in your neighborhoods and social circles about the great work accomplished at Greenwood! We remain committed to small class sizes, a safe and nurturing educational environment, and a rigorous curriculum that includes different learning styles and different learners through multisensory teaching methods.

The Greenwood family is most successful when we emphasize clear, timely, and respectful communication with one another as we work together to provide the very best opportunities for our students. As always, please let us know whenever we can be better communicators with you or how we can be of greater service to you and your students.

Again, welcome to the 2016-2017 year!

Sincerely,

*Emlyn B. James*

Head of School

*Anthony D. Mortimer*

Associate Head of School

## **PURPOSE OF THIS HANDBOOK**

This Handbook was developed to answer many of the commonly asked questions that parents and students may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are encouraged to become familiar with its content. Please take time to become familiar with the following information and keep this Handbook available for student and parent use. It can be a valuable reference during the school year and a means to avoiding confusion and misunderstanding when questions arise. Should you have any questions, contact the Head of School or Associate Head of School.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Greenwood School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

### **HONOR CODE**

**I will not lie, cheat, or steal; I will respect others and myself.**

Students are expected to be honest in all their words and deeds and to respect the rights, property, and reputation of every member of the School community. Each student has a duty to accept individual responsibility in promoting the atmosphere of trust engendered by the Code. Those who choose to violate that atmosphere jeopardize their ability to remain in the School's community.

**Suspected violations of the Honor Code will be reported to the Associate Head of School. Penalties for violation will be in accordance with the School's Established Procedures.**

### **HONOR PLEDGE**

**I have neither given nor received help on this work.**

Students in grades 6-12 are expected to write the Honor Pledge on quizzes and tests.

## **ABOUT OUR SCHOOL**

### **MISSION STATEMENT**

The Greenwood School Mission is to provide a challenging and supportive education for average to above average middle and high school students who have learning differences and/or ADHD.

### **HISTORY OF THE SCHOOL**

The Greenwood School was established in 1985 by educators and parents seeking a solution for students who have "fallen through the cracks" of the traditional education system. The School began with 35 students enrolled at the elementary level and gradually evolved over 16 years into a grade 1-12 institution serving 75 students. The School leased space in the education buildings of three different community churches during these early years. In 1999 the Board of Trustees launched a \$7.5 million Capital Campaign to construct a new building and build an endowment to provide for scholarships and faculty development. In January 2002 the faculty and student body occupied our new 32,000 square foot facility located on 14 acres of wetlands. In September 2010, we discontinued the elementary school and became a middle and high school serving grades 6-12. As Greenwood begins its 31st year of operation, the faculty and staff are prepared to serve up to 200 students and their families.

## **SCHOOL PHILOSOPHY**

### *A different way of teaching. A better way of learning*

At Greenwood School, we recognize that no two students are the same, and that learning styles can be different. Academics are multi-sensory in an effort to meet students' learning modalities. Greenwood School's academics are enriched by humanities courses that include art, music, photography, dramatic presentations, physical education, and foreign languages. In addition, opportunities for technology instruction and implementation are offered in the classrooms and a computer/research area in the library/media center.

## **ACCREDITATION AND MEMBERSHIPS**

Greenwood School is fully accredited by the Florida Council of Independent Schools (FCIS) and is an "All Kinds of Minds" School of Distinction.

The School is a member of the Non Profit Center of NE Florida, Hands-On Jacksonville, National Honor Society and the National Junior Honor Society.

Members of the staff are encouraged to participate in professional organizations that deal specifically with their areas of teaching. These include but are not limited to the Learning Disabilities Association (LDA), the International Dyslexia Association (I.D.A.), C.H.A.D.D., a support group for parents of children with Attention Deficit Disorder (ADHD), the Council for Exceptional Children (C.E.C.), the Florida Council of Teachers of Mathematics (FCTM), the National Council of Teachers of Mathematics (NCTM), the National Council of Teachers of English (NCTE), the National Council for the Social Studies (NCSS), the National Social Studies Supervisor's Association (NSSSA), the Environmental Educators Association, the American Library Association (ALA), the Florida Library Association (FLA), NetLibrary Advisory Council for EBSCO Publishing, and the Florida State College at Jacksonville (FSCJ) Advisory Council.

## **NON-DISCRIMINATION POLICY**

The School admits students regardless of race, color, creed, ethnic background, national origin, or disability who possess the motivation, ability, and character which would enable them to succeed in our School community. The School does not discriminate on the basis of race, color, creed, ethnic background, national origin, or disability in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## **STUDENT DISABILITY ACCOMMODATIONS**

There may be circumstances in which a parent requests that the School provide an adjustment or accommodation for a student's medical or physical needs, or learning disability. Therefore, it is appropriate to outline the School's policy and general guidelines for addressing such requests.

**General Policy:** In general, it is the School's policy to provide accommodations or adjustments for a student's minor needs when the School determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in an unacceptable infringement upon the rights of other students or require a fundamental change to the School's educational environment or mission. Parents are asked to understand that, given the size of the school and the available resources, the School may not be able to provide all requested accommodations. To the extent that the School agrees to provide accommodations, it may require a sharing of responsibility for the accommodation.

**Request and Documentation:** For any type of accommodation (including administration of medication at school), the parent must contact the School Administration to discuss the need. The School Administration will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

**Release for Communications with Physician:** Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) may be asked to sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

**Assessment of Request:** Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School believes are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

**Limitations on Requests:** Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the Clinic.

## **ACADEMIC PROCEDURES AND GUIDELINES**

### **ATTENDANCE POLICES**

#### **General**

Students are expected to be at school every day and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. The School requests that parents and students thoughtfully consider the effects of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of school prior to a school break. **Absences for vacations will be considered unexcused, unless there are circumstances that have been discussed with, and approved by the Head of School.** Whenever possible, regularly scheduled medical appointments should be made after school hours.

Parents are urged not to keep a student out of school for reasons other than health. Parents are requested to keep a diligent eye on their student's health and not to send him/her to school if he/she is ill.

Students with excessive absences, excused or unexcused, may be denied re-enrollment or promotion.

#### **Unexcused Late Arrivals to School (Tardies)**

Students who arrive late to school, i.e., after the 8:20 AM bell, 10 or more times in a grading period (quarter) without an approved reason will be subject to serving detention.

#### **Midterm and Final Exam Attendance**

Midterm and Final Examinations are routinely scheduled for approximately the last ten (10) days of each semester. Please do not make any plans that require your child to be absent on exam days. **Unexpected family emergencies or serious, documented illness, or other legitimate excuses cleared well in advance of exams by the Head of School or Associate Head of School are the only reasons that will be accepted for "excused absences" that allow for an exam make-up.** Requests based on early travel out of town for holidays will not be viewed as excused absences. Students will not be permitted exam make-ups for unexcused absences. **They will receive an exam grade of zero (0).** Students cannot begin an exam, leave the school during the exam, and then return to school to continue or finish the exam.



## **Final Exam Exemption for Seniors**

At a teacher's discretion, Seniors may be exempt from final exams if they have earned an "A" average for the year. This relates to final exams only, and not to midterm exams or one-semester courses.

The annual school calendar is printed and distributed at the beginning of each school year and lists the last day of each semester. When you receive the calendar, please count back 10 days from the last day of the semester. In addition, the School strongly advises that students should be present the week before exams to take full advantage of the exam review classes.

## **High School Exam Dismissal Schedule and Procedures**

Dismissal time for high school students during the seven days of midterm or final exams is 12:30 PM if the student has completed the exam and owes no work to any teacher. If a student needs more time to complete work for a teacher, the student can work in the teacher's classroom from 12:30 PM until the work is completed or until 3:00 PM, whichever comes first. As the work is completed, the student must be picked up or must leave campus at that time. The school does not provide library time or study time on campus for high school students during exams.

## **Middle School Exam Dismissal Schedule**

Dismissal time for middle school students during the seven days of midterm or final exams is 1:15 – 1:30 PM. Students are permitted to stay and be supervised until normal dismissal times.

## **Communicable Diseases and Illness**

If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the Clinic. Students will be released from school for medical reasons only with permission from the parent/guardian or from the person designated on the student's emergency list.

The Board of Health shall be notified when a student is sent home because of a communicable disease. In case of absence due to the reportable communicable disease, a release card from the Board of Health or a letter from the family physician indicating that the Board of Health regulations have been fulfilled must be presented when the student returns to school.

The Florida Department of Health RECOMMENDS that a child be kept home from school for two reasons:

- When he/she has a contagious disease
- When he/she feels too sick to meet the demand of the school day

Also, parents should be encouraged to keep a student home at the beginning of an illness. Resting at the onset of an illness conserves energy and bolsters resistance, so children can recover and miss less time from school.

The Greenwood School policy on illness requires that a student be free from fever, vomiting and/or diarrhea for at least 24 hours before returning to school. In addition, a sick child prescribed antibiotics by a physician, must take the antibiotics for at least 24 hours before returning to school.

Students who are absent from school for the following reasons require a physician's statement confirming the student/employee's ability to return to school, and any necessary limitations or restrictions:

- Measles, mumps, chicken pox, shingles, ringworm, scarlet fever, strep infection, mononucleosis, hepatitis, meningitis, avian flu, H1N1 virus (swine flu) and/or pink eye
- Absence due to an extended illness or surgery

Parents are required to send a note if their student is unable to participate in physical activity due to illness or disability. The note needs to state that the student is unable to participate and the length of time the exemption is required. Exemption for more than one day will require a written doctor's note. Students need a release from the doctor to return to P.E. class after injury. Students in High School who miss class due to extended illness or injury may need to repeat the course if there is not enough participation time to earn credit.

## **Excused Absences**

- Illness validated by a parent or guardian. When a student is unable to attend school because of health reasons or other emergencies, parents are requested to call the School Office by 8:00 AM. For an extensive illness involving 3 or more days (consecutive or non-consecutive) of absence, the School may require a statement from a physician.
- School sponsored trips and activities. Students excused from classes for field trips or for special reasons are required to obtain assignments and be prepared for class, including tests, the next day.
- School athletic team competitions or organization special events.
- Death in the immediate family.
- Religious holidays subject to prior approval from the Head of School.

Any student not well enough to attend all of his or her classes during the school day may not participate in any co-curricular, extra-curricular, sport or organization activity that afternoon or evening, except with the specific approval of the Associate Head of School.

**Nine or more excused and/or unexcused absences in a grading period may cause the student to receive an F in that class. If absences are excused and the student completes all assignments and passes all quizzes and examinations, then this rule may be suspended at the discretion of the Head of School. Parents may appeal a failing grade due to absences, excused or unexcused, by submitting documentation for absences and a letter stating the reason for appeal to the Head of School, whose decision shall be final.**

## **Make Up Work for Excused Absences**

It is the responsibility of the individual student to see his/her teacher(s), outside of class time, to make up any graded work missed because of an excused absence. Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test. Students or parents may request homework assignments for extended absences. For each day absent, the student will have the equivalent day(s) to make up the work assigned during the absence. A student returning to school during the school day is required to locate, outside of class time, the teacher of each class missed to get any assignment(s) and/or take any test(s) missed. If a student will be out of school for a known extended period of time, the school asks the parent to request make-up work at least three school days ahead of the departure date.

## **Unexcused Absences**

All other absences from school will be considered unexcused, subject to the review and discretion of the Associate Head of School. When an absence is considered unexcused, teachers are not required to provide make up tests, examinations, or quizzes that are missed. All make up work for unexcused absences is at the teacher's discretion. **These guidelines apply to all school days including those immediately before and after vacations.**

## **Re-enrollment**

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade is based on these factors.

## **ARRIVAL AND DISMISSAL PROCEDURES**

Middle and high school students have the same arrival and dismissal times. They can proceed to their homerooms from the gym at 8:10 AM and are required to be in homeroom at 8:20 AM. Students arriving after 7:00 AM but before 7:45 AM are permitted to wait unsupervised in designated areas of the main entrance. Staff supervision begins at 7:45 AM when all students are taken to the gym

No teacher or employee may excuse a student to any adult before the regular dismissal time without the student being signed out in the Office by the designated adult. If a student is going home with another student, parents of both students are required to send notes to the homeroom teacher indicating the change in transportation plans.

Middle and high school dismissal times are as follows:

- 3:15 p.m.- seniors
- 3:17 p.m.-8<sup>th</sup> and 11<sup>th</sup> graders
- 3:18 p.m.-7<sup>th</sup> and 10<sup>th</sup> graders
- 3:20 p.m.-6<sup>th</sup> and 9<sup>th</sup> graders

Pick-up times may need to be adjusted from time to time to accommodate traffic flow patterns. Please be prompt or telephone the Office if you will be late. Students may not wait unattended for late parents. If you arrive a few minutes early or you must wait a few minutes, please park in a parking space.

### **SIGN-IN AND SIGN-OUT PROCEDURES**

There are specific procedures for signing a student in and out of school. Students who arrive late to school must come into the School Office and receive a late pass to class.

If a situation arises which requires taking a student out of school, the parent/guardian is required to come to the Office and sign the early release log. **Students may not be signed out after 2:30 PM except with approval from the administration in case of emergency.** The Office will notify the teacher to send the student to the Office. This procedure is to safeguard students from unauthorized persons seeking to remove them from class. If a student needs to leave school early, the parent is requested to send a note to the school stating the time the parent wishes the student to be released and who will be picking him/her up. Students will not be allowed to leave the school grounds, except for an authorized school trip, or under the conditions described above. If the student returns for the remainder of the day, the parent is required to sign the student in on the early release/late arrival log. Students who remain after school for sports or other activities will not be allowed to leave the school grounds and then return. Students must go home using their usual method of transportation.

### **STUDENT DROP OFF AND PICKUP PROCEDURES**

Transportation is the responsibility of the parent/guardian. The School Office will gladly provide information regarding carpools; however, School personnel cannot be responsible for the formation of carpools.

**Please notify the School in writing if there is anyone with whom your student may not be dismissed.**

Please note that if one parent is claiming that the other parent is not authorized to pick up the student, the requesting parent must provide appropriate court orders specifically setting forth such limitation.

- The front door is open at 7:00 AM. Students attending morning Homework Help may enter the building prior to 7:45 AM (7:00 AM for high school study hall, 7:00 AM for middle school math help, and 7:30 AM for middle school study hall). All other students must remain outside until 7:45 AM. In cases of severe cold or heavy rain/wind, administrators may permit students to wait inside the front entrance.
- Cars will enter the drive at the front entrance for drop off, and for pickup after school. Staff will call cars.
- When dropping off or picking up students, pull all the way to the far end of the circular driveway or up to the car in front of you. **DO NOT PARK IN THE DRIVEWAY.** You may be asked to pull ahead and park in designated parking areas in the event that your student is delayed.
- Traffic is required to be in single lane only. Do not pass cars ahead of you.
- **If you are in the drop off or pick up line, students cannot exit the vehicle from the left side or get items from the rear of the vehicle. You must park in a parking spot for safety reasons.**

- **Please stop at the stop sign before the crosswalk, then proceed through the crosswalk. Do not stop in the crosswalk.**
- **Do not use cell phones at any time while driving on campus.**
- Drivers picking up students are required to have photo identification on file in the School Office. Please stop by the School Office, show your current driver's license with your photo ID, and we will make a copy of it for our files.

***Fire safety regulations require the driveway to be clear to allow for emergency vehicle traffic. Therefore, please do not park in the driveway directly in front of the building. If you are parking, use a parking space.***

### **BEFORE AND AFTER SCHOOL PROGRAMS & FEES**

AM middle school homework help	7:30-8:00 AM	no cost
AM high school homework help	7:00-8:00 AM	no cost
PM middle school homework help	3:30-4:30 PM	\$200 quarterly
PM high school homework help	3:30-4:30 PM	\$200 quarterly
PM middle school extended care	4:30-5:30 PM	\$200 quarterly

The \$200 quarterly fees are to be paid in advance on August 1, October 1, January 1, and March 1 to the Greenwood School Business Manager's Office. Walk-ins will not be accepted.

### **GRADING AND CONDUCT RATING**

Report cards are issued every quarter to all students. Mid-term progress reports are issued approximately, half way through each grading period. The determination of a grade is based on daily preparation including homework, classroom performance and participation, as well as tests and examinations. Students are evaluated using the grading scale below. Teachers typically provide comments for all grade levels.

#### Grading Scale

A . . . Outstanding . . . . .	90-100
B . . . Above Average . . . . .	80 - 89
C . . . Average . . . . .	70 - 79
D . . . Lowest Acceptable . . . . .	60 - 69
F . . . Unsatisfactory . . . . .	Below 60

If a student receives a temporary Incomplete ("I") in a subject for a quarter, the "I" does not carry a grade weight, and is not figured into the quarterly GPA.

### **GRADUATION REQUIREMENTS**

Each graduating senior must have:

- 24 credits earned in the required courses
- a cumulative grade point average of 2.0 or better
- documentation certifying completion of 75 service hours
- a zero balance financial account. i.e., no outstanding tuition, dues, fees, books, or materials

If students do not meet these four (4) requirements by the distribution date of the mid-fourth quarter grades, they cannot participate in graduation ceremonies to include Grad Bash, Senior Breakfast, and formal graduation

ceremonies; nor can they receive a diploma via USPS until all 4 requirements are met. If financial obligations are not met, transcripts will not be forwarded to the next school/institution or prospective employer.

High School grade point averages are considered in a cumulative fashion. The colleges look at the letter grades received and average them in chosen courses for a cumulative average. If a student is eligible for the Florida Bright Futures Scholarship, the GPA considered for this is based on letter grades in selected classes, not the total Greenwood grade point average.

## **SERVICE HOUR REQUIREMENTS FOR GRADUATION**

It is a Greenwood School requirement that students complete 75 hours of volunteer time in the community. In order to keep students on track for this requirement, we have broken it into yearly components. By breaking this requirement up, our hope is that seniors will not have to worry about one more thing during their senior year.

**9th graders** - During the year and through the summer, complete 25 hours. Turn hours in at the beginning of their 10th grade year.

**10th graders** - During the year and through the summer, complete 25 hours. Turn hours in at the beginning of their 11th grade year.

**11th graders** - During the year and through the summer, complete 25 hours. Turn hours in at the beginning of their 12th grade year.

**12th graders** - No more hours are required, more can be done if chosen, but requirement is fulfilled. All 75 hours must be completed prior to the first day of 12<sup>th</sup> grade in order to participate in senior privileges.

Hours cannot be accrued until the beginning of the ninth grade school year, so please do not submit hours done during middle school or the summer prior to ninth grade. We will not be able to count them.

Log sheets can be found in the front office along with acceptable agencies to volunteer with and what are accepted hours and what hours are not accepted.

If your student is already in 10th or 11th grade, they may already be behind in their hours so we are recommending that you work on getting as many hours over the summer as possible.

**This is a graduation requirement so if 75 hours are not received by the school by the beginning of a student's senior year in August, they will not be eligible for senior privileges until all hours are received. If all hours are not received by the end of March their senior year, the student will not be able to participate in Grad Bash or walk down the aisle for graduation. They will be able to receive their diploma afterwards but only after all graduation requirements are met.**

## **DUAL ENROLLMENT**

High School eleventh and twelfth grade students are eligible for dual enrollment in Florida State College at Jacksonville (FSCJ) where they receive both college and high school credit for courses they complete. Eligibility is based on having a 3.0 or higher grade point average (GPA) based on letter grades. To be considered for dual enrollment, in addition to having a minimum 3.0 GPA, the student must do the following:

- Fill out the dual enrollment form for FSCJ and register on the required date
- Take the SAT and have verbal, critical reading, and math scores of 440 or higher, or
- Take the ACT and have an English score of 17, a Reading score of 18, and a Math score of 19 or higher, or
- Take the FSCJ PERT (acceptance test) and have a Writing score of 99, a Reading score of 104, and a Math score of 113 or higher – Must have these scores to enroll
- Complete high school math through Algebra II in order to take a college math course
- Work with the Greenwood School counselor and the FSCJ dual enrollment director to choose courses and complete enrollment and registration
- Pay the one-time application fee of \$25 to FSCJ

Dual Enrollment credits are converted to high school credits based on the currently valid Dual Enrollment courses – High School Subject Area Equivalency List. The link to the site is:  
[www.fldoe.org/articulation/pdf/DEList.pdf](http://www.fldoe.org/articulation/pdf/DEList.pdf)

Please keep in mind that Greenwood School is not an open campus school. This means that a student cannot leave campus during the regular school day in order to attend dual enrollment or any other classes. Students must schedule dual enrollment classes outside the established school day at Greenwood. However, the School will schedule a study period during the school day so that the student can use the time to prepare for the dual enrollment course.

## **ACADEMIC PROBATION**

A student in Grades 6 through 12 whose mid-quarter or quarterly average **in core subjects** is below a 2.0, or who has received a failing grade (F) in a core subject is automatically placed on academic probation for the following mid-quarter or quarterly grading period. If a student in Grades 6 through 12 has a cumulative average of less than 2.0 **in core subjects** for the academic school year, or has a failing grade in a required (core) subject, the student may not be eligible to return to Greenwood. Exceptions are possible only where extenuating circumstances have affected the student's academic performance. A student will be removed from academic probation when his/her GPA **in core subjects** is a 2.0 or above, and there are no failing grades in required (core) subjects.

## **ATHLETICS/SCHOOL ORGANIZATIONS**

Any student participating in a school sport or extra-curricular activity must maintain an average of 2.0 **in core subjects** and have no "Fs" in core subjects when a mid-quarter or quarterly grading period ends. A student will be permitted to participate again if his/her GPA improves by the next mid-quarter or quarterly report to a 2.0 or above **in core subjects** and has no "Fs" in core subjects. In addition, a student must demonstrate good behavior in order to participate in a sport or school organization.

## **HIV/AIDS UNIT**

The Greenwood curriculum includes a unit on AIDS for all students in grades 6 and higher. Basic, general information is taught regarding:

- Definition of AIDS
- Contraction and spread of AIDS
- AIDS prevention

## **IMMUNIZATION SCHEDULES AND GENERAL HEALTH ISSUES**

Information on the Greenwood School "Avian Flu Action Plan", the CDC Recommended Childhood and Adolescent Immunization Schedule, and CDC information on Meningococcal Disease and the H1N1 virus are available in the School Office. Please stop by to peruse the information or to request copies.

## **HOMEWORK POLICY**

Homework is an important part of the student's day as it is a time for the learner to review the day's lessons, master additional material, and prepare for class the following day. As both short and longer term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. Students are expected to complete assigned homework as directed and in the spirit in which it is assigned, to return homework assignments to the teacher by the designated time, and to submit homework assignments that reflect careful attention to detail and quality of work. Incomplete or missing homework will be made up at the teacher's discretion, depending on the quantity of work or the frequency of missing or incomplete assignments. Times designated for homework make-up are not punitive, until a specific threshold is reached. Then, the School views repeated failure in homework as a discipline matter, and punitive as well as corrective actions are mandated. Parents will be notified at this point. In addition, all student work must be school appropriate. When making videos, a Power Point™ presentation, or writing a report, students must refrain from making inappropriate sexual, drug, alcohol, violence, or tobacco references or suggestions. Additionally, students must not at any time ridicule others because of their disability, gender, religion, ethnic, physical or racial characteristics.

Parents are expected to review assignments and the homework agenda book with their student. The School will give each student an agenda book in which to write their homework assignments, and this notebook is to be signed

every night by the parent, in the case of Middle School students. Students may only use the one issued by the School throughout the academic year. **The students will be required to purchase another book if the one issued is not in their possession for two consecutive days. On the second day a student does not have his/her agenda book, the student will be required to purchase a new one from the school for \$5.00.** Agenda books are checked for completeness and accuracy and then initialed by the classroom teacher. **In addition to written assignments, students should read aloud at least 15 minutes nightly.** Parents may read along and ask questions to check comprehension.

Again, homework is to be completed before the student enters homeroom upon arrival to school. If not finished, incomplete, or not acceptable, the student will be required to make it up. "Not acceptable" includes, but is not limited to, sloppy work or work not finished before arrival.

Each teacher in the High School will sign students' agenda books on a daily basis. However, high school students in good academic standing will not be required to obtain parents' signatures in agenda books. High school seniors in good standing academically will not be required to obtain teacher signatures. However, in the cases of frequent homework neglect or discipline problems, students may be required to obtain both teacher and parent signatures on agenda books at the discretion of the teacher.

### **NOTICE OF CONCERN**

A notice of concern (possible failure notice or failure warning notice) will be sent home if a student is in danger of failing for a grading period. The report is a summation of the student's progress in relation to the previous grading period. These reports are important and merit full attention. When they point out a need in a student's understanding or motivation, parents should not delay in making an appointment with the student's teacher. Often the most effective measures involve collaboration between the family and the School, and delay is never beneficial.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are scheduled in September and February. Additional conferences may occur at other times at parent or teacher request. Parents may request a conference with their student's teacher(s) by making arrangements in advance with the homeroom teacher or School Office. Please refrain from engaging teachers in a discussion in the hallways or at times when their attention needs to be on their class. Parents and students may not call teachers or administrators at their home or on personal cell phones without prior permission from the teacher or administrator. Teachers will be happy to answer questions or confer with you through notes, E-Mail, phone calls, agenda books, or scheduled conferences.

### **PLAGIARISM AND CHEATING**

All work that students complete for which they receive credit must be their own.

Plagiarism and Cheating are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonesty, or, deception.

Situations involving cheating or plagiarism on school work (tests, quizzes, homework, projects, reports etc) will result in a zero, and further disciplinary action. Consequences in the High School for plagiarism are:

- First Offense – a grade of zero and issuance of a Behavior Warning Notice
- Second Offense – a grade of zero, detention, and a Behavior Warning Notice
- Third Offense – a grade of zero, maximum grade of 59 (F) for the quarter, Behavior Warning Notice
- Fourth Offense – Maximum grade of 59 (F) for the semester

**Incidents of plagiarism or cheating in the High School are cumulative from year-to-year and course-to-course, i.e., a running count is kept from ninth to twelfth grade. There is no clean slate in successive years through High School matriculation.**

**Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants.**

The concept of plagiarism is explained and discussed in all grades, beginning in the Middle School, and thus, students should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as their own.

## **SCHEDULE AND TEACHER CHANGES**

The School may initiate schedule and/or teacher changes if the administration believes the change will be in the best interest of the student or is required by school operational needs. The School will not entertain requests for changes based on a parent or student's dislike of a particular teacher or to accommodate friendships. Please understand that the School and administration often place students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

## **TUTORING**

Teachers may not engage in tutoring for pay with their classroom students. This is a conflict of interest.

## **STANDARDIZED TESTING**

Standardized tests are administered to students each year. Students are tested in several core academic areas including Reading/language arts, writing, and mathematics. The purpose of the testing is to monitor student achievement and to identify students' strengths and weaknesses. Also, test results are used to determine the effectiveness of educational programs and how programs can be improved.

## **TERMINATION OF ENROLLMENT**

Reasons for termination of enrollment include, but are not limited to:

- If the administration concludes that Greenwood can no longer meet the needs of the student
- If a student develops issues after admission that Greenwood is unequipped to handle
- If a student gets into difficulty with law enforcement
- If a student gets into continued difficulty at the Regency Library due to behavior
- If a student hurts the good reputation of Greenwood by inappropriate or illegal conduct
- If a student's behavior becomes a danger to other students, staff, or self
- For actions listed as subject to expulsion or other reasons listed in the Disciplinary Code
- For actions or attitudes by a student or parent/guardian that reflect disrespect or lack of cooperation with teachers or staff, or that interferes with the School's ability to accomplish its educational purposes or goals
- Misrepresentation of information provide during the interview or on required forms
- If the parents/guardian do not meet the financial obligations as set forth in the tuition agreement

Parents of terminated students are responsible to fulfill the terms of the tuition agreement. Tuition is non-refundable.

## **TEXTBOOKS**

Textbooks are to be kept clean and handled carefully. Unreasonable damage and wear to textbooks will result in the student having to replace the book. At the end of the school year, the students are required to return the same book that was loaned at the beginning of the School year. Please help your student care for textbooks.

## **DIGITAL/GOOGLE PROGRESS REPORTS**

Google Educational Apps allows for digital communication as frequently as needed. Teachers communicate with parents on a Google page dedicated to their particular student. This is real-time communication. A parent can read the teacher's message immediately after the teacher makes the input. If needed in order to address a specific challenge, a teacher can communicate as often as on a daily basis. Otherwise, teachers will send a brief comment or update approximately every ten school days.



## WRITTEN COMMUNICATIONS

From time to time, messages, announcements, or forms to be signed will be sent home with students. Please sign and return as soon as possible those that are to be read and signed, and returned to School.

## STUDENT GUIDELINES AND EXPECTATIONS

### PURPOSE AND GOAL

Greenwood's goal is to maintain a secure, challenging, and nurturing School environment, where students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to take care in the language they use, the attitudes they express, and the behaviors they exhibit.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. The list of rules and policies should be read carefully. Violations may result in serious consequences, up to and including suspension or dismissal from School. Students may also be held responsible for any damage or harm that they cause to individuals and/or the School community at large.

The policies and standards apply any time a student is enrolled in the School, including when a student is on campus, is participating in or attending a School-sponsored event on or off campus, is officially representing the School, is traveling on behalf of the School, and during School breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, whether at School or elsewhere, as sufficient grounds for a disciplinary response. **This includes conduct after school at the Regency Library.**

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The policies and rules outlined in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on **honesty, respect, trust, and safety**. Any behavior that constitutes a breach of these School values may be treated as a major School rule violation. Students are expected to comply with School standards and rules, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

### Greenwood School Discipline

The Greenwood School approach to discipline is based on mutual kindness and respect, and appreciation for individual differences.

When the issue is minor in nature, (as determined by the Administration) student behavior or attitude challenges are first approached in a proactive manner. For example, when the administration deems the situation to be an appropriate one, the Associate Head of School may be brought into the classroom to work with the student and teacher. This approach is designed to be a team effort in resolving these minor types of issues. In addition, parents may be brought in depending upon the situation. Clear and early communications and a friendly approach resolve most minor situations.

A philosophy that Greenwood School espouses is that "Fair is not always equal". This means that there are clearly defined expectations that all students are expected to follow, but each situation is handled at the School's discretion, where the level of disciplinary response depends on a variety of circumstances (listed in the Greenwood School Disciplinary Procedures).

# **POLICIES AND RULES**

## **Animal Policy**

Due to concerns about the health, safety, and welfare of people in the School community, no animals are allowed on School property or at School-related events without the express, written permission of the Head of School. This means that animals may not be brought onto School property for parties, games, and activities, and may not be brought to School-related events on or off campus without first checking with the Head of School.

## **Appearance Code Expectations**

**A strict dress code policy** is enforced for the entire school year. Any student who is not in compliance with the School uniform requirements is subject to not being permitted in class. If a student is not in compliance, the parent will be called, and must bring the required articles for the student. In addition, the student may be subject to additional consequences such as silent lunch or after school detention.

**When a student is repeatedly out of dress code he or she may be required to attend after school detention; and excessive violations may result in additional discipline, up to and including out-of-school suspension (OSS).**

The School Uniform Policy at Greenwood School is designed to encourage neatness, good order, and discipline among students. In this regard, all students are expected to observe the School Uniform Policy **from the time they arrive on campus in the morning until they leave campus at the conclusion of the school day.**

The school uniforms must be purchased from RC School Uniforms at 11160 Beach Boulevard, #126. They have a list of acceptable uniform items and will assist you in your selections.

The following specifies the Greenwood School uniform. Anything that does not conform to these standards is not acceptable. If an item is not listed, it may not be worn.

### **Shirts**

- Long sleeve or short sleeve collared polo shirt in white, green or blue with the Greenwood School logo.
- Long sleeve or short sleeve Oxford cloth button down shirt in white or light blue with the Greenwood School logo.
- Shirt is to be tucked in at all times.
- Appropriate size for body. Shoulder seam meets top of shoulder.
- No visible undergarments.
- No long sleeve shirt is to be worn under a short sleeve shirt.
- Only solid colored t-shirts are to be worn under uniform shirt
- Spirit shirts-Tuesdays only
- All shirts are to be purchased from RC School Uniforms.

### **Slacks/Shorts/Skirts/Culottes**

- Girls may wear slacks/shorts/skirts/culottes.
- Khaki, navy slacks/shorts/skirts/culottes or School selected plaid for skirts or culottes are to be fitted to size of waistline.
- Slacks/shorts/skirts/culottes are to be worn at the natural waistline.
- Shorts, skirts and culottes are to be no shorter than 3" above the back of the knee and not below the knee.
- All slacks/shorts/skirts/culottes are to be purchased from RC School Uniforms.

### **Sweatshirts/Sweater/Jacket**

- Green sweatshirt with the Greenwood logo worn over above mentioned shirt.
- Navy or green v-neck button up sweater with the Greenwood logo worn over above mentioned shirt.
- Navy fleece jacket with the Greenwood logo worn over above mentioned shirt.
- All sweatshirts, sweaters, jackets are to be purchased from RC School Uniforms.

**Belts**

- Plain, solid color navy, black, brown, khaki or white belt. No decorations on belt or buckle. Belt is to be worn with slacks/shorts that have belt loops.

**Shoes**

- Comfortable walking shoes such as Dockers, sneakers, dress shoes with no higher than a 2" heel.
- No boots, sandals, open backs, or shoes with wheels.
- Shoes are to be worn at all times, laced properly and securely tied.

**Socks**

- Solid color navy, black or white socks are to be worn with shoes.
- Solid color white, black or navy tights may be worn by girls with skirts or culottes.
- Leggings and footless tights are not permitted.

**P.E. Uniform:**

- All students taking P.E. are required to wear a Greenwood School P.E. uniform.
- White soled, non-marking supportive athletic shoes are to be worn. No dark soles of any kind.
- White socks are to be worn.
- A solid color grey sweatshirt and/or grey elastic waist sweat pants may be worn over the P.E. uniform. No zippers, buttons or snaps on sweatshirt or pants.
- Jewelry, ornaments, loose strings, zippers, or metal objects of any type may not be worn during P.E.
- P.E. uniforms are to be purchased from RC School Uniforms.

**Hair**

- Clean, combed, and well-cut.
- Well-groomed facial hair, acceptable to administration.
- Hair on males above the bottom of the earlobe, above the back collar, and above the eyebrows.
- Natural colors only.
- Hair must not cover eyebrows or eyes.
- No distracting or unusual hairstyles.
- No Mohawk or spiked haircuts.
- No partially shaved styles with designs or letters/numbers exposed.

**Additional Information:**

- No oversized clothing.
- No long sleeve shirt is to be worn under a short sleeve shirt.
- Students are to be in appearance code at all times while they are on the school campus or at school sponsored activity/field trip.
- No hats, caps, rags or scarves are to be worn in the building.
- No gloves are to be worn in the building.
- No jackets or sweaters are to be worn in the building after the first bell rings with the exception of the above approved sweater and jacket. Jackets may be put on in homeroom at the end of the day.
- No spiked or studded bracelets or neckwear; no sweatbands on wrists or heads unless in P.E. or athletic activities.
- No pierced jewelry other than in ears.
- No frayed or holes in clothing.
- No stained or discolored uniform clothing.
- No writing on skin.
- Skirts/culottes are not permitted to be rolled at the waistline.

**Casual Dress Day(s)**

Casual dress days may be designated at the discretion of the Head of School.

## **Recommended Dress For After School Events**

Jeans are allowed as long as they do not have holes, rips, tears, or inappropriate graphics, images, or logos or of the skinny or “too tight” type. A belt must be worn and there is to be no “bagging” or sagging that allows underwear to be visible. Pants must be worn at the natural waistline. T-shirts may be worn as long as they also do not have holes, rips, or tears or any inappropriate images or graphics. Images or graphics that depict drug or alcohol use, are sexually suggestive, contain profanity or are violent will not be allowed. No hats are to be worn inside the building.

Girls, in addition to the above, skirts, dresses, and pants should be appropriate. No bare shoulders, no exposed midriffs, and no short skirts/dresses/shorts. No revealing necklines or open shirts.

## **Behavior in Class/Halls/Walkways**

Students should exhibit orderly and courteous behavior at all times. Students are to exit classrooms from interior doors only. Students should walk from place to place on campus, using sidewalks only. Students may not cross the courtyard between the high school and humanities wings. Headphones and associated devices are not allowed inside the school without specific permission from the teacher or an administrator.

## **Unkindness or Bullying**

The School is dedicated to fostering an environment that promotes kindness and acceptance, and embraces differences among individuals. The School does not allow unkindness, often referred to as bullying. Examples of unacceptable behavior are physical or verbal aggression, relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), or emotional aggression (teasing, threatening, or intimidating others).

Unkindness or meanness can occur through many types of communication during school hours or outside school: face-to-face, phone, text, email, postings on social media (Facebook, Twitter, Instagram etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends.

Greenwood does not tolerate repeated or continuing unkindness, often referred to as bullying. After one or two warnings, a student may be subject to expulsion for continued, deliberate unkindness towards fellow students or school staff, whether conducted in school or outside of school after school hours. Severe situations can prompt immediate expulsion from Greenwood.

## **Cell Phones and Electronic Devices**

To the extent that a student brings any electronic devices to School (smart/cell phones, iPads, computers, handheld gaming devices, etc.), the student does so at his/her own risk. The School will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to School must comply with all rules and regulations regarding same.

Cell phones and electronic devices brought to School must be turned off at 7:45AM and **remain turned off until the student has exited the school building at the end of the day**. Students are required to turn cell phones, IPODS, handheld gaming devices and other such electronic and communication devices in to their homeroom teacher upon arrival at school.

Any student found to have an electronic device in his/her possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination.

Audio or video recording devices of any kind may not be used by students without permission of the Associate Head of School.

Students who violate this policy will have such devices taken away. In such case, Florida Statue, 1006.09 gives the School officials the authority to inspect the device, including all contents, if Administration suspects the device may contain evidence of violation of the above policy. Students must provide any passwords to inspect the device

upon request by a School administrator. Parents will be required to come to the School office to pick up confiscated devices. Students will also be subject to disciplinary procedures for violation of this policy.

### **Communication and Computer Systems Security and Acceptable Use Policy**

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, **iPhones, iPods**, video cameras, PDA, etc.) on School property or at a School-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

**Purpose:** The purpose of providing access to the internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

**Privilege:** The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the internet will result in loss of the privilege and disciplinary action.

**Internet Access:** The School community--students, faculty, administrators and staff--have the privilege of full access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files are not to be downloaded to the Schools local or network hard drives.

**The School provides a limited filtering system.** However, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

**Internet Safety:** Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

**Pirated Software:** The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.

**Network Access/Passwords:** Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. **Guard your password. You will be responsible for any activity done on the school's system under your password.**

**School's Right to Inspect:** The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents.

The school also reserves the right to inspect any personal electronic devices brought onto campus. In such case, students must provide any passwords to inspect the device upon request by a School administrator. Do not assume that any messages or materials on your computer or the School's systems are private.

**E-mail:** E-mail may not be used to harass or threaten others. The School reserves the right to randomly check e-mail or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be undeleted.

Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

**Student email accounts are for academic use only. Students are not to use their school email account to send personal emails.**

**Viruses:** Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

**Computer Care:** Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

**Reporting Requirements/Discipline:** Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the Head of School or Associate Head of School so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

### **Student Work/Photos**

The Greenwood School is making a concentrated effort to promote positive activities, honors, and work of our staff and students. This includes working with the local newspapers and also developing our own publications. Unless the parent/guardian notifies the School in writing, the School will assume that the parent/guardian consents to the student's work/photo being submitted for publication in local newspapers, School newsletters, and the School website, and in other publications promoting school activities.

### **Cooperation with Governmental Authorities**

The School accepts its responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Associate Head of School.

Florida law now requires that we inform employees and students at orientation and on the School's website of the existence of the Florida Department of Law Enforcement (FDLE) Sexual Predator Registry website and the toll free telephone number that gives access to Sexual Predator and Sexual Offender public information. The two websites at which this information can be accessed are:

[HTTPS://offender.fdle.state.fl.us/offender/homepage.do?jsessionid=W-qjL3rXhvl3z4DJ6RKSS+vy](https://offender.fdle.state.fl.us/offender/homepage.do?jsessionid=W-qjL3rXhvl3z4DJ6RKSS+vy)

[HTTPS://offender.fdle.state.fl.us/offender/contact.jsp](https://offender.fdle.state.fl.us/offender/contact.jsp)

Telephone Number: 1-888-357-7332 (M-F 8AM-6:30PM, EST)

### **Cooperation with School Staff**

Students are expected to be honest and cooperative with school staff at all times.

## **Criminal Activities**

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion.

## **Destructive Acts**

Any destructive actions, willfully causing damage to property, harming others, or similar conduct is prohibited and subject to expulsion. Reimbursement for damages will also be required from the family.

## **Displays of Affection**

Students are prohibited from inappropriate displays of affection, such as kissing, hugging, holding hands, leaning heads on shoulders or other such behavior. In addition, any type of sexual conduct anywhere on campus, on School buses, or at a School-related event is prohibited. Any unwanted or offensive sexual conduct occurring on School property or a School event must be immediately reported in accordance with the Harassment Policy.

## **Drugs and Alcohol**

**General:** Greenwood School students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances) on or near School property or at School-related activities. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

**Testing:** Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities. The presence of 0.02% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the School) is also a violation of School policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs, which could affect their ability to function in a safe and efficient manner, must notify an administrator in the School Office of this fact when they report to School.

**Consequences:** In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to determine possible legal action.

## **Horseplay**

Physical horseplay of any kind is prohibited and may lead to disciplinary consequences including expulsion if injuries are involved.

## **Fighting**

Fighting or physical violence of any kind is subject to expulsion.

## **Food, Drink, Gum**

Food and beverages will be consumed only in designated areas and at designated times. There will be no chewing of gum in the School.

Students are discouraged from drinking “high energy drinks” and other caffeinated beverages.

Students are not permitted to bring/eat breakfast in school - during before school homework help, homeroom or first period.

Students may bring their lunches/drinks into school in the mornings to place in refrigerators for cold storage until lunch time.

### **General Conduct**

Students and parents are required to be considerate and show respect toward other students, faculty, all guests and visitors. Students are required to respect School property and the personal property of other people. Students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

### **Harassment**

Students are expected to treat each other and staff members with dignity and respect and are entitled to freedom from any kind of personal harassment. No form of harassment will be tolerated whether it is related to, but not limited to, race, color, sexual orientation, religion, nationality, citizenship, language, physical appearance, gender and physical and/or mental capacity. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct. Harassment also includes unwanted or offensive sexual conduct.

Harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Twitter, Instagram, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a School bus, or at a School-related event, can create an uncomfortable School environment.

All concerns relating to harassment should be reported immediately to the Associate Head of School. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of harassment, will report the incident immediately. When the School administration becomes aware of harassment, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

### **Dating Violence and Abuse**

Dating violence and/or abuse by any student at School, on School property, during a School-sponsored activity, or during School-sponsored transportation is prohibited, and should be immediately reported to a teacher or administrator.

### **Hazing**

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation



or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact the Associate Head of School and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the Associate Head of School. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

### **Honesty and Dishonesty**

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty are inconsistent with School standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

### **Inappropriate Items**

Students are prohibited from possessing or having in their possession on School premises (locker, vehicle, backpack, purse, etc.), in School transportation, and at School-related events, any tobacco products, cigarette substitutes (including, without limitation, electronic cigarettes) and/or matches/lighters. Any such items will be confiscated, and disciplinary action will be taken.

The School recognizes the importance to all students at Greenwood School of minimizing the possibility that students may have in their possession inappropriate, unacceptable or unlawful items such as weapons, sexually explicit materials and drugs/alcohol ("inappropriate Items"). Any such items, may be confiscated, and, if appropriate, turned over the law enforcement. Further, the registration of a student is an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of the School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student. Moreover:

- The School is authorized to perform random, unannounced searches of property and persons including, without limitation, vehicles, computers, electronic devices (including video cameras, phones, camera phones etc.), clothing, bags, lockers, and storage areas (see the School's Inspection Policy);
- The School is authorized to require testing for illegal drugs, alcohol, or other mind-altering substances in accordance with the School's Drug and Alcohol Policy; and
- Each parent or other person signing a Tuition and Enrollment Agreement on behalf of such person and on behalf of the student covered by that Agreement, waives and releases any and all claims against the School and its designees arising from or relating to any such search and/or drug testing and all actions taken in good faith by the School and its designees as a result of such search and/or drug testing, including, without limitation, any claims relating to seizure of inappropriate items and claims for breach of the student's right of privacy.

Any failure to comply with this policy constitutes grounds for the School to deny further access to the School premises by such student, without relieving responsible parties of their obligations to make the payments required by the Tuition and Enrollment Agreement.

### **Investigations**

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from School.

## Language

Students and parents are prohibited from using profane, obscene, bigoted, or other types of offensive language or gestures on campus or at School-sponsored events.

## Lockers

Students are required to keep their lockers clean. Personal items are to be taken home each evening. Lockers may be inspected periodically without prior notice or consent. Students will provide a combination lock (key locks are not permitted) for the locker. The combination is to be given to the homeroom teacher. If at any time the School needs to get into the locker and a combination is not available, the lock will be cut and the student will be responsible for replacing the lock.

All lockers are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate.

It is the student's responsibility to keep the locker combination secure and locker locked. The School assumes no financial responsibility for items taken from lockers.

## Messages

Greenwood's phone line is open from 7:00 a.m. to 5:00 p.m. Messages for faculty are generally taken on a call back basis. In order to maintain an appropriate classroom environment, classroom interruptions will be limited to emergencies. **Please do not ask the Office to relay messages to your student. Exchange important information prior to School.** If a true emergency occurs, notify the Office. Phone calls may be recorded for documentation purposes and for quality control.

## Off Campus Behaviors

The School does not wish to unnecessarily involve itself in a student's off campus behaviors. However, the School's rules and regulations apply at all times a student is enrolled in School. In addition, the School reserves the right to take action to the extent that off campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health. As examples, off campus Internet activity, criminal activity, sexual activity, use of drugs, alcohol, or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from school.

## Pornography

The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. Students who violate this rule will receive an out of school suspension and will appear before the Discipline Review Committee for possible expulsion. The School reserves the right to determine what material is pornographic.

## Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks such as Facebook, Twitter and Instagram, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

**Use at School or a School-Related Event:** We do not permit students to access social media and/or social networking sites while on School property or at a School-related event. Therefore, if you access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

**Use Away from School Property:** It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a

student's relationships with other students or school employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

*Students should not be "friends" with any faculty member or other adult member of our community (other than the Student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.*

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities on line. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

**Your Identity Online:** You are responsible for any of your online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets.

What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

**School's Right to Inspect:** The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

### **Student/Adult Interaction and Communication**

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the Head of School or Associate Head of School.

Some examples of behaviors that should not occur and which should be reported include school employees:

- Calling students at home for a non-school matter;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.)
- Sending e-mails, texts, or writing notes to students of a personal nature;

- Flirting or asking a student on a date;
- Visiting students to “hang out” in their hotel rooms when on field trips or sporting events or when the student’s parents are not at home;
- Asking students to sit on a teacher’s lap;
- Telling secrets or telling the student not to tell something that’s a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the adult’s social networking profile or become a “friend” on a social network;
- Telling off-color jokes; and
- Dating or engaging in consensual relationships with students.

Similarly, we expect that our parents will not take it upon themselves to address a situation with a student relating to a disagreement with the student or the student’s parents. Loud, angry, or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

### **Telephone Use**

Parents may not contact a student through the Office phone. Similarly, students are not permitted to use the Office phone (except with special permission).

### **Truancy**

A student is truant if he/she is absent from School without the permission of a parent or guardian or leaves the School grounds, without proper School personnel authorization, once he/she has arrived on campus for the day. In case of truancy, the parent or guardian will be notified immediately. Students found to be truant will not be allowed to make up work and will receive zeros for the day’s assignments.

### **Visitors**

Outside visitors are not allowed to visit a student’s class without permission from the administration. All parents and visitors to the School are required to sign in and out at the Office and obtain a Visitor’s Pass. Visitor’s Passes are to be displayed at all times. No one will be admitted to a classroom unless they have the required pass.

### **Weapons and Threats**

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from School. Students are prohibited from making threats or threatening gestures toward or about others. Students are prohibited from bringing any type of weapon to School or School-sponsored events, including knives, guns, fireworks, etc. Any such item will be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

## **DISCIPLINARY PROCEDURES**

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Students and parents are required to address faculty and staff members in a polite and respectful manner. Confrontational behavior with the teacher is at variance with conduct expected from all students and parents. Each situation will be handled at the School’s discretion in accordance with the School’s rules, policies, and practices, as well as general common sense.

Disciplinary matters, or incidents in violation of School rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. The level of the disciplinary response for any violation of School rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed
- Whether there was property damage or other loss of property

- The level of disruption caused by the behavior
- The number of prior infractions
- Whether the student has been previously disciplined
- Whether the student had been previously warned about similar conduct
- Whether there were illegal or contraband substances involved
- Whether there was a weapon or other dangerous item involved
- Whether the conduct is a criminal offense

**The range of disciplinary consequences may include, but not be limited to one or more of the following:**

- Verbal warning to student
- Written behavior warning notice to student and parents
- Phone call, e-mail, or note to parents
- Conference with parents (and student)
- Consequence designated by the teacher or staff member
- Silent Lunch
- Detention
- Office Referral
- Referral to Disciplinary Review Committee
- In-school Suspension (ISS)
- Out of School Suspension (OSS)
- A request for parents to withdraw the student
- Expulsion

**Discipline Reports may be in the form of:**

- Agenda Book notations
- Notation on a student's Google page
- Behavior Warning Notices
- E-mail messages
- Student Office Referral Forms
- Phone Calls
- Parent Conference

#### **Detention/Mandatory Study Time**

A detention assignment may consist of three days of detention at two hours each of the three days. (Normally from 3:30 PM to 5:30 PM on Mondays, Wednesdays, and Thursdays) However, teachers have the discretion to assign one, two, or three-day detentions depending on the specific circumstances.

Detention may also be used for mandatory study time when a student owes significant amounts of work.

#### **Office Referral**

Students may be sent to the Office with referral forms for various reasons. Referral forms are sent with the student so that the Office staff will know the circumstances. The parents will be asked to sign the referral form and return it to the School. Referrals can be related to behavioral and/or academic matters.

#### **In School Suspension (ISS)**

Students are required to be on campus at a designated area but are not allowed to attend class or events for a specified period of time. (i.e. hours, days, etc.) Students still have the responsibility to complete and timely submit all class work and to arrange to make up tests or exams. Return to the classroom will be contingent upon the student's compliance while on ISS.

#### **Out of School Suspension (OSS)**

Student is banned from all School activities, including classes. Student cannot return to school or be on school property until the OSS is completed. An OSS can be for one day, two days, or more, depending on the severity of the violation. Students may also be referred to the Discipline Review Committee.

## **Expulsion or Withdrawal**

Students may be expelled for serious first offenses; for repeat infractions, even if not related; or for conduct resulting in harm, damage, or disruption to the educational environment. In addition, a student may be required to withdraw from School due to a parent or family member causing disruption to the School or the School's educational mission, or due to non-payment of tuition or fees, or for not meeting academic or attendance requirements. Any matter taken under consideration by the Administration directly or considered serious enough to require the action of the Discipline Review Committee may be grounds for expulsion or withdrawal from Greenwood.

### **Actions Subject to Immediate Expulsion**

- Possession or consumption of alcoholic substances
- Possession or consumption of illegal drugs, narcotics, or other mind-altering substances (synthetic salts)
- Possession or consumption of prescription or over-the-counter medications not prescribed for the student
- Possession of any kind of weapon, large or small (guns, knives, box cutters etc)
- Physical violence such as fighting, striking, or physically harming another individual

**Florida Statute 810.097 attaches an automatic no-trespass order for any student under suspension or expulsion, or request to withdraw.**

**The administration reserves the right to omit any steps in the above guidelines in its discretion. In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.**

## **DISCIPLINE REVIEW COMMITTEE PROCEDURES**

Situations that result in Out of School Suspension (OSS) and referral to the Discipline Review Committee are governed by the specific procedures listed below.

If a student is placed on OSS and referred to the Discipline Review Committee, the Associate Head of School will notify the parent(s). Parent(s) and student will then have 48 hours excluding holidays and weekends to submit written explanations, clarifications, apologies, or other documentation for review by the Committee in its deliberations.

The Discipline Review Committee members remain anonymous. The Head of School and the Associate Head of School do not serve on the Committee.

If a student is referred to the Greenwood School Discipline Review Committee and the Committee recommends termination of enrollment, the Associate Head of School will inform the parent(s).

In cases of recommended termination of enrollment, parent(s) have the right to appeal the decision of the Discipline Review Committee. The student will remain out of School during the appeal process. The appeal procedure is as follows:

The parent(s) have the option within 48 hours excluding weekends and holidays to appeal the decision to the Head of School. The appeal procedure must include written notification of the decision to appeal and a written statement setting forth the grounds for the appeal. An appeal to the Head of School must be based specifically on either procedural error by the Discipline Review Committee or the Associate Head of School, or substantial new information previously unknown.

The Head of School will review the relevant facts in the case and inform the parents of the appeal decision within one week after receipt of the formal appeal. The Head's decision is final.

Disciplinary procedures are an Administrative matter and not a Board matter. The Board will not review a disciplinary decision by the Head of School whom it appoints to carry out policies set by the Board.

# **STUDENT SERVICES, ACTIVITIES, AND RESOURCES**

## **FIELD TRIPS**

Blanket permission slips are used for short walking trips in the area, e.g. Regency Library, McDonalds, etc. Day and overnight field trips are part of the educational process. A condition of participation in a day or overnight trip is that the student and his/her parent/guardian must have executed the School's Participation Release. It must be stressed, however, that only those students who have demonstrated good conduct during their classes or at School-related events will be permitted to attend. Students are required to pay for field trips if reservations have been made in advance, even if they do not attend trip due to absence, suspension, etc.

Proper behavior during the trip continues to be of utmost importance. Parents of any student who fails to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student. Moreover, students may be subject to disciplinary action upon return from the trip, up to and including expulsion from School for serious offenses.

## **LIBRARY**

The library is designated as a quiet zone used for studying, reading, research, and checking out books. Library privileges may be denied to students who do not comply. All books, periodicals, or other cataloged materials which are checked out by students, must be returned and cleared by the Librarian.

- There is to be no food, drink etc. in the library.
- Talking or socializing is not allowed in the library unless requested by an adult.
- Students must sign out all library materials at the main desk prior to leaving the library.
- Students are responsible for taking care of and returning any book checked out to them. If a book is lost or damaged while checked out to a student, that student will be expected to pay for it.

## **LUNCH**

### **Lunch time for all students is from 12:00 PM to 12:30 PM**

The Greenwood School has no cafeteria, so students should bring their lunches and drinks to school each day. If your student forgets his/her lunch, you may bring it to the Office before lunchtime at 12:00 PM. Please send eating utensils and napkins. Glass items may not be brought to school.

Students may order food items from pre-arranged local restaurants. Orders will be placed and paid for on Mondays during morning homeroom. Please send exact change. Checks are not accepted. Credits cannot be given for absences. A list of restaurants, days offered and food items offered and prices are available in homerooms and the Office.

Restaurants, days on which food is available, and food options are subject to change during the school year.

## **ORGANIZATIONS**

Greenwood School offers a variety of activities including an athletic program and a varied selection of non-athletic clubs and organizations. School is more fun for those who participate, so go out for a team or join a club! Listen to the announcements or stop in the Office to find out more about the activities programs.

The School requires parents to provide appropriate insurance for athletes. The School assumes no responsibility for injury to students participating in athletics or other School activities.

Education is first - this is stressed at all times. All athletes and participants in school organizations must meet scholastic and behavior requirements as outlined in this Handbook. Discipline is a prime factor in any student's success, whether practicing or performing, in locker rooms, on trips, and in school. Athletes and participants in

organizations are to conduct themselves on the highest possible level, being sure that their actions and words are beyond reproach.

## **NATIONAL HONOR SOCIETY**

National Honor Society serves to recognize outstanding students in the school. It is important for all members of the school community to understand the nature of the honor of being selected. The guidelines for becoming a member are in accordance with the national organization in recognizing scholarship, character, leadership, and service.

To be eligible for consideration, a student must be a tenth, eleventh, or twelfth grade student at Greenwood and have attended the School for at least the previous full semester. To demonstrate scholarship they must have at least an 85% cumulative High School grade point average. When a student is eligible, they are notified and given a form to complete. With this form, the student gives documentation of character, leadership, and service. The teachers are also asked to rate each student in these areas. The cumulative ratings and the students' returned forms are then presented to and considered by the NHS Faculty Council. After a discussion, a vote is taken. The NHS Advisor does not have a vote, but rather presents the students' information to the Council.

After the students are considered, the students who were not selected are notified and areas that they may need to improve on are discussed. The students selected are inducted into the Greenwood Chapter of National Honor Society.

## **NATIONAL JUNIOR HONOR SOCIETY**

The Greenwood School National Junior Honor Society (NJHS) is open to seventh and eighth grade students. Previously inducted ninth grade students are considered active members until they are promoted to tenth grade. Selection is based on five criteria: citizenship, service, leadership, scholarship, and character. The minimum grade requirement is a grade-point-average (GPA) of 85%.

When a student is eligible based on scholarship, they are notified and given a form to complete. The students' names are submitted to all of the teachers, and teachers are asked to rate each student regarding their citizenship, service, leadership, and character. The cumulative ratings and the students' returned forms are then presented to and considered by the NJHS Faculty Council. After a discussion, a vote is taken. The NJHS Advisor does not have a vote, but rather presents the students' information to the Council.

When students have met each qualification including character demonstrated at school, service in the community as well as in school, and leadership among peers, the NJHS Advisor will give a letter of congratulations to the candidates, asking them to become official members of NJHS. The letter will also invite the students and their families to an induction ceremony in their honor.

After the students are considered, the students who were not selected are notified and areas that they may need to improve on are discussed. The students selected are inducted into the Greenwood Chapter of National Junior Honor Society.

## **TRANSPORTATION**

The parent(s) are expected to provide transportation for their student(s). School personnel cannot be responsible for the formation of carpools. Students must go home with their own driver or carpool unless prior arrangements have been made, and the School has been notified. A note to the classroom teacher, a fax to the Office or, in an emergency, a telephone call to the Office will serve as notification.

Depending on available parking spaces, a number of high school students, beginning with seniors and juniors, will have the privilege to drive and park at school. All other requests for driving/parking permits will be considered on a lottery basis. Students are expected to follow local ordinances in the operation of their motor vehicles. Driving to school is a privilege that can and will be revoked if driving or parking rules are abused, if the student is consistently tardy, does not maintain a 2.0 grade average in core subjects, and/or receives an inordinate number of behavior infractions, office referrals, etc. Students who are driving their own vehicle must have a valid driver's license, purchase a \$25.00 parking permit at the beginning of the year (even if they will not be driving until later in the year),



and agree to abide by the School regulations as defined in the Student Driving/Parking Permit. Students are to park their cars in the parking area only. No student is to park his/her car in a manner that blocks another car or prevents a School bus from entering or exiting the parking lot. Students may not return to their cars for any reason other than to leave the School grounds for dismissal at the end of the School day. Students may not drive other students on behalf of the School to or from any School-related event or activity. Students will turn in their car keys to the homeroom teacher upon arrival to School. Students are not permitted to give other students their car keys or have other students drive their cars.

A Greenwood student who is authorized to drive and park at Greenwood School cannot give another Greenwood student a ride in his/her vehicle while under the responsibility and supervision of Greenwood School unless all parties involved have explicit, written authorization on file at Greenwood.

This means that a driver must have parental or legal guardian written permission on file specifying the names of those individuals who are permitted in his/her vehicle; and the riders must have the same written permission from their parents or legal guardians specifying that they are authorized to be in a particular vehicle and to be transported by a specific driver.

If this policy is violated, both driver and rider will lose driving privileges.

### **IMMUNIZATIONS, MEDICATIONS, AND CLINIC**

Prior to the beginning of School, a physical examination must be completed or transferred for each student entering the School. Immunization or a Certificate of Waiver is required for all students. Immunizations must be kept current, and a Certificate of Immunization, signed by a physician or an Immunization Waiver must be kept on file in the School Office. Students may not attend School without an appropriate immunization record.

Students entering grade seven are required by State law to have completed Hepatitis B vaccination series, a second Measles vaccination (preferably MMR), and a Tetanus-Diphtheria booster. Form 680 "Certificate of Immunization" must be completed by the physician and turned in to the School Office.

Many students must have medication available at School for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without explicit written permission from the student's parent/guardian and physician. A permission form completed by the parent/guardian and physician is required in the event a student must receive medicine at school. The medicine, **in its original container**, labeled with the student's name, name of medicine, dose and time to be given, physician's name (if prescribed) and possible side effects, must be given to the Office together with the signed permission form. Students not turning in medication will be subject to disciplinary action.

A completed Emergency Form is required each school year and will be kept on file in the School Office. It is the responsibility of the parent to ensure that the School is aware of any special health problems regarding their student. Emergency telephone numbers are required in the event that the parent cannot be contacted. It is the parents' responsibility to update the forms when information changes. Greenwood School is not responsible for outdated information.

If a student wears medical alert information jewelry, the student will remove the jewelry and place it in a designated location during the course of the physical education class. The coach will make every attempt to remind the student to pick up the jewelry; however it is the student's responsibility to pick it up at the end of the class.

### **Health Information Sharing**

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the School, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

The School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student

medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

## **OTHER IMPORTANT INFORMATION AND POLICIES**

### **CHARITABLE CONTRIBUTIONS**

Contributions help keep tuition costs down. Greenwood qualifies as 501(c)(3) organization; therefore contributions are tax deductible to the extent allowable by law. If you contribute to the United Way or an employer matching fund, please consider designating your contribution to Greenwood. A donation receipt will be provided for your records. Contact the Head of School if you have questions.

Gifts in kind and materials/supplies are also welcomed donations. Any item donated to The Greenwood School becomes the property of the School and will not be returned if the student is no longer enrolled at the School.

### **EVACUATION, EMERGENCY AND LOCKDOWN PROCEDURES**

The School takes the following precautions to assure the safety of the students:

- Fire drills are held monthly.
- Tornado drills are held once a year.
- Lock Down Procedures are in place, and a practice drill is held once a year
- In case of a hurricane threat or other weather emergencies, The Greenwood School follows the decision of the Duval County School system in regard to School closing. If Duval County Schools are not in session because of weather, Greenwood will not be in session.

### **FUNDRAISING**

No class, individual, or organization is to begin any money raising activity without permission from the School. No class, individual or organization may request money from any other class, individual, or organization within or outside the School without permission from the School Administration. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

### **HANDLING AND STORAGE OF MONEY**

Moneys collected for any purpose for the School, fundraising or otherwise, must be deposited with the Head of School or an authorized designee on a daily basis. Moneys cannot be stored elsewhere. PTO funds must be deposited in the Greenwood School account. As per guidelines for 501 (c) (3) organizations, PTO's in non-profit designated schools may not have a separate PTO account. PTO funds may be listed under a designated line item in the School's bank ledger.

### **INSPECTION POLICY**

The School reserves the right to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, book bag, backpack, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local and state law.

## **EMERGENCY COMMUNICATIONS**

In cases of emergencies such as fire, tornado, school lock down, or school evacuation communications on school grounds will be conducted via the intercom system. For communications with parents and first responders the School employs a simultaneous mass communication capability to disseminate emergency messages and status updates via phone, text, and email.

## **LOST AND FOUND**

Articles found at School are placed in the "Lost and Found" box in the Office. These articles are disposed of at the end of the School year. Please write your student's name in all clothing including belts and winter wear. The staff finds many items and would like to return them to their owners.

## **PAYMENT OF TUITION AND FEES**

The School strives to provide the highest quality education while maintaining affordable fees. It depends on the timely payment of all fees to cover the School's obligations. Enrolling your student requires a financial commitment much like any other major purchase. Please make School tuition and fees a budget priority. Please review your Tuition Agreement for these policies. Failure to make tuition/fee payments by the contractual dates may result in a student being removed from School. Transcripts and student records cannot be forwarded to another School if there is an outstanding balance in his/her account or if there are other outstanding debts.

There is a service charge for checks returned to the School for any reason. In the event that this happens twice, payments to the account will be required to be made in cash, money order, or cashier's check. The fee for returned checks will be determined based on the amount of the check in accordance with state guidelines.

Families receiving McKay Scholarship funding are required to come to the School and sign the checks the day they are received at the School or as quickly as possible.

## **POSTERS AND ANNOUNCEMENTS**

All posters must be approved at the Office before they are displayed in School. If a student wishes to put up a poster, he/she must bring it to the Office first. General announcements are made in the morning. An advisor must sign club or class announcements. Any announcement originating from a student must be cleared by the administration.

## **STUDENT RECORDS/TRANSCRIPTS AND INFORMATION**

The Greenwood School requires that the parent present the student's birth certificate, Greenwood School Athletic Health Examination Form, and current immunization records when he/she enters school.

Completed contract, medications, emergency and dismissal forms are also necessary. These forms are extremely important in case of an emergency. Please inform the Office of any changes in address, phone numbers, and medical information. It is also helpful if your student is aware of the parent's place of employment.

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts, records, and/or report cards for non-payment of tuition or fees. The School will require the parent to sign a consent form before a student's transcripts or other records/information will be released. A student's first copy of their final transcripts sent to a college, university, or vocational school will be free. **Additional copies can be sent for \$5.00 per transcript. Payment for each additional transcript is required before the transcript will be sent.**

The School makes reasonable efforts to ensure that either both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the

parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information.

### **REQUESTS FOR FINANCIAL ASSISTANCE**

Parents may submit a Greenwood School Financial Assistance Application when requesting funds for tuition. The applications may be obtained from the Office. Funds are available on a limited basis. Parents requesting financial assistance must submit the request in writing. Requests are to be resubmitted yearly. Misrepresentation of information on the forms is grounds for withdrawal of all financial assistance and possible removal of the student from the School.

### **SCHOOL BUSINESS OFFICE HOURS**

The School's Business Office is open from 8:00 AM to 5:00 PM Monday through Friday.

### **SCHOOL CANCELLATION**

The Greenwood School cancels classes on a day-by-day basis during emergencies. If the Duval County School Board cancels school, Greenwood will also cancel school. Please listen to the local television station for any school closing announcements. In addition, announcements from the school will come via phone, text, and email.

### **VISITORS**

Parents or guardians who visit campus during School hours are asked to follow these guidelines:

- **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call in advance to make an appointment.
- **Report to the School Office:** When you arrive on campus, please report directly to the School Office for authorization. If you need to proceed from there to any other part of the campus you will be issued a Visitor Badge.
- **I.D. Check:** If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

**Please Note:** For the safety and security of our students, anyone seen on campus during School hours without a Visitor Badge will be reminded to obtain one or asked to leave campus.

**Contact Information  
The Greenwood School**

9920 Regency Square Blvd., Jacksonville, Florida 32225  
(904) 726-5000 Fax: (904) 726-5056  
[www.greenwoodjax.org](http://www.greenwoodjax.org)

Thank you for entrusting us with your child's education. The following information is provided to assist you if you have specific questions.

**Head of School** – Board of Directors, school finances, policies and procedures, personnel, recruitment, accreditation, curriculum, public relations, community awareness

Emlyn B. James

[ejames@greenwoodjax.org](mailto:ejames@greenwoodjax.org)

**Associate Head of School** – Day-to-day operations, curriculum matters, student issues, faculty issues, parent and PTO issues, volunteers, athletic director

Anthony Mortimer

[amortimer@greenwoodjax.org](mailto:amortimer@greenwoodjax.org)

**Business Manager** – Student accounts, financial assistance, payroll and benefits, facilities, technology, building maintenance

Juan Deya

[jdeya@greenwoodjax.org](mailto:jdeya@greenwoodjax.org)

**Admissions Director** – Admissions, student records and transcripts

Jody Sealy

[jsealy@greenwoodjax.org](mailto:jsealy@greenwoodjax.org)

**Office Manager/Executive Assistant**-Front desk operations, field trips, fundraisers, clerical support, substitutes, dress code, report cards/progress reports, staff assistance

Dee Bartle

[dbartle@greenwoodjax.org](mailto:dbartle@greenwoodjax.org)

**Events and Marketing Director**-Plan and coordinate marketing efforts, public relations, school events, clerical support, front desk support, PTO support

Julie Blair

[jblair@greenwoodjax.org](mailto:jblair@greenwoodjax.org)

**Administrative Support Director**-teacher certification/recertification, background checks, newsletter

Shelly Gilliard

[sgilliard@greenwoodjax.org](mailto:sgilliard@greenwoodjax.org)

**Administrative Assistants**

Mavis Barnes-front desk, clinic, attendance, lunch options

Barbara Fiore-front desk, calendar, supplies

[mbarnes@greenwoodjax.org](mailto:mbarnes@greenwoodjax.org)

[bfiore@greenwoodjax.org](mailto:bfiore@greenwoodjax.org)

**Team Leaders**

Amy Fields

Middle School

[afields@greenwoodjax.org](mailto:afields@greenwoodjax.org)

Shelly Gilliard

High School

[sgilliard@greenwoodjax.org](mailto:sgilliard@greenwoodjax.org)

**Curriculum Coordinator**

Jean Levis

[jlevis@greenwoodjax.org](mailto:jlevis@greenwoodjax.org)

**Subject Area Referents**

Melanie Hall

Math

[mhall@greenwoodjax.org](mailto:mhall@greenwoodjax.org)

Emlyn James

Social Science

[ejames@greenwoodjax.org](mailto:ejames@greenwoodjax.org)

Andria Kroening

Science

[akroening@greenwoodjax.org](mailto:akroening@greenwoodjax.org)

Barbara Murray

Language Arts

[bmurray@greenwoodjax.org](mailto:bmurray@greenwoodjax.org)

Kristin Thomforde

Reading

[kthomforde@greenwoodjax.org](mailto:kthomforde@greenwoodjax.org)

**Media Center**-Media specialist, librarian, curriculum technology assistance

Mitzi Thomas

[mthomas@greenwoodjax.org](mailto:mthomas@greenwoodjax.org)

**Guidance/High School Standardized Testing Coordinator**-PSAT, SAT, and ACT administration, student and staff support

Michele Stoumbelis

[mstoumbelis@greenwoodjax.org](mailto:mstoumbelis@greenwoodjax.org)

**PTO** – Parent volunteers, fundraising, relationship building, etc.

President – Karen Butler

Vice President-Katherine Steadman

Secretary – Kelly Fulkerson

Treasurer – Deborah Coster

Volunteer Coordinator – Mary Barfield

## **ACKNOWLEDGMENT AND RECEIPT OF FAMILY HANDBOOK**

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of Greenwood School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances.

Students and parents or guardians are asked to familiarize themselves with all of the information contained in this Family Handbook, sign this form and return it to the Office or homeroom teacher. Please retain this handbook for future reference.

### **Read and initial.**

\_\_\_\_\_ **Unexpected family emergencies or serious, documented illness, or other legitimate excuses cleared well in advance of exams by the Head of School or Associate Head of School are the only reasons that will be accepted for “excused absences” that allow for an exam make-up.** Requests based on early travel out of town for holidays will not be viewed as excused absences. Students will not be permitted exam make-ups for unexcused absences. **They will receive an exam grade of zero (0).** Students cannot begin an exam, leave the school during the exam, and then return to school to continue or finish the exam.

\_\_\_\_\_ Spirit shirts may be worn on Tuesdays only with appropriate school uniform pants/shorts/skirt. Spirit shirts must be tucked in at all times.

\_\_\_\_\_ A student in Grades 6 through 12 whose mid-quarter or quarterly average **in core subjects** is below a 2.0, or who has received a failing grade (F) in a core subject is automatically placed on academic probation for the following mid-quarter or quarterly grading period. If a student in Grades 6 through 12 has a cumulative average of less than 2.0 **in core subjects** for the academic school year, or has a failing grade in a required (core) subject, the student may not be eligible to return to Greenwood. Exceptions are possible only where extenuating circumstances have affected the student's academic performance. A student will be removed from academic probation when his/her GPA **in core subjects** is a 2.0 or above, and there are no failing grades in required (core) subjects.

\_\_\_\_\_ Any student participating in a school sport or extra-curricular activity must maintain an average of 2.0 **in core subjects** and have no “F’s” in core subjects when a mid-quarter or quarterly grading period ends. A student will be permitted to participate again if his/her GPA improves by the next mid-quarter or quarterly report to a 2.0 or above **in core subjects** and has no “F’s in core subjects. In addition, a student must demonstrate good behavior in order to participate in a sport or school organization.

\_\_\_\_\_ Dismissal time for middle school students during the seven days of midterm or final exams is 1:15 – 1:30 PM. Middle school students will be permitted to stay and be supervised until normal dismissal times.

### **High School Only**

\_\_\_\_\_ Each graduating senior must have: 24 credits earned in the required courses, a cumulative grade point average of 2.0 or better, documentation certifying completion of 75 service hours, and a zero balance financial account. i.e., no outstanding tuition, dues, fees, books, or materials. If students do not meet these four (4) requirements by the distribution date of the mid-fourth quarter grades, they cannot participate in graduation ceremonies to include Grad Bash, Senior Breakfast, and formal graduation ceremonies; nor can they receive a diploma via USPS until all 4 requirements are met. If financial obligations are not met, transcripts will not be forwarded to the next school/institution or prospective employer.

\_\_\_\_\_ 12th graders - All 75 hours must be completed prior to the first day of 12<sup>th</sup> grade in order to participate in senior privileges.

\_\_\_\_\_ Situations involving cheating or plagiarism on school work (tests, quizzes, homework, projects, reports etc) will result in a zero, and further disciplinary action. Consequences in the High School for plagiarism are:

- First Offense – a grade of zero and issuance of a Behavior Warning Notice
- Second Offense – a grade of zero, detention, and a Behavior Warning Notice
- Third Offense – a grade of zero, maximum grade of 59 (F) for the quarter, Behavior Warning Notice
- Fourth Offense – Maximum grade of 59 (F) for the semester

**Incidents of plagiarism or cheating in the High School are cumulative from year-to-year and course-to-course, i.e., a running count is kept. There is no clean slate in successive years through High School matriculation.**

We have read and understand all statements and provisions set forth in the 2015-2016 Family Handbook.

\_\_\_\_\_  
Student name printed                      Student Signature                      Age                      Date

\_\_\_\_\_  
Parent/Guardian name printed      Parent/Guardian Signature              Relationship              Date