



FAMILY HANDBOOK 2019-2020

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Family Handbook

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Dear Students, Parents, and Guardians:

Welcome to what looks to be an exciting, historic year at Greenwood School! As we enter our 34th year of delivering the very best environment for students with learning differences or difficulties, we are extremely excited about the growth we are experiencing together as we adapt to the changing world that our graduates will be entering.

Greenwood School is unlike any other place, and we value above all else the partnership between School faculty and staff, our students, and their families. Communication is key to maximizing the positive impact of that partnership for all involved; our faculty and staff will continue to make every effort to provide opportunities to be engaged in the School environment, programs, and activities, and we encourage you—student and family—to take advantage of those opportunities and be involved in the life of Greenwood School. There have been significant changes to this handbook in the sections regarding communication; please ensure you understand the options and resources available to you!

Greenwood School is recognized as a symbol of the immense benefits of relationship-based education for students facing specific learning challenges—and while we are focused upon our current students’ holistic growth, we are also looking to the future. With the integration of significant upgrades to our classroom technology in pursuit of a holistic “Blended Learning” approach, the expansion of our student Guidance programs, and in-depth Professional Development for the entire faculty and staff, Greenwood School is positioning ourselves for a highly successful, flexible approach to the preparation of our students for their futures.

We will continue to provide the high-quality, multisensory education to our students that Greenwood has long been known to do well; thank you again for joining us in this exciting and progressive period in the history of our wonderful School! Your involvement and your feedback are vital to the continued improvement of all the benefits that led you to choose Greenwood School—please stay connected and do not hesitate to ask us questions.

Again, welcome to the 2019-2020 school year!

Sincerely,

Anthony D. Mortimer

Head of School

Shelly Gilliard

Associate Head of School

Brandie Padlo

Dean of Students

This Handbook was developed to answer many of the commonly asked questions that families and students may have during the school year. Because the Handbook contains information about student rights and responsibilities, it is vital that families and students become familiar with its content. Keep this Handbook available--it will 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 Dean of Students (first) 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/guardians.

ABOUT OUR SCHOOL

MISSION STATEMENT

The Greenwood School Mission is to provide specialized college- and career-preparatory curriculum for middle and high school students with learning differences or difficulties

HISTORY

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 34th 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 strengths, preferences, and needs are often very different. Greenwood’s curriculum and pedagogy combine the multisensory, multimodal techniques of Universal Design for Learning with practices informed by neuroscience research.

ACCREDITATION AND MEMBERSHIPS

Greenwood School is fully accredited by the Florida Council of Independent Schools (FCIS). The School is a member of the Non-Profit Center of NE Florida, Jacksonville Chamber of Commerce (Arlington Council), and also maintains active chapter status with the National Honor Society and the National Junior Honor Society.

Members of the staff and faculty are encouraged to participate in professional organizations that deal specifically with their areas of teaching. Our faculty are active in many of the following organizations (list is not all-inclusive): Florida Council of Administrators of Special Education (CASE), Learning Disabilities Association (LDA), the International Dyslexia Association (IDA.), CHADD, (a support and research group for parents of children with Attention Deficit Disorder), the Council for Exceptional Children (CEC), 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 multiple other professional and educational associations.

NON-DISCRIMINATION POLICY

Greenwood School does not discriminate on the basis of race, color, creed, ethnicity, sex, national origin, disability, sexual orientation, gender identity or expression in the administration of its educational and admission policies. Greenwood School does not discriminate in employment practices on the basis of age, race, color, sex, national origin, genetic information, citizenship status, marital status, religion, disability/handicap, sexual

orientation, gender identity or expression or any other protected status in accordance with the requirement of all federal, state, and local laws.

STUDENT ACCOMMODATIONS

There may be circumstances in which a parent/guardian requests that the School provide an adjustment or accommodation for a student's medical or physical needs, or learning disability.

General Policy: In general, it is the School's policy to provide accommodations or adjustments for a student's 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. Such guidelines are fully aligned with the legal mandates, provisions, and guidance of the Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA). Parents/Guardians 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/guardian must contact the School Administration to discuss the need. The School Administration will then advise the parent/guardian 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)/guardian(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/guardian must agree to bear the cost of such process.

Assessment of Request: Once the request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents/guardians to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent/guardian may be asked to provide (at their own cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent/guardian that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent/guardian. 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/guardian 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.

GENERAL POLICIES

ATTENDANCE

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. 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 zeroes for the day's assignments.

The School requests that families 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/guardians are urged not to keep a student out of school for reasons other than health. Families 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 and Individual Classes (Tardies)

Students who arrive to school after the 8:20 AM bell or to class after the starting bell for the instructional period 10 or more times in a grading period (quarter) without an approved reason will be subject to serving after-school detention.

Midterm and Final Exam Attendance

Midterm and Final Examinations are routinely scheduled for approximately the last ten (10) days of each semester. Do not make any plans that require your child to be absent on exam days. **Unexpected family emergencies or serious, documented illness 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. **Faculty will not provide a student the opportunity to take a midterm or final exam early or to make up a missed exam for travel or non-emergency, non-medical reasons. Families are strongly encouraged not to make plans that would require their student(s) to miss a midterm or final 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 in year-long **core** classes (Math, Science, History, English or Literature, Spanish I/II/III, Health Opportunities through Physical Education, and Computer Science Principles). This relates to final exams only, and not to midterm exams, one-semester courses, or arts-related full-year courses (e.g., Band, Chorus).

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/guardians are 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 students 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/guardians 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, call the School Office by 8:00 AM. For an 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.

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 Dean of Students.

Any student who is absent for two consecutive days prior to a scheduled field trip will not be permitted to go on the field trip.

Nine or more total absences in a grading period will 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 on a case-by-case basis, at the sole discretion of the Head of School. Parents/guardians 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. This policy is not limited to full-day absences, but applies on a per-class basis (i.e., a student who misses any individual class nine or more times in a grading period).

The absences policy above is for the protection of the student—nine absences in a quarter translates to approximately 20% of the total instructional time in the grading period. The policy is also a legal issue that can affect the accreditation status of the School—Florida laws specify that a student must attend a minimum of 900 instructional hours in order to be eligible to receive official credit. Please be particularly mindful of this and adhere to the above stated attendance policies.

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/guardians 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/guardian 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 Dean of Students. When an absence is considered unexcused, teachers are not required to provide make up tests, examinations, quizzes, or labs 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 failure to meet financial obligations will jeopardize a student's continued enrollment. Entrance into the next grade is based on these factors.

ARRIVAL AND DISMISSAL

Middle and high school students have the same arrival and dismissal times. Students may **not** be on campus prior to 7:00 AM. All students may proceed to the gymnasium at **7:10 AM**. High School students attending regularly scheduled morning Homework Help sessions may proceed to the designated classroom after checking in with the Front Office. Middle School Homework Help does not begin until 7:30 AM. All student go to their homerooms at 8:10 AM and are required to be in homeroom at 8:20 AM. Students arriving after 7:00 AM but before 7:10 AM and not attending Homework Help are permitted to wait in designated areas of the main entrance. Staff supervision begins at 7:10 AM when all students are taken to the gym or Homework Help.

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/guardians 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 between 3:15 and 3:20 PM. 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/guardians. If you arrive a few minutes early or you must wait a few minutes, please park in a parking space.

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 owed/overdue 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. Students who are enrolled for after school Homework Help for the quarter will be permitted to stay on campus until 4:30 PM.

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 paying for after school homework help or extended care on the quarterly basis will be permitted to stay and be supervised until 4:30 PM.

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.** 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, send a note to the school stating the time the parent/guardian 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/guardian is required to sign the student in on the early release/late arrival log.

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 at 7:00. All other students must remain outside until 7:10 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.

The following regulations are extremely important for the safety of our students, families, staff, and visitors. Drivers who consistently violate the regulations for dropping off/picking up students will be asked by the Head of School to no longer drive on campus to drop off or pick up their student(s).

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. The following regulations are for everyone’s safety, and they will be strictly enforced:

- Do not for any reason park in the driveway/entrance loop.
- Do not exit the vehicle to open vehicle doors or to remove items from your vehicle.
- Students are to exit the vehicle on the **passenger side only**.
- If your student needs assistance, pull ahead and park in designated parking areas.
- Do not allow your student to go to the back of your vehicle to remove things from the trunk, etc. If their things are stored there during travel, pull ahead and park in designated parking areas so that they may remove them.
- Traffic is required to be in single lane only. Do not pass cars ahead of you.
- **Every vehicle must come to a complete stop at the stop sign before the crosswalk.**
- **Do not use cell phones**, unless it is on an installed speaker in your vehicle, at any time while driving.
- Drivers picking up students are required to have a copy of their photo identification on file in the School Office.

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
Late pick up fee-HW Help	After 4:30 PM	\$25 per occurrence
Late pick up fee-Extended Care	After 5:30 PM	\$25 per occurrence

The \$200 quarterly fees are to be paid in advance on August 15, October 15, January 15, and March 15 to the Greenwood School Business Manager’s Office. Drop-ins will not be accepted unless the student has been required by a faculty member to use the afternoon homework help (i.e., “mandatory study hall”).

ACADEMIC POLICIES

GRADING

Report cards are issued every nine weeks to all students. Mid-term progress reports are issued by the end of the fifth week of 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.

<u>Grading Scale</u>	
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. Incompletes are typically assigned only by approval of the Head of School or Dean of Students, and typically only when a medical or emergency situation has caused a student to be missing a significant amount of work for the grading period. An Incomplete grade will be converted to the actual grade earned once the student has submitted all missing work (within the time period assigned by the Dean of Students).

If a student or parent/guardian has a question or concern about a grade received, contact the teacher via email and express your concern clearly and professionally. A disputed grade will be decided by the Dean of Students.

Parents/Guardians should log in to the Parent Portal to view their students’ grades, assignments, and relevant announcements at least once per week.

GRADUATION REQUIREMENTS

Greenwood School offers only a traditionally-tracked High School Diploma; all curriculum is aligned to Florida State Standards and our program meets or exceeds all State requirements for graduation. Further details may be obtained from the Guidance Counselor and Dean of Students. 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 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 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. 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. Greenwood School also provides a “weighted” GPA for students who have successfully completed (with a grade of “C” or better) any Honors-level courses.

SERVICE HOUR REQUIREMENTS

It is a Greenwood School requirement that students complete 75 hours of community volunteer time. Students are required to complete at least 25 hours during each school year (and summer) in 9th, 10th, and 11th grades so that they enter their Senior year with the requirement completed.

Students who have not completed and submitted the appropriate number of hours (i.e., 25 hours entering 10th grade, 50 hours entering 11th grade, 75 hours entering 12th grade) will not be permitted to participate in extra-curricular activities until their hours are up to date. Seniors who do not have their hours completed will also not be granted Senior privileges until the requirement is met.

Students are encouraged to strive for 100 volunteer hours, in order to meet one of the requirements for the Florida Bright Futures Scholarship awards for college.

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 may be downloaded from Greenwood's website under the "Current Families Resources" tab.

Completed hours are tracked by the Dean of Students. The Dean of Students is not responsible for hours a student claims but has not properly logged nor submitted.

DUAL ENROLLMENT

High School **eleventh and twelfth grade** students are eligible for dual enrollment in Florida State College at Jacksonville (FSCJ) or online through Landmark College. Dual Enrollment students 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, students must be approved by the Dean of Students.

For FSCJ Dual Enrollment: 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.

Once approved by the Dean for FSCJ Dual Enrollment, 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

For Landmark College Dual Enrollment: LC Dual Enroll courses are online and will be scheduled as an instructional period in the student's daily schedule at Greenwood. Therefore, in addition to approval of a student's nomination, the Dean must first verify that the course will fit into the student's regular instructional schedule.

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

ACADEMIC PROBATION AND CREDIT RECOVERY

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, or as detailed below in the "Academic Recovery" policy. 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.

A student in grades 9 through 11 who fails one core subject may be permitted to recover the course through Florida Virtual School (FLVS) under the following conditions:

- Student failed only one course (students may only complete one FLVS course per year without affecting their scholarship status, if family is receiving McKay funds).
- Student cumulative GPA is greater than 2.0.
- Student is approved by the Dean of Students for FLVS course recovery.
- Student has been recommended otherwise (i.e., behavior, financial, etc.) to return to Greenwood.

FLVS courses are not offered as part of Greenwood's official curriculum, and no FLVS course will be facilitated on the Greenwood School campus nor by a Greenwood School faculty member. It is the student's and parent's/guardian's responsibility to register for the FLVS course, ensure it is completed

before the first day of the new academic year, and to ensure verification of completion has been provided to Greenwood School.

Upon verification of successful completion of the assigned FLVS course, Greenwood School will accept the FLVS credit in place of the previously failed course. The Head of School will make the final determination concerning the student's eligibility to return to Greenwood, in accordance with the Academic Probation standards listed in the previous section of this Handbook.

In the rare event that a student in 12th grade does fail a course that is required for graduation, that student will not be permitted to graduate with his/her matriculating class. Greenwood School will allow the student to recover the course via FLVS (subject to the same conditions above), and will award the student's diploma upon verification of successful course completion.

ATHLETICS/SCHOOL ORGANIZATIONS ELIGIBILITY

Any student participating in a school sport or extra-curricular activity must maintain an average of 2.0 (with no Fs) **in all 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. In addition, a student must demonstrate good behavior in order to participate in a sport or school organization.

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, to master additional material, and/or to 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/guardians--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 in accordance with individual teachers' written classroom policy. Times designated for homework make-up are not punitive—they are for the student's benefit to assist them in managing their time and priorities. We also strongly encourage all students to set aside at least fifteen minutes per night to read, preferably aloud.

Parents/guardians are expected to review assignments by logging in regularly to their Parent Portal account. For 2019-2020, the homework agenda book will still be used as a backup as we transition to routine use of the Portal.

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.

ACADEMIC PERFORMANCE NOTICE

An Academic Performance Notice (APN) will be uploaded to the Parent Portal account if a student's average in a course is below a 72% 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.

CONFERENCES

Conferences are scheduled in September and February. Additional conferences may occur at other times at parent or teacher request. Parents/guardians 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/guardians 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, notes in Parent Portal, 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. There is no clean slate in successive years through High School matriculation.

Middle school students who plagiarize will be issued a Behavior Warning and a discussion to reinforce understanding of plagiarism; cheating will always generate a failing grade and disciplinary action.

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; 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's/guardian's or student's dislike of a particular teacher or to accommodate friendships.

TUTORING

Teachers may not engage in tutoring for pay with students in their department (i.e., Middle School/High School) during the school year. This is a conflict of interest.

STANDARDIZED TESTING

Because Greenwood School participates in the McKay state scholarship program, we are required to administer at least one standardized assessment to every student each year. We are aware that many families have had negative experiences with the testing done in many other schools; at Greenwood, we recognize the benefits of consistent, low-pressure, annual standardized testing as diagnostic tools to help us inform curricular and instructional decisions. Standardized testing at Greenwood is **never** treated as "high-stakes," which means it is never connected to students' grades or promotion status. Greenwood students participate in several types of tests:

- Nationally normed summative assessments: students in grades 6 through 10 are tested in the Spring with the ACT ASPIRE, which covers Reading, English, Math, and Science. Students in 10th grade will also complete the PSAT, and all 11th and 12th grade students are encouraged to take the ACT and/or the SAT, regardless of their post-graduation plans.
- Standards-aligned curriculum-based formative assessments: most faculty in English/Language Arts, Mathematics, and Science will use module-based online assessment tools provided by the IXL program, which provide weekly diagnostic (10 minutes) and practice skill assessments in the content areas.
- Guidance-based career assessment tools: students in grades 11 and 12 will have the opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB) test—their scores **are not at any point** provided to military recruiters. Their scores and explanations will be used as career exploration tools in the students' guidance courses at Greenwood.

CARE OF TEXTBOOKS AND EQUIPMENT

Textbooks are to be kept clean and handled carefully. Greenwood routinely invests in textbook purchases to ensure editions are current; proper care of the texts, therefore, is important to help keep costs down. Unreasonable wear or intentional damage to textbooks will result in the student having to replace the book. If students have taken home extra textbook copies, they are required to return the same book that was loaned. Please help your student care for textbooks.

Likewise, students are expected to properly care for the Chromebook issued to them. Chromebooks are not to go home with the student. Accidental damage to the computer is covered by our purchased warranty; also, students are not to remove the protective case from their Chromebook. Unreasonable wear or intentional damage to the student's assigned Chromebook will result in the student having to replace the computer.

EXPECTATIONS OF STUDENTS

PURPOSE AND GOAL

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 Dean of Students. Penalties for violation will be in accordance with the School's established procedures.

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.

When disciplinary action(s) become necessary, decisions are not arbitrary. Faculty and staff seek to consistently apply disciplinary policies; each situation is evaluated on its merits and in accordance with any precedent that has been established in the handling of previous incidents of a similar nature. Appeals to disciplinary decisions should be made in writing to the Dean of Students, unless otherwise specified; be aware that the administration is highly unlikely to overrule a decision made by a faculty or staff member, absent significant new information.

The policies and rules outlined in this Handbook are not an all-inclusive description of the School's standards. Expectations of students are based on the pillars of "The Eagle Way," which include **Respect, Responsibility, Effort, and Safety**. Any behavior that constitutes a breach of these School values may be treated as a disciplinary incident. Students are expected to comply with School standards and rules, and are also encouraged to discuss with their fellow students, teachers, and/or administration any circumstances for which they desire or require clarification. Organizational standards for behavior and associated appropriate rules are necessary to maximize our students' preparation for life after graduation; the goal in requiring students to meet these expectations is that our graduates will emphasize the principles of kindness and mutual respect as lifelong habits for the benefit of all.

CONDUCT AND DISCIPLINE

The Greenwood School approach to discipline is responsibility-based, as described in the purpose statements above. Students will always be treated with respect, and any necessary disciplinary actions will be focused upon restorative actions by the student, rather than solely punitive in nature. Again, this Handbook and the policies and procedures described below are **not** all-inclusive; however, the following definitions and processes will generally apply to nearly any set of circumstances that may occur. Administration reserves the right to omit any steps in these guidelines at the discretion of the Head of School.

Informal Disciplinary Action:

Redirective action taken by any faculty or staff member of Greenwood School to correct minor behavior(s) by a student in any area of the School campus or on official School events off-campus. Informal actions are not usually documented (i.e., do not become part of cumulative student discipline records at Greenwood School). Informal actions include—but are not limited to:

- Classroom redirection. A brief side conversation between faculty/staff member and a student who may be acting in a disruptive manner. Parent(s)/Guardian(s) are not necessarily notified of occurrence. The goal is to show support to the student as an individual while giving them the responsibility to correct their current actions.

- Verbal Warning: Conducted by appropriate Department Head or Dean of Students; includes the re-direction process above but with greater detail, including possible consequence(s) if specific or similar behavior(s) re-occur. Parent(s)/Guardian(s) are not necessarily notified of occurrence.
- Student Agenda Book Stickers (Middle School students only—will be phased out as the transition to Parent Portal is accomplished this year): Color-coded stickers placed in student agenda/planner book for specific minor violations, such as uniforms, incomplete/missing homework, disruptive behavior, unprepared for class.

Formal Disciplinary Actions: Corrective and consequential actions that are formally documented by Dean of Students. Formal actions become part of cumulative student discipline records at Greenwood School. Parent(s)/Guardian(s) are always notified of actions taken and the precipitating behavior(s) that led to the action(s) taken. Formal disciplinary actions include—but are not limited to:

- Behavior Warning Notice (BWN): a written (uploaded to Parent Portal) warning that details specific infraction(s) and possible consequence(s) for reoccurrence of same or similar behavior(s). Student behavior that may result in a BWN include—but are not limited to:
 - 1). Five (5) agenda stickers in any given week (Middle School only);
 - 2). Three (3) uniform violations (High School only);
 - 3). Persistent need for verbal warnings and redirection for same or similar behavior(s); and,
 - 4). Isolated behavior(s) that rise above the level of simple disruptive behavior (e.g., blatant disrespect, reckless, unsafe, or unkind behavior, failure to respond to verbal redirection or warning).
- After-School Detention: student must stay after school for two (2) hours in designated classroom with designated faculty member. Detentions may be assigned by any faculty or staff member, and will be scheduled by Dean of Students. Dean of Students may assign multiple detention sessions at once, for a maximum of three (3) detentions, to an individual student for any single incident.

Student behaviors that may result in a Detention include—but are not limited to:

- 1). Three (3) BWNs received (Middle School only);
 - 2). Ten (10) tardies (resets each Quarter) to school and/or class;
 - 3). Blatant disrespectful, reckless, unsafe, or unkind behavior, or persistent reoccurrence of same or similar behavior(s);
 - 4). Dishonesty;
 - 5). Theft; and,
 - 6). Improper use of School electronic/IT resources (e.g., searching for and/or viewing of pornography online, use of Greenwood student email for non-School purposes, etc.).
- Out-of-School Suspension (OSS): student is not permitted on campus and is not permitted to make up work that is missed.

***Only Dean of Students may assign an OSS, which is generally assigned for a minimum of one (1) school day and a maximum of three (3) school days.**

Student behaviors that may result in an OSS include—but are not limited to:

- 1). Deliberate and severe unkindness;
- 2). Deliberate reckless or unsafe behavior that results in the injury of another individual;
- 3). Deliberate vandalism, or damage to the property of another individual or of School property due to deliberate reckless or unsafe behavior;
- 4). Persistent failure to correct behavior(s) that have resulted in two or more previous Detention assignments;
- 5). Persistent misuse of electronic/IT resources, as described above;
- 6). Possession of contraband items at School (other than alcohol, drugs, or weapons);
- 7). Verbal, written, or physical threat of violence against another individual; and,
- 8). Other actions that the Dean of Students determine warrant OSS.

Expulsion: student is immediately removed from the School and may not return under any circumstances. Expulsions, per Florida Statute 810.097, automatically include a no-trespass order that prohibits the student from physically returning to the campus for any reason. Only the Head of School may expel a student. Expulsion offenses, dependent upon the specific circumstances of the incident, may legally require the School to report the student's

action(s) to law enforcement. Parents/Guardians of terminated students are responsible to fulfill the terms of the tuition agreement. Tuition is non-refundable.

- Student behaviors that may result in expulsion include—but are not limited to—
 - 1). Any and all offenses listed for OSS in the section above, if they are repeated offenses;
 - 2). A single offense that is egregious in nature (e.g., severe personal injury and/or property damage, severe threat to the safety of another, possession and/or intent to distribute alcohol or drugs);
 - 3). Possession of firearm, blade, or other deadly instrument on school grounds.

Other Actions: Actions other than those listed and defined above are available to the School as disciplinary actions, dependent upon the specific circumstances of any individual student actions, behaviors, or incident, if such disciplinary actions are judged to meet the criteria set forth in this Handbook. Such other actions may include—but are not limited to:

- Apology, whether verbal or written, which may or may not be accompanied by restorative action(s) toward another individual who was wronged by a student's behavior(s);
- Financial restitution, if student behavior included theft, vandalism, or damage to property through deliberate reckless behavior; and,
- Any other actions which meet the criteria cited in this document and are in keeping with legal requirements and Greenwood School policies and mission.

UNKINDNESS AND/OR BULLYING

The School is dedicated to fostering an environment that promotes kindness and acceptance and embraces differences among individuals. Some generalized 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 (Snapchat, Facebook, Twitter, Instagram etc.), 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. 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 may prompt immediate expulsion from Greenwood.

DISCIPLINE REVIEW COMMITTEE

Situations that result in Out of School Suspension (OSS) may—dependent upon the severity of the incident(s)—include referral to the Discipline Review Committee, which is governed by the specific procedures listed below.

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

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

If a student is referred to the Greenwood School Discipline Review Committee and the Committee recommends termination of enrollment, the Dean of Students will inform the parent(s)/guardian(s), who have the right to appeal the decision. The student will remain out of School during the appeal process, described below.

- The parent(s)/guardian(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 Dean of Students, or substantial new information previously unknown.
- The Head of School will review the relevant facts in the case and inform the parents/guardians of the appeal decision within one week after receipt of the formal appeal. **The Head's decision is final.**

POLICIES AND RULES (in alphabetical order)

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 and 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. The School currently schedules days for Daisy—a faculty member's dog that has completed formal training and certification as a service and support animal—to visit and spend the day with students. Families will be notified in advance of those scheduled days.

Appearance Code

If a student is in severe or persistent violation of the School uniform requirements, the parent/guardian will be called and asked to bring the required articles for the student, and the student may be subject to disciplinary action as detailed in the previous pages of this Handbook.

The School Uniform Policy at Greenwood School is designed to encourage neatness and a professional appearance, as well as instill pride in being a Greenwood student. 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 (including field trips unless otherwise specified by Administration). Casual dress days may be designated at the discretion of the Head of School.

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 specific items compose the Greenwood School uniform:

Shirt options (all shirts must be tucked in):

- Long or short sleeve collared polo shirt in green, burgundy, teal, or black with the Greenwood School logo;
- Shirt is to be tucked in at all times;
- Appropriate size for body (e.g., shoulder seam meets top of shoulder, shirt long enough to stay tucked in).
- Additionally, the following apply to shirts within the Appearance Code:
 - 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; and
 - Spirit shirts and/or School Club shirts may be worn on **Tuesdays only**

Slacks/Shorts/Skirts/Culottes:

- Ladies may wear slacks/shorts/skirts/culottes;
- Khaki, navy, black or gray slacks/shorts/skirts/culottes or School selected plaid;
- Skirts or culottes are to be fitted to size of waistline and are to be worn at the natural waistline; and,
- Shorts, skirts, and culottes are to be no shorter than 3" above the back of the knee, and not below the knee.

Sweatshirts/Sweater/Jacket

- Green sweatshirt with the Greenwood logo worn over above mentioned shirt;
- Navy or black fleece zip up jacket with the Greenwood logo worn over above-mentioned shirt;
- Black half-zip pullover or full-zip tech jacket with the Greenwood logo; or
- Gray half-zip fleece pullover with the Greenwood logo.

Belts

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

Shoes

- Comfortable walking shoes such as Docksidors, sneakers, dress shoes with no higher than a 2" heel;
- Closed-toe, with back;
- Shoes are to be worn at all times, laced properly and securely tied.

Socks

- Solid color navy, black, gray or white;

- Solid color white, black, gray or navy tights may be worn by girls with skirts or culottes;
- Socks must be a matching pair.
- High School students may wear any solid color, matching pair of socks.

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.
- 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.

Hair

- Clean, combed, and cut neatly;
- Not covering eyebrows or eyes;
- No distracting or unusual hairstyles (e.g., “mohawk,” or partially shaved styles);
- Well-groomed facial hair;
- Young men with hair below their back collar and/or earlobes must have hair pulled back neatly (no barrettes or women’s headbands, no sweatbands or handkerchiefs/do-rags)

Skin

- No writing on skin.
- Any tattoos must be coverable by the regular school uniform and remain covered the entire school day.

Additional Information:

- Please wear uniform clothing of the proper size, without holes or fraying, and free from stains or discoloring.
- Do not wear hats, caps, rags/scarves, gloves in the building.
- Jackets and sweaters (except those listed on the previous page) are not to be worn in the building after morning homeroom. Students may put other jackets/sweaters on during afternoon homeroom.
- Do not wear spiked or studded jewelry to school.
- Wristbands/sweatbands may be worn with the P.E. uniform only.
- No pierced jewelry other than in ears.
- Hair coloring will be considered on a case-by-case basis by the Dean of Students. Check with the Dean before coloring hair.
- We expect our families and students to remember that they are still representatives of Greenwood School at after-school events. Administration may ask students to change their clothing if it is deemed inappropriate for a school activity.

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, gaming devices, cellphones, etc. are not to be used or worn in the hallways or classrooms without specific permission from the teacher or an administrator.

Cell Phones and Electronic Devices

If student brings any electronic devices to School (cellphones, iPads, 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.

Cellphones and electronic devices brought to School must be turned off at 8:10 a.m. in morning homeroom, turned in to the homeroom teacher, and remain turned off until the student has left School grounds at the end of the day. Students should not bring personal laptops to school.

Audio or video recording devices of any kind may only be used as classroom accommodations, and only with the approval of the Dean of Students.

Students who violate this policy will have such devices taken away. In such case, Florida Statute 1006.09 gives School officials the authority to inspect the device, including all contents, if Administration suspects the device may

contain evidence of violation of the above policies. The device(s) will be returned to the student at the end of the school day—for second and subsequent offenses, parent/guardian will be required to come to the School office to pick up confiscated devices. Students may also be subject to disciplinary procedures for repeated violations 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 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 and Privilege:** The purpose of providing access to the internet and the School's computer systems is to support research and to provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives. 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.
- **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.
- **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 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 accounts to send personal emails.

- **Filtering:** 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.

Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is absolutely unacceptable and will be dealt with immediately by the appropriate administrator.

Files are not to be downloaded to the Schools local or network hard drives.

- **Inspection:** 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/guardians. Do not assume that any messages or materials on your computer or the School's systems are private.
- **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.

- Piracy: 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.

- Reporting: 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 Dean of Students 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.

- 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/guardian and student. The School is not liable in any way for irresponsible acts on the part of the student.

- 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.
- VPN: Students are not permitted to install and/or virtual private network (VPN) access through any Greenwood School computer equipment.

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 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/sops/offenderSearch.jsf>

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

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.

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.

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.

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.

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

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.

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/guardian) 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.

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 and will in some cases be legally obligated to report certain violations to law enforcement officials.

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 may carry a water bottle with them throughout the day.

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 families are asked 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 families, 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! Harassment includes words and actions related to--but not limited to--race, gender, sexual orientation, religion, nationality, citizenship, language, physical appearance, 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 Dean of Students. 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 up to and 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.

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 Dean of Students 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 Dean of Students. 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.

Horseplay

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

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, vaporizers, and associated flavor/nicotine pods) 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 will be confiscated and turned over to law enforcement, if required.

- The School is authorized to perform random, unannounced searches of property and persons including, without limitation, vehicles, computers, electronic devices (including video cameras, 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/guardians 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. Lockers may be inspected periodically without prior notice or consent. Students will provide a combination or key-operated lock for the locker. The combination or extra key 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, inappropriate sexual activity, use of drugs, alcohol, or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from school.

Policy Acknowledgement

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.

Pornography

The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules and subject to disciplinary action(s). The School reserves the right to determine what material is pornographic.

Social Media

Social media encompasses a broad array of online activity including social networks such as Facebook, Twitter Instagram, Snapchat, 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 during School.

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. **If you post or say something online that makes another student feel unsafe, 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 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 are violations of the School conduct code.

Students should not be "friends" with any faculty member or other adult member of our community (other than the Student's parent/guardian) 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, families, 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, families, 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/guardians, 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/guardians 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 Associate Head of School or 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;
- 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/guardians 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.

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.

Termination of Enrollment

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

- administration concludes that Greenwood can no longer meet the needs of the student;
- student develops issues after admission that Greenwood is unequipped to support;
- student has significant or recurring negative interactions with law enforcement;
- student causes significant or recurring disruption at the Regency Library;
- student damages the good reputation of Greenwood by inappropriate or illegal conduct;
- actions listed as "subject to expulsion," or other reasons listed in the Disciplinary Code;
- actions or attitudes by a student or parent/guardian that reflect disrespect or lack of cooperation with teachers or staff, or that interfere with the School's ability to accomplish educational purposes or goals;
- misrepresentation of information provided during the interview or on required forms; or
- parents/guardians do not meet the financial obligations as set forth in the tuition agreement.

In most cases, parents/guardians are still responsible for the tuition for the full school year if enrollment is terminated during the school year. Waiver of financial obligation is at the sole discretion of the Head of School.

Visitors

Outside visitors are not allowed to visit a student's class without permission from the administration. All parents/guardians 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.

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. Students and their parent/guardian must complete the permission and waiver form in order to participate in any off-campus trip. Students' classroom conduct may also affect their permission to participate in field trips. 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.

Students must remember that they are ambassadors and representatives of Greenwood School, and their conduct on field trips should reflect that responsibility. If a student's behavior hinders successful completion of the event, the parent/guardian 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.

IMMUNIZATIONS, MEDICATIONS, AND CLINIC

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.

Prior to the beginning of School, a physical examination must be completed 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/guardian 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/guardian cannot be contacted. It is the parents'/guardians' 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/Guardians 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.

The Greenwood curriculum includes a unit on AIDS for all students. Basic, general information is taught regarding the definition of AIDS/HIV, contraction and spread of AIDS/HIV, and AIDS prevention.

LIBRARY / MEDIA CENTER

The Greenwood library/Media Center 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 without prior permission from Dean of Students.
- 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.

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.

LUNCH

Lunch time for all students is from 12:00 PM to 12:30 PM. Students should bring their lunches and drinks to school each day. 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 Fridays during morning homeroom for the upcoming week. 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.

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

National Honor Society and National Junior Honor Society recognize outstanding students in the school. The guidelines for becoming a member of NHS are in accordance with the national organization in recognizing scholarship, character, leadership, and service.

To be eligible for consideration for NHS, 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 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%. Selection processes are the same as for NHS, above.

The identities of the Faculty Councils remain confidential. The NHS/NJHS Sponsors and members of School administration do not vote on student selections.

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.

ORGANIZATIONS—CLUBS AND SPORTS

Greenwood School offers a variety of activities, including interscholastic and intramural athletic programs and a variety of 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 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 conduct 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 as ambassadors and representatives of Greenwood School.

TRANSPORTATION

As mentioned previously, parent(s)/guardian(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—this includes riding with a fellow student driver. 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, 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 are not permitted to give other students their car keys or have other students drive their cars.

FINANCIAL AND OFFICIAL RECORDS POLICIES

CHARITABLE CONTRIBUTIONS AND FUNDRAISING

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.

Grants obtained last year funded the classroom technology upgrades and student computer purchases, as well as the expansion of our environmental education programs through planned completion of our wetlands trail system.

The current Greenwood School Annual Fund campaign kicked off February 2019 and will continue through May 2020; we are well on our way to raising \$122,000 for upgrades to non-invasive physical security measures (driveway access gate, ID card scanners), safety systems (replacement of Fire Alarm panel and annunciator systems), and new student lockers. Our goal is 100% participation, and every contribution matters!

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.

Questions about individual, corporate, or foundation contributions and/or fundraisers should be directed to the Admissions & Advancement Director or Head of School.

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.

PAYMENT OF TUITION AND FEES

The School strives to provide the highest quality education while maintaining affordable fees. We depend upon 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. 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.

Families may submit a Greenwood School Financial Assistance Application when requesting funds for tuition. The applications may be downloaded from the School website under "Current Families Resources" tab. Funds are available on a limited basis and income-based. Requests must be resubmitted yearly. Misrepresentation of information on the forms is grounds for withdrawal of all financial assistance and possible disenrollment.

Partial discounts for lump sum payments are available—payment in full for the year will result in a 3% discount; payment by semester, 2%; payment by quarter, 1%. Discounts are calculated as percentage off net tuition obligation (i.e., full tuition minus any scholarship funding = net tuition x % = discount).

RE-ENROLLMENTS AND EARLY WITHDRAWALS

Withdrawal or termination of enrollment of a student under contract may result in continued financial obligation under the enrollment contract. The determination of a family's financial obligation for tuition is at the sole discretion of the Head of School. The following are some examples of circumstances that may occur (not an all-inclusive list):

- **Expulsion or School-initiated withdrawal**--Student's enrollment is terminated by the School or family is asked to withdraw the student's enrollment due to conduct (see pages 18, 19, 28 of this handbook); in such cases, the family is financially obligated for the full tuition for the academic year.
- **Voluntary withdrawal by family**--Family returns enrollment contract, then requests cancellation of enrollment prior to completion of the academic year. Several factors will be considered in determination of financial obligation:
 - Contract withdrawn prior to first tuition payment (June 15); no continued obligation. Deposit is not refundable.
 - Contract withdrawn after June 15 but before first day of school; tuition payments made in June and July will be refunded only if the vacated seat caused by the withdrawal is filled before the first day of school. Deposit is not refundable.
 - Contract withdrawn during the academic year—
 - If due to a change in the student's diagnosis and the School is no longer able to meet the student's needs, then there will be no further financial obligation for the academic year.
 - For any other voluntary reason, continued financial obligation is at the discretion of the Head of School.

STUDENT RECORDS/TRANSCRIPTS AND INFORMATION

The Greenwood School requires that the parent/guardian 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/guardian'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/guardian 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 both natural parents (and 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.

SAFETY AND SECURITY

EVACUATION, EMERGENCY AND LOCKDOWN PROCEDURES

Safety of our students, staff, faculty, and visitors is of paramount importance to Greenwood School administration. All safety and emergency procedures are reviewed at least annually. The School takes the following precautions to assure the safety of the students:

- Fire drills are typically held monthly.
- Tornado/Destructive Weather drills are held at least once a year.
- Lockdown Procedures are in place, and a practice drill is held at least once a year. Lockdown drills are conducted in an educational and discussion-based format after a brief drill simulation, so as to minimize stress and to ensure procedures are clearly understood.
- In case of a hurricane threat or other weather emergencies, The Greenwood School follows the decision of the Duval County School system regarding School closing. If Duval County Schools are not in session because of weather, Greenwood will not be in session.

If an emergency situation occurs, parents/guardians will be informed via the School's emergency messaging system. Please ensure your contact information is accurate—the system will send text messages, emails, and phone messages with recorded information. **Do not call the school or come to the campus in these circumstances**—you will be kept informed and notified when the emergency situation has been resolved.

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. 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.

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.

Be prepared to display identification at the Front Desk at any point when visiting the campus.

CONTACT AND DIRECTORY INFORMATION

Greenwood School

9920 Regency Square Blvd., Jacksonville, Florida 32225
(904) 726-5000 Fax: (904) 726-5056
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.

ADMINISTRATION

Head of School – approval and appeal authority, policy, sole point of contact for Board of Trustees
Dr. Anthony D. Mortimer amortimer@greenwoodjax.org

Associate Head of School – daily operations, faculty development
Shelly Gilliard sgilliard@greenwoodjax.org

Dean of Students – student and curriculum issues
Brandie Padlo bpadlo@greenwoodjax.org

Office Manager/Executive Assistant -- Front desk operations, clerical support, staff assistance
Dee Bartle dbartle@greenwoodjax.org

Business Manager – Student accounts, financial assistance, facilities maintenance
Steve West swest@greenwoodjax.org

Guidance Counselor – Guidance programs, testing coordinator, student and staff support
Michele Stoumbelis mstoumbelis@greenwoodjax.org

Admissions & Advancement Director – Admissions, student records, fundraising
Kate Fraser kfraser@greenwoodjax.org

Marketing Director -- marketing and outreach efforts and events, PTO support
Julie Blair jblair@greenwoodjax.org

Information Technology Director – campus technology operations, computer science faculty
Tammy Groff tgroff@greenwoodjax.org

Administrative Assistants

Mavis Barnes -- front desk, clinic, attendance, lunch options mbarnes@greenwoodjax.org
Barbara Fiore -- front desk, calendar, supplies bfiore@greenwoodjax.org
Carl Allen – Athletic Director, PE assistant callen@greenwoodjax.org

Department Heads

Holly Bartle	Middle School	hbartle@greenwoodjax.org
Rebecca Rodriguez	High School	rodriguez@greenwoodjax.org

TEACHING FACULTY

Holly Bartle	Middle School Math, Geography (6 th) Middle School Department Head	hbartle@greenwoodjax.org
Heidi Brombosz	Middle School Reading	hbrombosz@greenwoodjax.org
Thelma Straight	Middle School English, Literature (7 th -8 th)	tstraight@greenwoodjax.org
Melanie Frank	Middle School Social Sciences (7 th -8 th)	mfrank@greenwoodjax.org
Renaë Johnston	Middle School Science (6 th), Math (7 th) NJHS Sponsor	rjohnston@greenwoodjax.org
Stephanie Snell	Middle School Science (7 th – 8 th) Science Curriculum Chair	ssnell@greenwoodjax.org
Jennifer Yates	Middle School English (6 th), Math (8 th)	jyates@greenwoodjax.org
Jenny Parrish	Physical Education (all grades)	jparrish@greenwoodjax.org
Shelby Ellis	Art and History Enrichment (all grades) NHS Sponsor	sellis@greenwoodjax.org
Mark Tanner	Fine Arts & Enrichment (all grades) Performing Arts Director	mtanner@greenwoodjax.org
Rebecca Rodriguez	Foreign Language (8 th – 12 th) High School Department Head	rrodriguez@greenwoodjax.org
Zoe Campbell	High School Social Sciences Social Sciences Curriculum Chair	zcampbell@greenwoodjax.org
Melanie Hall	High School Mathematics Mathematics Curriculum Chair Student Council Sponsor	mhall@greenwoodjax.org
Dominador Guillermo	High School Mathematics	dguillermo@greenwoodjax.org
Chris Little	High School Sciences	clittle@greenwoodjax.org
Diane Krug	High School Sciences Environmental Education Director	dkrug@greenwoodjax.org
Barbara Murray	High School English/Language Arts English / Language Arts Curriculum Chair	bmurray@greenwoodjax.org
Jessie Davies	High School English/Language Arts	jdavies@greenwoodjax.org
Deborah Kruchko	High School English/Language Arts	dkruchko@greenwoodjax.org

Parent/Teacher Organization (PTO) – Parent volunteers, fundraising, relationship building, etc.

President – Karen Butler

Vice President – Sandy Gustafson

Secretary – Kelly Fulkerson

Treasurer – Sandy Duke

Volunteer Coordinator – Kim Blastow

Membership Coordinator – Michelle Gray

Used Uniform Committee Chair— Deborah Fulop

ACKNOWLEDGMENT AND RECEIPT OF 2019-2020 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 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.

Please read and initial the statements below, concerning specific key areas of this Handbook:

- _____ We understand School Attendance policies concerning excused vs. unexcused absences, make-up work, and maximum absences permitted.
- _____ We understand School Traffic Safety policies.
- _____ We understand School Grading policies and student performance requirements for good academic standing, extracurricular participation, and graduation (including volunteer hours requirements).
- _____ We understand School policy concerning Plagiarism and Cheating.
- _____ We understand the School Appearance Code policies.
- _____ We understand School policy for Care of Computer Equipment, including student Chromebook damage and replacement policy.
- _____ We acknowledge our responsibility in partnership with Greenwood School to maintain a safe, positive, and effective educational environment.

Please read and sign below:

We have read and understand all statements and provisions set forth in the 2019-2020 Family Handbook.

Student name printed Student Signature Grade Date

Parent/Guardian name printed Parent/Guardian Signature Relationship Date