

GREENWOOD HIGH SCHOOL AND MIDDLE SCHOOL HANDBOOK

**405 EAST SUNBURY STREET
MILLERSTOWN, PA 17062
717-589-3116**

**MRS. MICHELE DUBAICH – PRINCIPAL
MR. ADAM SHEAFFER – ASSISTANT PRINCIPAL
ATHLETIC DIRECTOR**

2018-2019

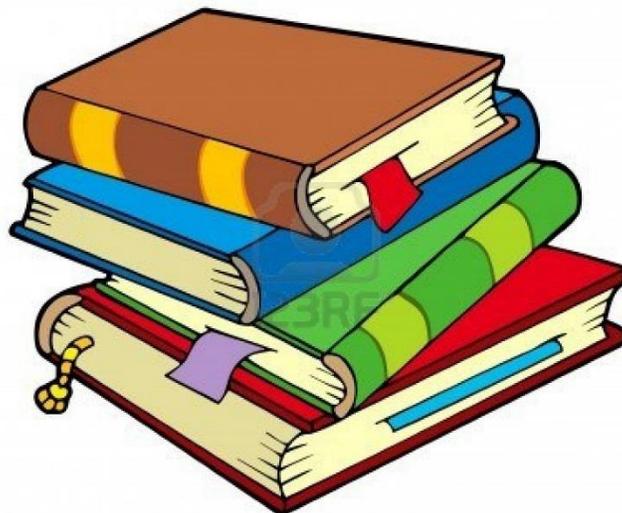


TABLE OF CONTENTS

WELCOME	5
MISSION STATEMENT	5
FORWARD	5
SCHOOL DELAYS AND CLOSINGS	6
VISITOR’S POLICY	6
HEALTH SERVICES AND MEDICATION	6
ATHLETIC POLICY	7
Rules and Regulations	8
Athletic Award System.....	8
ATTENDANCE POLICY AND PROCEDURES	8
BUILDING FACILITIES AND GROUNDS	11
BUS INFORMATION	11
Bus Safety	11
Bus Regulations	12
CAFETERIA SERVICES	12
CHEMICAL ABUSE POLICY AND GUIDELINES	12
Key Definitions.....	12
Policy and Procedures.....	13
COMPUTER AND INTERNET GUIDELINES	14
Computer Room	14
Individual Computer Use and Confidentiality	15
COMPUTER ACCEPTABLE USE POLICY	16
STUDENT DRUG TESTING	25
COURSE INFORMATION	27
Industrial Arts.....	28
Physical Education	28
Online Courses.....	28
Cumberland Perry Vo-Tech School	28
H.A.C.C. Policy.....	29

DISCIPLINE	29
School Security.....	31
Detention	32
Corporal Punishment.....	32
Saturday Work Program	32
Suspensions and Expulsions.....	33
Point System for Offenses.....	35
Driving and Parking Regulations	36
INTERSCHOLASTIC AND EXTRACURRICULAR ACTIVITIES	37
Club Policy Guidelines.....	38
Prom.....	38
FERPA	38
FIRE DRILLS.	40
GRADES	40
Grade Reporting	40
Achievement Recognition Program	40
Honor Roll.....	40
Ineligibility	41
Middle School Retention Policy	41
POWER SCHOOL AND SCHOOLGY ACCESS	42
GRADUATION AND SENIORS	42
Requirements for Graduation	42
Diploma Information	42
Senior Grade Policy.....	42
HARASSMENT/ BULLYING	43
LIBRARY MEDIA CENTER	43
SAFETY AND HEALTH IN THE CLASSROOM	44
SCHOOL INSURANCE	44
SEARCHES AND LOCKERS	45
STUDENT SERVICES	45
Student Assistance Program	45
Peer Helper Program.....	46

STUDENT DRESS 46

TEXTBOOKS 47

CHAPTER 12 PROVISIONS.....47

SPECIAL EDUCATION SERVICES.....49

**GRADUATION REQUIREMENTS FOR CLASS OF 2020 AND
BEYOND.....50**

WELCOME

It is our pleasure to welcome you to Greenwood Middle and High School and afford to you all of the rights, privileges, and responsibilities that go along with being a student in our district. Every society has certain policies for the well being of its members, and this handbook will serve that purpose.

The faculty and staff are proud of the education and tradition at Greenwood, and we want each of you to be a part of that tradition. It is your involvement in the variety of school programs and activities that will fully prepare you for the 21st century.

GREENWOOD SCHOOL DISTRICT MISSION STATEMENT

The mission of the Greenwood School District is to provide enriching, educational experiences for each individual student. We believe the foundation of these experiences is a partnership among the family, school, and community.

The learning environment will develop the skills necessary to produce responsible citizens in a rapidly changing and diverse world.

FORWARD

This handbook is for the use of parents, students and faculty of the Greenwood Middle School/ High School. The handbook is to serve the district for a number of years since most of the policies and procedures contained herein will not be changed drastically from year to year. The distribution date of this copy is August 2018.

The Pennsylvania School Code States the administration and faculty are responsible for the safety and education of the students throughout the school day and during school sponsored extra curricular activities. The guidelines provided in this book are to be adhered to while the student is under the jurisdiction of the school.

Students who elect to participate in athletics or other extra curricular activities are responsible to uphold the standards and code of behavior for that particular team or activity. Infractions of specific team or activity rules will result in the consequence as it applies to athletics or extra curricular activities.

In support of good citizenship, school rules are to be followed from the time a student enters the building until the student exits the building. Some important rules to remember are:

- 1. Students should be respectful of their peers and of all adults.**
- 2. Students should value and actively partake in the educational process.**
- 3. Students are expected to be on time for school and all classes.**



SCHOOL DELAYS AND CLOSINGS

School delays and closings will be featured on the Greenwood website and announced on: Channel 27 Snow Watch, WGAL Channel 8, WHP Channel 21 and 15, WINK 104 FM and WQKK 94.1 FM. The Greenwood School District Weather Line is 589-3117 option 7. This information will be announced as soon as a decision can be made...frequently by 6:15 a.m. The school district's School Messenger System will be used to alert parents of weather-related school closures or changes in start or dismissal times. The system is programmed to call the phone number that parents/guardians have listed on their emergency contact record. The option to receive email and text alerts is also available. Instructions can be found in the paperwork distributed to students at the start of the school year and the District website.

VISITOR'S POLICY

Student visitors from other schools are not permitted to visit during the school day unless special permission has been granted by the administration. The school district discourages social visits during the school hours. All visitors to the high school must check in at the high school office.

HEALTH SERVICES AND MEDICATION

All pupils in grades 1, 6, and 11, are required under state law to have a thorough physical examination, which can be completed up to 6 months prior to the start of the school year. Dental examinations are required in grades 1, 3, and 7. Hearing screenings are given by the school nurse in grades 7 and 11. Vision screenings are completed in grades 7 to 12.

If a student becomes ill in school, he/she should report to the office or health room. Arrangements will be made from there. Students must not leave the building because of illness without authorization. Students must get a sick pass from a teacher and report to the nurses' office. Students may carry cough drops with approved parent note.

No medication is administered by school personnel unless specific instructions are received from a physician. This includes both prescription and over-the-counter medications. Written parental permission is also required.

Guidelines for medicine

1. All medication containers must be labeled with the child's name, instructions for administration, content identification, and name of physician.
2. The school nurse, or in her absence, the building principal or his/her designee, shall arrange to administer the medication.
3. Medication should be brought to the school by a parent/guardian. If medication is sent with the student, it should be in a sealed envelope.
4. Medication not removed from the health room within two weeks of the end of school will be discarded.

Guidelines for food in classrooms

The Greenwood School District recognizes the increasing number of students who have life threatening food allergies within our schools. In an effort to provide a safe environment for all of our students, the district has adopted the following guidelines.

1. Classroom parties for all grade levels, regardless of food allergies, will be kept to a **maximum of three (3) per year, excluding winter holiday party.**
2. Food items brought in to school on non-specified party days will not be allowed.
3. Any food item brought into a classroom, **on designated classroom party days, must have the ingredients listed and be prepackaged.**
4. Food allergies need to be documented by a physician, nurse practitioner, or physician assistant.
5. Any medication needed to treat your child's allergies, should come to the health room in the original container with a written physician order and signed parent permission.

If your child has a known food allergy, encourage them to not share food or take food without knowing the specific contents. Providing the school with the necessary documentation, treatment plans, and physician ordered medications, will allow us to treat your child quickly. The district appreciates your help and understanding in providing a safe environment for all of our students.



ATHLETIC POLICY

A. All players must attend practice regularly or be dismissed at the discretion of the coach in charge.

B. Students must be present by 11:05 a.m. for the entire p.m. session on the day of the athletic contest and/or practice unless they have a medical excuse.

C. Only members of the participating team and the cheerleading squad are to travel on the team bus to any interscholastic contest. The principal can make exceptions.

D. Only written or oral parental permission will excuse a player, manager, or cheerleader from going to and from the game by other means than the team bus.

E. The selection of managers and the assignments of their duties are left up to the coach's standards.

F. Tobacco products (including look alike electronic cigarettes), alcohol, or drugs are not permitted. As coaches, we strongly oppose students using tobacco products (including look alike electronic cigarettes) or using alcohol or drugs. We strongly feel that these habits have no use whatsoever in our athletic program. We also feel that student athletes, who continually disobey school rules and regulations, should be suspended from participation; until such time that the student demonstrates good school conduct and attitude.

RULES AND REGULATIONS

A. A student athlete who smokes, uses drugs, or alcohol, and has been seen by a coach or has been disciplined by a school security officer or a school administrator, convicted of a state statute dealing with alcohol or drugs, or has been suspended from school will be suspended from participation in interscholastic contests. These rules apply to anyone who is or will be a participant in the interscholastic program including cheerleaders and managers. Offenses are cumulative over a student's four years in high school.

- | | |
|---------------------|----------|
| 1. First offense - | 2 games |
| 2. Second offense | 4 games |
| 3. Third offense - | 8 games |
| 4. Fourth offense - | 16 games |
| 5. Fifth offense - | 32 games |

B. To be reinstated, a suspended student athlete must meet with the athletic director and the appropriate coaches.

C. A letter will be sent to the parents of the student who has violated the Athletic Code.

D. If less than the suspended period remains in one sport, the suspension will be carried over to the next sport in which the offender participates.

E. Athletes who have chosen to sit out one full year of athletic competition without further violation will be eligible for reinstatement.

ATHLETIC AWARD SYSTEM

Students participating in the Greenwood Athletic program will be recognized with certificates, letters, jackets, etc. depending on their level of participation.

ATTENDANCE POLICY AND PROCEDURES

The Board of Education requires that school-aged pupils enrolled in the schools of the District must attend school regularly in accordance with the laws of the state.

It is essential that students attend school to be successful. The schools of the district request your cooperation in this effort. **The middle/high school requests that you contact the school, as early as possible, to let them know if your son/daughter will not be in school that day.** The school will contact the parent/guardian of an absent child via the school messenger system to verify the absence. Parents are encouraged to utilize the PowerSchool notification system to monitor student attendance.

A. Absences - Legitimate reasons for **excused absences** are: illness, medical appointments, quarantine, and death in the immediate family, impassable roads, or unusual circumstances, which are approved by the building administrator. **Unexcused absences** include, but are not limited to: absence through parental neglect, shopping, oversleeping, personal reasons, and truancy.

1. When students are absent, they must bring an excuse signed by the parent and present it to the attendance office upon his/her return to school.
2. The student has three (3) school days after the return to school to submit a written excuse to the attendance office. Failure to return the excuse within three (3) days will result in the absence being counted as an unexcused and/or unlawful absence.
3. A doctor's excuse is required for each day of absence after the student has accumulated a total of ten (10) days of absence. The number of days of absence, in excess of the ten (10) days, with a parent's excuse, but without a doctor's excuse, will be unexcused and/or unlawful. A letter will be sent to the parent after the tenth day of absence so that there is an awareness of the accumulation of days of illness. Parents are encouraged to secure a doctor's excuse for any absence involving a doctor/medical/dental visit.
4. Students under the age of 17 are covered by the Compulsory Attendance Law and after three (3) unlawful days (unexcused absences) the parent or guardian will be contacted and the School Attendance Improvement Plan (SAIP) process will begin. Continual accumulation of unlawful absences may result in a fine.
5. Students 17 years or older are not bound by the Compulsory Attendance Law. On the fourth unexcused absence, the parent will be notified and a conference will be scheduled with the parents, the student, and the administration. Continued unexcused absences following the conference may result in the student being withdrawn from school.
6. Greenwood students 17 years of age or older who have accumulated fifteen (15) days of unexcused absence through the school year may be denied academic credit for the year.
7. Students who have an excused absence must be provided the opportunity to make up work missed due to the absence. Students are provided with a number of days equaling the absence to make up work. Work may be requested by contacting the student's teachers prior to the student returning to school. **Students who are absent from school with an unexcused absence, are not provided with the opportunity to make up work/earn credit for that day.**

B. Tardiness to School

1. Students are tardy when they are not in their homeroom by 8:02 a.m. If a student is attending breakfast or meeting with a teacher, he/she must record presence with his/her homeroom teacher prior to 8:02 a.m. Failure to check in at homeroom results in a tardy. An excuse, signed by the parent, must be presented when the student is tardy, using the same procedure as when one is absent.
2. A student who accumulates two (2) unexcused tardies to school will be referred to the principal. Administrative intervention will continue to be levied until punctuality is understood. **A student who accumulates five (5) or more tardies may have their driving privileges denied/revoked.**
3. If the student is not present by 8:50 AM, he/she shall be considered absent for one-half day. Likewise, if the student leaves before 1:50 PM, an absence of one-half day shall be counted.

C. Tardiness to Class

A student who accumulates 2 tardies to class will be referred to the principal. All tardies (both to class and to school) are removed at the end of each quarter.

D. Cutting Class

Students who cut class will be assigned administrative discipline. Students not reporting to an approved location during club period or homeroom will be considered cutting class.

E. Truancy

Truancy results when students do not report to school without their parent's consent. Truancy also results when a student leaves the school grounds without a school official's permission. Both of these circumstances are serious violations of school policy and will be dealt with accordingly.

F. Special Excuses

Students desiring to be excused during school hours must present a written excuse from their parent and present it to the attendance office. It is expected that the parent's request for an early dismissal will be presented to the attendance office. This shall be done as soon as the student enters the school and before he/she reports to homeroom. Students cannot be legally excused for shopping or appointments that can be accomplished other than on school time. Before the student leaves the high school for any reason such as an early dismissal, to go to the elementary school, or to leave school property, etc., he/she must sign out in the attendance office. Upon the return to school, a sign in process must be accomplished. If applicable, a doctor's note should be submitted at this time.

G. Passes/Class Sign Out Sheet

Students must obtain a pass from the destination teacher, not the origination teacher. Students leaving a classroom for any reason must sign out on the sign out sheet and should sign in upon their return. Students may not get passes from study hall teachers to go to any other classroom.

H. Educational Trips

Parents may have their child excused from school for the purpose of taking an educational trip. This does count as an excused absence, but does not count against the ten (10) days as explained in section (A) Absences. *Educational trips should be applied for at least one week in advance.* **If the form is not received prior to the trip, the days absent cannot be counted as educational and will be counted as parent excused if a note is submitted. The parent excused days will be included in the total working towards the need for doctor's excuses.** The form may be picked up in the attendance office and returned to the principal for approval. Administrative discretion may be used in cases where there are excessive absences or poor academic performance due to poor attendance. The student will be responsible for getting all assignments from the appropriate teachers before the trip, and he/she is responsible for making up any work missed during the absence.

I. Activities

A student must be in school for the entire p.m. session to be eligible to participate in an after school or evening activity. The time limit for the student to report to classes is 11:05 a.m., which is the end of the first half of the school day. Students arriving after this time are not eligible to participate unless a medical excuse is provided. All extra-curricular activities such as athletics, plays, parades, concerts, etc., are included in the rule. Administration may also grant permission in unusual circumstances.

BUILDING FACILITIES AND GROUNDS

A. Pupils are not permitted to leave the school premises, once they have entered them, when school is in session without permission from the office. During this time, each pupil will either be in his/her regularly scheduled class or study hall to which he/she has been assigned. Students riding the bus must enter the school immediately after exiting the bus.

B. Students shall not be in the Greenwood School Buildings when school is not in session without proper permission by the proper school authority. **The doors are open to students at 7:45 a.m. and closed at 2:35 p.m. unless the student is here with permission for extracurricular activities.**

C. While walking through halls and using the stairways in the building, passage will always be on the right side. Students are reminded that running in the halls is not permitted. Pushing, tripping, and general horseplay infringes on other students' rights. Reported physical contact will result in a referral to the office.

D. Any student who is in the building without approved supervision or administrative permission when school is not in session may be cited for criminal trespass. Local police will be notified of all reported infractions. This includes anytime before 7:45 am and after 2:35 p.m. This also includes all day Saturday, Sunday, vacation days and school closings.

BUS INFORMATION

BUS SAFETY

A. Students will:

1. Wait for the bus to come to a complete stop before attempting to get on the bus or before getting up from their seat to get off the bus.
2. Go immediately to their assigned seats and stay there until the bus comes to a complete halt at their assigned stop or at the school.
3. Keep aisles clear of books, lunch bags, backpacks or anything else that could block the aisle.
4. Never tamper with the bus or any of its equipment.
5. Never tamper with the windows; never put their hands, arms, legs, or any part of the body out of the windows.
6. Always observe classroom conduct on the bus and understand that all school rules apply on the bus.
7. Not talk to the driver while the bus is in action.
8. Not spit or throw trash in or around the bus.
9. Report to the driver any damages to the bus.
10. Always be courteous travelers.
11. Always obey and cooperate with the bus driver.
12. Leave the bus at a different stop than their assigned one only with the consent of the driver and an approval by the middle/high school office.
13. Always cross in front of the bus if it is necessary to get to the opposite side of the road.
14. Cross the street or highway only when the driver has signaled that the way is clear.

B. INTERPRETATION: On the third bus misconduct violation, the student will be referred to administration for appropriate intervention. Violations, which endanger other students, may

result in an immediate bus suspension, although it may be a first offense. Video cameras are used on the busses to identify disruptions. The level of the offense can lead to immediate termination of bus privileges.

BUS REGULATIONS

Students who plan to get off the bus at a stop other than their regular stop need to have a note from their parents. The note must be presented to the middle/high school office for approval and given to the bus driver.

Students who want permission to ride a bus other than their own must also have a parental note, which must be stamped by the middle/high school office and presented to the bus driver.

CAFETERIA SERVICES

- A. All students should report to the cafeteria during his/her designated lunch period.
- B. Students shall form a single line into the cafeteria and by the counters.
- C. Students shall refrain from loud talking and pushing when in line. They shall not skip ahead of their position in line.
- D. Students are encouraged to submit their funds to the cafeteria in the morning before homeroom. Any funds submitted during the lunch periods will not be available until the following day. Details regarding deposits, lunch account balances and use of our online lunch account system are available on the cafeteria section of the District's website.
- E. Upon leaving the cafeteria, deposit tray and silverware at the designated place.
- F. Time allocation for student lunches is 30 minutes.
- G. Lunch period is treated as a regular class in terms of tardiness and passes.
- H. Lunch monitors have full authority during lunch.
- I. Improper behavior can result in loss of cafeteria privileges.

Any student attending the breakfast program is expected to report to homeroom to confirm presence, proceed to the cafeteria, and follow normal cafeteria procedures. Failure to adhere to this protocol will result in a tardy to homeroom.

CHEMICAL ABUSE POLICY AND GUIDELINES

This policy including its rules, regulations, and guidelines is an effort to openly and effectively respond to the potential and current uses and abuses of chemicals by members of the student population.

KEY DEFINITIONS

A. Chemical/alcohol/mood altering substance-shall include any alcoholic beverage, any drug listed as a controlled substance, chemical or medication for which a prescription is required under law, any substance which is intended to alter the mood. Examples include but are not limited to: beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances, and any capsule or pill not registered with the school nurse.

B. Student Assistance Team- (SAT) a multi-disciplinary team composed of school personnel. This team has been trained to understand and work with issues of adolescent

chemical abuse, use, and dependency. This team is also included in the role identification and referral processing of students with chemical difficulties.

C. Distributing- deliver, sell, pass, share, or give any chemical, alcohol, or drug as listed in the policy from one person to another.

D. Possession-possess or hold, without intent to distribute, any drug or alcohol as defined in the policy.

E. Drug Paraphernalia-any utensil or item, which in the schools judgment is associated with drug use, alcohol use, and chemical use. Examples include but are not limited to roach clips, pipes, and bowls.

POLICY AND PROCEDURES

A. Student is suspected of drug or alcohol use. No violation or physical evidence.

1. Teacher refers student to SAT member for consideration.
2. SAT dictates plan of action for given student. Plan may include informal contact with SAT member and student.

B. Student contacts staff member in regard to the drug or alcohol use of another student. Staff member refers named student to SAT. SAT dictates plan of action for named student.

C. Student volunteer's information about personal drug or alcohol abuse and asks for help.

1. SAT member will immediately conduct informal intervention with student.
2. SAT member will inform other team members and team will develop action plan in best interest of the student.
3. Student requesting help will voluntarily and without any policy violations will not be subject to disciplinary action for their misuse of drugs or alcohol.

D. Student has a drug or alcohol related medical emergency.

1. Nurse summoned.
2. Student is transported to medical facility in accordance with school policy.
3. Parents are notified.
4. Principal investigates the incident under the term probable cause.
5. Student is referred to SAT.
6. SAT action plan is determined by information resulting from investigation of the emergency.

E. Student possesses drug paraphernalia

1. Principal is contacted.
2. Material is confiscated.
3. Principal investigates the incident to determine further disciplinary action.
4. Parents are notified.
5. Student referred to SAT for consideration.

F. Student possesses, uses, under the influence of drugs, alcohol, mood altering substance or drug paraphernalia that may contain prohibited substances.

1. Removal from class at time of offense.
2. Parents contacted.
3. Law Enforcement notified.

4. Informal hearing with parents.
5. Ten (10) days out of school suspension for first offense. Student is referred to SAT for informal intervention and self-evaluation.
6. Fifteen (15) day out of school suspension for 2nd offense. Student is referred to SAT Formal Board Hearing for expulsion. Administration will request that conditions for the return to school following suspension include an assessment with a licensed drug and alcohol facility and compliance with the recommendation of that facility.

G. Student distributing a drug.

1. Removal from class at time of offense.
2. Parents contacted.
3. Law Enforcement notified.
4. Informal hearing with parents.
5. Ten (10) day out of school suspension.
6. Formal Board Hearing for expulsion. This is a Level IV offense.
7. Administration will request that conditions for the return to school following the suspension include an assessment with a licensed drug and alcohol facility and compliance with the recommendation of the facility.

Chemical substance use/possession/distribution are regarded as a Level IV offense. If a Formal Board Hearing is necessary due to violation, the following disciplinary action may be taken by the board.

- A. Temporary removal from school.
- B. Alternative education program.
- C. Out of school suspension.
- D. Expulsion from the Greenwood School District.

COMPUTER AND INTERNET GUIDELINES



COMPUTER ROOM

- A. Students who have taken or are taking a computer course may schedule to go to the computer room during their regularly scheduled study halls.
- B. The only other students permitted in the computer room will be those who have secured a one-time pass from the computer room teacher.
- C. Students are not permitted in the computer rooms unless they have passes signed by a computer teacher. **Passes for the computer rooms must be obtained before homeroom, after school, or during your class with a computer teacher.** Study hall teachers are not permitted to give individual passes for their students to come to the computer rooms. Prior arrangements must be arranged.

- D. Students who do not have passes from a computer teacher will be sent back to study hall or class.
- E. Upon entering the computer room, students must sign the clipboard. Students will return to their study hall at the end of the period.
- F. A classroom atmosphere should prevail in the computer room-no loud talking, etc., is permitted.
- G. Students may not misuse the computer.
- H. Students must have permission from the computer room teacher before using the printer. Other equipment in the room may not be tampered with or used.
- I. No vulgar language may be typed into the computers.
- J. No game playing is permitted on the computers unless the computer room teacher has deemed it an educational game.

INDIVIDUAL COMPUTER USE AND CONFIDENTIALITY

- A. Students are assigned a password to access the local area network. It is the responsibility of the student to keep this password confidential. Since each student has a unique password, the student is responsible for all material in their personal files. Students who are found to have unauthorized material in their file will be referred to the office. Students accessing unauthorized files will be referred to the office. Students referred to the office may be denied future access to the school district computer equipment. This can result in removal from a class and being denied a credit.
- B. Students will be charged \$25.00 for restoration of files due to an unauthorized search.

**GREENWOOD SCHOOL DISTRICT
ACCEPTABLE USE POLICY
DISTRICT TECHNOLOGY AND NETWORK FACILITIES**

1. Purpose:

The Board of School Directors (Board) of Greenwood School District (District) approves the use of the Internet, information technology and other network facilities in the District's instructional programs in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. Use of the District's information technology tools and network facilities shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The Board of School Directors supports the use of appropriate technology tools and network resources for students and staff primarily to enhance productivity, conduct research and communicate with others to engage learners and positively impact the educational process.

2. Definitions:

- **Child Pornography** – the meaning given such term in Section 2256 of Title 18, United States Code
- **Harmful to Minors** – any picture, image, graphic file, or other visual, sound, or written depiction that:
 - Appeals to a prurient interest in nudity or is suggestive of sexual acts
 - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of human genitalia
 - Portrays questionable humor or regard for gender, age or ethnicity
 - Lacks substantive literary, artistic, political or scientific value as to minors
 - Depicts extreme violence
 - Creates malicious code (viruses, worms, etc...)
 - Promotes Intolerance
- **Hacking** – any attempt to gain unauthorized access to network facilities or using District network equipment, software, account access, etc... to attempt or to gain entry and unauthorized access to district or other network data, resources or security.
- **Illegal Activities/Uses** – any use of network facilities or District technology information resources which violate municipal ordinance, or local, state, and/or federal law, including but not limited to those activities relating to copyright, trade secrets, distribution of obscene or pornographic materials, or the Family Educational Rights and Privacy Act (FERPA).
- **Information Technology** – various electronic devices including but not limited to: local and wide area networks, Internet services; computer hardware; software applications; operating systems; web-based information applications and services; telecommunications equipment; video surveillance recording and conferencing equipment; multimedia products; and office products such as photocopiers and fax machines. Examples of information technology tools include such devices as telephones, cell phones, laptop computers, Smartphone's, pagers, iPods or other electronic music players, digital cameras, projectors, video recorders, etc... When

used in this policy, information technology is sometimes referred to as information technology tools or resources.

- **Network Facilities**

- Computers, nodes, electronic connections, telephones, peripheral devices and other information technology tools used for information processing and interactive purposes.
- Network bandwidth including local area network (LAN) and wide area network (WAN) bandwidth, and other devices necessary to facilitate connectivity to tools such as e-mail services, file and media servers, routers, switches, hubs, firewalls, premise wiring and network data ports, etc...
- All information technology tools used while on or off District property that impact the District or when such use comes in conflict with the Employee and/or Student Code of Conduct or District Policy, whether or not such tools are owned by the District, and whether or not they are connected physically or wirelessly to the District's information network(s).
- All information technology tools that are connected remotely (from home or elsewhere) to the District's network.

- **Sexting** – utilizing cellular phone camera and text message capabilities or other information technology and/or telecommunications to create and disseminate information of a sexually explicit or sexually inappropriate nature.
- **User** – an administrator, teacher, student, parent, community member, invited guest, or any individual employed by Greenwood School District authorized to use District information technology or telecommunications capabilities.
- **Vandalism** – any attempt to disrupt, corrupt, usurp, misappropriate, damage or destroy District hardware, software, data, or operation of any District information technology or telecommunications capabilities. This includes but is not limited to dismantling or striking of equipment, inappropriate disclosure or disruption of confidential data, and creation and upload of malicious code (computer viruses, worms, Trojan horses, or other harmful executable files).

3. **Authority:**

The Board establishes that use of information technology tools and network facilities impacting the District is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in cancellation of the privileges of users and other appropriate disciplinary action consistent with the District's Code of Student Conduct or employment policies.

Users have no expectation of privacy or confidentiality in the content of electronic communications, Internet access, or other computer files sent and received or created, utilizing the District's information technology tools, network facilities or stored in his/her directories. The District reserves the right to log network use and to monitor fileserver spaces utilization and Internet sites visited by users, while respecting the privacy rights of outside users. The District Technology Coordinator will provide evidence and recommendations to the superintendent when it is necessary to deny, revoke or suspend specific access.

The District reserves the right to remove a user's account from and access to network facilities to prevent further unauthorized, inappropriate or illegal activity whenever these activities are discovered. The District has the right to monitor, inspect, copy, review remove and store at any

time, without prior notice, any and all usage of its information technology, network facilities, and Internet usage and any and all information transmitted or received in connection with such usage. All such information files and user accounts shall be and remain the property of the District.

Any personal electronic or digital devices brought onto school property are subject to seizure for the purpose of forensic examination when the use of such device is suspected to be in violation of the law or this policy. Examples: Personal cameras/phones may be seized if Sexting or cyber bullying is suspected.

The District may establish a list of materials, in addition to those stated by law, that are inappropriate for access by minors. It is recommended that teachers publish a list of online resources and the extent of their use within the specified environment.

The District recognizes the importance of teaching acceptable use and online safety to students. The District curriculum shall include instruction for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

4. Delegation of Responsibility:

Administrators, teachers and staff have a professional responsibility to work together to help students develop intellectual skills and ethical behaviors necessary to utilize and discriminate among information sources, identify information appropriate to their age and developmental levels, evaluate and use information to meet their educational goals, and utilize technology resources in a safe, lawful and responsible manner.

When using the District's information technology tools and network facilities, students and staff have a responsibility to respect and protect the rights of every other user in the District and of those they communicate or interact with on the Internet. The District directs that in compliance with the Children's Internet Protection Act (CIPA) every teacher will review key points of the Acceptable Use Policy with their students at the start of the school year and will vigorously monitor, enforce and immediately report any suspicious activity or violation to the technology department.

The electronic information available to users by and through various local, state and international resources does not imply endorsement by the District of the content, nor does that District guarantee the accuracy of this information.

The District shall not be responsible to any person for information that may be lost, damaged or unavailable when using the District's information technology or network facilities or for any information that is retrieved via the Internet or through some other electronic means.

The District shall not be responsible to any person for unauthorized charges, fees, damages or expenses resulting from access to the Internet or the District's information technology or network facilities.

Users have the responsibility to respect and protect the rights of every other user of the District and on the Internet. This includes maintaining the integrity of the District's electronic email or other communication systems. Any user has the responsibility to immediately report all violations of this policy and any planned or potential invasions of privacy, or information security breaches of which they have knowledge.

The primary function of the District's network facilities is to provide opportunity for professional productivity of our employees and the academic growth of the students we serve. Users must ensure that all email or other electronic communications sent or received do not contain pornographic material, inappropriate information or text-encoded files that are potentially dangerous to the operation or integrity of the network facilities.

The original document containing the necessary signatures of employees, students grades (K – 12), parent/guardian and guests will be filed in the appropriate vendor file, employee's personnel file and students cumulative record. The District shall provide additional copies of this policy to parents/guardians; upon written request and a viewable / printable copy of this policy shall be posted to the District's website.

The Superintendent and the Technology Coordinator shall be responsible for implementing technology initiatives, procedures and data collection to determine how technology is used and whether the District's information technology network facilities are being used for the purposes prohibited by law and this policy. These procedures shall include, but are not limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for users to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log (snapshots);
3. Archiving email and server file data on a regularly scheduled basis;
4. Monitoring online activities of all users for whom they are professionally responsible
5. Staff and student participation in technology surveys to collect information on technology usage and skills competencies, including but not limited to the annual state technology inventory in the Pennsylvania Department of Education technology inventory survey (PATI) and the national education technology standards (NETS), develop and maintained by the International Society for Technology in Education.

5. Guidelines:

Network accounts or other information technology based accounts shall be used only by the authorized owner of the account for the approved purpose. All communications and information accessible via the District's information technology or network facilities should be assumed to be the property of the District and shall not be disclosed.

Student work and likenesses may be posted with either the first name only, or the first name and last initial, but at no time should a students' full name be displayed. Photographs of minors may only be posted with prior written consent of the parent/guardian with a signed media release form on file in the school office.

Individual computing classrooms or areas may impose printing restrictions on any or all users in that area. Rules and limitations in these areas may also be established to protect the maintenance and operation of the equipment, applications and data, as well as the needs of other users.

All network-related problems, concerns, and requests should be immediately reported to District Instructional Technology personnel via established Help Desk protocol.

6. Prohibitions:

Users are expected to act in a responsible, ethical, and legal manner, and in accordance with District policy, accepted rules of network etiquette and federal, state and local law. Specifically the following uses of information technology tools and network facilities are prohibited:

1. Using the network to conduct illegal or inappropriate activities, or facilitate behaviors utilizing District Resources to assert an illegal or inappropriate act or purpose.
2. Unauthorized use – non-work related, for-profit, political purposes, gambling, lobbying, soliciting sales, conducting business, advertising, selling or servicing.
3. Uploading, creating, or attempting to create a computer virus or other inappropriate activity with the intent to damage network security, access or alter confidential information, or to exploit another.
4. Unsolicited and/or inappropriate email – Utilization of the network to receive or perpetuate content that may be considered spam including chain letters, hate mail, discriminatory remarks or humor, threats, or antisocial, offensive, and inflammatory communications or postings, and using building distributions lists for non-classroom purposes without prior written permission from the district technology coordinator.
5. Violating copyright laws, including plagiarism, piracy, unauthorized or illegal installation, redistribution, reproduction, modification, copying, forwarding, downloading, or use of copyrighted materials and known fraudulent copies.
 - a. **Note:** Copyrighted materials include, but are not limited to: games, stories, encyclopedia entries, music, graphics, or software templates and applications written by another. Any data uploaded to or downloaded from network facilities are subject to fair use guidelines.
6. Intellectual property violations include plagiarism and quoting of personal communications in a public forum without the original author's prior consent. Student work may be subject to validation via a plagiarism protection utility.
7. Accessing or transmitting obscene, inappropriate, or pornographic materials or text files, child pornography, or any files 'harmful to minors', as determined by Board policy. This includes, but is not limited to, the use of inappropriate language, profanity, and cultural slurs.
8. Transmitting any offensive materials, humor, audio, graphic, links, or text files likely to be viewed as objectionable to recipients.
9. Accessing or transmitting malicious code files that are dangerous to the integrity of the District's information technology or network facilities.
10. Accessing and using the District's information technology or network facilities during a period of time when the user's access privileges have been suspended or revoked. Only a building

administrator or district administrator may revoke or suspend a user account, as well as facilitate the reinstatement process of an inactive account.

11. Destruction, modification, abuse or unauthorized access to the District's information technology or network hardware, software and files, including intentionally obtaining or modifying files, passwords, data, or information belonging to other users or to which one would not normally have access.
12. Impersonation of another user, including, but not limited to, using another's email address, username, password or creating a persona for the purpose of deception by anonymity or pseudonym.
13. Violating software or other licensing agreements, including the loading, installing, previewing, copying, or using games, programs, unauthorized files, software, or other electronic media, including screensavers, backgrounds and music programs.
14. Intentionally transmitting or creating any digital content disruptive to the instructional process or threatening another District user, including, but not limited to, 'streaming' without sending prior notification to the technology department, particularly during school hours.
15. Engaging in or accessing any unauthorized social networking sites or features (blogs, chat rooms, MySpace, Facebook, instant messaging, twitter, podcasts, video sharing, and all on-line collaboration information and publishing systems, etc...) without the prior knowledge, consent and direct supervision of a teacher and administrator.
16. Utilization of donated and/or personal equipment on the District network facilities is prohibited. Temporary network access for non-district equipment may be extended to guests, students, teachers, and contractors with the District Technology Coordinator's prior authorization. Such access may only be setup and administered by a member of the District Technology staff.
17. Procurement of technology hardware, software and peripheral devices without the prior knowledge and permission of the District Technology Coordinator to verify compatibility and availability of adequate resources is expressly prohibited.
18. The sustained utilization of network bandwidth for streaming activities such as videoconferencing, virtual field trips, online videos, webinars, Internet data file transfers, etc... requires that prior knowledge and permission of the District Technology Coordinator and Technology Staff via Help Desk protocol. The purpose of this process is to prioritize activity and verify that adequate bandwidth is available at all times to support routine and critical District activities and services.

7. Safety and Security:

To the greatest extent reasonably possible, users of the District's network will be protected from harassment and unsolicited communication. The security of network facilities is protected through the use of passwords. Failure to adequately protect and routinely update passwords could result in the compromise of the integrity of this process, and could lead to unauthorized access to personal and/or District files. To protect the network facilities and the safety of our users, the following guidelines shall be followed:

1. All users identified as a security risk or having a history of such problems may be denied access to the District's network.
2. No users shall reveal their passwords to another individual (except to authorized technology personnel) or use any other user's password. If a user suspects someone else has his/her

password, he/she shall change it immediately and notify the District technology staff. (In a case where the user can not change his/her own password they must notify the District technology staff to have their password changed).

3. No users shall access a computer that has been logged in under another user's name. Every user is required to log-off when finished using any computer, and shut-down all computers in your room at the end of each school day. **When faculty and staff leave the room and are logged into a computer and leave it without logging off they are REQUIRED to lock the computer so no other users have access to it until they return. This is done by pressing the CTRL ALT DELETE keys and choosing the option to LOCK COMPUTER.**
4. No users shall intentionally seek, obtain, or modify the information, data, or passwords belonging to another user.
5. To minimize the possibility of identity theft and protect personal safety, network users shall be careful to limit personal information revealed online. This includes, but is not limited to, WebPages, chat rooms, email, etc...
6. All users shall immediately report any Internet contact attempting to arrange a face-to-face meeting with any user to a responsible teacher or administrator.
7. All users shall immediately notify the District of any violation of this policy, or other clear and present danger to the security of the network.
8. Any network user who receives threatening or unwelcome communications shall immediately report them to a teacher or administrator, and whenever possible or appropriate forward the communication and/or a screen shot as evidence.

8. Consequences for Inappropriate Use:

Use of the District's information technology or network facilities and the Internet is a privilege, not a right. Any violation of this policy or inappropriate use shall, at a minimum require the suspension of a user's access to network facilities, which may be extended to a termination for the remainder of a user's time in the District. General rules of conduct and communications apply when using the Internet, in addition to the stipulations enumerated within this policy.

Inappropriate, unauthorized, or illegal use or violations of this policy will result in appropriate disciplinary action, which could include the cancellation of privileges or notification of the appropriate legal authorities for violations of local, state and federal law. Inappropriate, unauthorized, or illegal use or violations of the prohibitions by a student user shall make the student subject to the disciplinary provisions of the Code of Student Conduct up to, and including, expulsion. Any such actions would be subject to applicable procedures established by the District. Any user identified as a security risk or having a history of problems with other computer systems may be restricted from access to the network, ranging from limited access to complete denial of access.

Unauthorized pictures, videos and/or audio taken without the direction or supervision of an instructor during the school day will result in a minimum out of school suspension of 10 days. Illicit, pornographic or threatening content may involve the appropriate law enforcement authorities, in addition to the out of school suspension.

The District will report any illegal uses of its information technology or network resources to the appropriate legal authorities, as some violations may be subject to prosecution under Pennsylvania criminal statutes or liability under civil statutes. Offenders may be subject to criminal prosecution for activities such as illegal use of the network, intentional deletion or damage to files of data belonging to others; copyright violations; theft of services; accessing, altering, or damaging any computer system, network, software or database, with an intent to interrupt the normal functioning of an organization; disclosing a password to a computer system, network, intentional and unauthorized access to a computer; interface with the operation of a computer or network; or alteration of computer software.

An individual search may be conducted if there is reasonable suspicion that a user has violated the law or District policies. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. District employees should be aware that their personal files and electronic communications may be discoverable under state public records laws. District employees shall be subject to discipline for violation of this policy or of local, state and federal law in accordance with Board policies.

District information technology or network users shall be responsible for any damages to the network facilities, including equipment, systems and software resulting from deliberate or willful acts.

Any violations listed in this policy are not all inclusive, only representative and illustrative. Any user who commits an act of misconduct not listed (or implied) may be subjected to disciplinary action based on the nature of the activity.

The following possible actions, which may be used in conjunction with the disciplinary provisions of the Student Code of Conduct and employment policies and procedures:

Minimum Actions:

- Conference between violator, teacher, or administrator
- Verbal or written reprimand
- Suspension or termination of network, information technology, Internet or information technology tool privileges

Additional Actions:

- Behavioral contracts
- In-school suspension
- Out-of-school suspension
- Restitution/restoration, including for professional services required
- Expulsion
- Criminal prosecution and reporting under state and federal law
- Letter of reprimand
- Suspension with or without pay
- Loss of wages
- Loss of employment

9. Filtering:

Every District computer/server utilized by students, staff or guests shall be equipped with Internet blocking/filtering software. The District will also monitor online activities of users through direct observation or technical means to ensure adherence to this policy. Internet filtering software or other technology based protection systems may be disabled by the Technology Coordinator or his/her designee, as necessary, for the purposes of valid research or other educational projects being conducted by users.

Internet Safety measures shall effectively address the following:

1. Control of access by minors and others in inappropriate matter on the Internet specifically the World Wide Web.
2. Safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access, including “hacking” and other unlawful activities.
4. Unauthorized disclosure, use and dissemination of personal information.
5. Restriction of access deemed by the District to be harmful to minors.
6. Restriction of access to visual depictions that are obscene, child pornography or harmful to minors.

Disclaimer of Warranties/Indemnification:

The District makes no warranties of any kind, either expressed or implied, in connection with access to and use of its information technology, or network facilities. The District shall not be responsible for any claims, losses, damages, or costs (including fees) or any kind suffered, directly or indirectly, by any user or his/her parents(s)/guardian(s) arising out of the use of its information technology or network facilities under this policy. By signing this policy, the user is taking full responsibility for his/her use, and the user who is eighteen (18) or older, or in the case of a user under eighteen (18), the parent(s)/guardian(s) are agreeing to indemnify and hold the District, its administrators, professional employees, and staff harmless for any and all losses, cost claims or damages resulting from the user’s access to its network facilities, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user, or if the user is a minor, the user’s parent(s)/guardian(s) agree to cooperate with the District in the event of the District’s initiating an investigation of a user’s access to the computer network and the Internet.

References:

- Child Internet Protection Act – 24 P.S. Sec. 4601 et seq
- U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq
- Enhancing Education Through Technology Act of 2001 – 20 U.S. C. Sec 6777
- Internet Safety – 47 U.S. C. Sec. 254
- ISTE NETS – International Society for Technology in Education, National Education
- Technology Standards for Teachers and Students: <http://www.iste.org>
- PATI – Pennsylvania Technology Inventory developed by the Metiri Group for annual data collection for the Pennsylvania Department of Education: <http://pati.metiri.wikispaces.net>
- State Board of Education Regulations – 22 PA Code Sec. 403.1
- P.L. 94-553, Sec. 107
- P.L. 106-554. Sec. 1711, 1721, 1732
- 18 Pa.C.S.A. §7611 et seq

Student Drug Testing For Extra-Curricular Participation, Driving, and Parking Permit Privileges

The Greenwood School District considers student participation in an extra-curricular program, driving to school and the issuance of parking permits for parking upon school property to be privileges and voluntary activities. As representatives of the school district and leaders in their schools, students involved in extra-curricular programs and students who drive to school are expected to exemplify high standards by the public and are held in high esteem by other students. Participants in identified extra-curricular activities, athletics, and those who drive to school are expected to accept the responsibilities accompanying these opportunities.

Deterring drug use by school students is important. School years are the time when physical, psychological, and addictive effects of drugs are most severe. The effects of a drug use in school are visited not just upon the users, but upon the entire student body and faculty. A drug culture disrupts the educational process for everyone. The development of this policy is viewed as a viable drug prevention program.

This policy is designed to accomplish the following:

1. To provide students participating in identified extra-curricular activities, athletics, and student drivers, with a program that will enable them to avoid the use, abuse, or experimentation with illegal substances.
2. To protect the health and safety of all students.
3. To provide students identified as using, abusing, or experimenting with controlled substances the necessary assistance programs.

Authority: In addition to its parental (in loco parentis) responsibilities for students, the school has custodial and tutelary duties in regard to the pupils who have been placed in its care. It is reasonable for the school district, as a guardian and tutor to undertake the testing of identified extra-curricular participants, athletes, and student drivers for alcohol and drug usage.

This policy is adopted in accordance with the authority granted to school boards under section 510 of the Public School Code of 1949, as amended, permitting School Boards to adopt reasonable rules and regulations regarding the management of the school district affairs and the conduct and department of all pupils during the time that they are under the supervision of the Board of Directors, administrators, teachers, advisors, and coaches. The Terms extra-curricular participant, athlete, and drivers are used throughout this policy and will designate or reference members of athletic teams, identified extra-curricular clubs, and students who obtain parking permits allowing them to drive and park on school property.

Guidelines: Every member of a Greenwood School District athletic team, identified extra-curricular club, and approved student driver must consent to random urine testing at any time during the calendar school year.

Each year, participants in the above named activities will sign a waiver indicating an intention to participate in athletics, identified extra-curricular activities, or obtain a permit to drive and park on school property and authorizing that at any time and without prior warning during the school year, if the participant is randomly selected from the identified pool of students, the participant must submit a urine sample for drug screening. The urine sample will be evaluated by an outside contracted agency of the school district's choosing.

Once a student participates as a member of a specific athletic team, identified extra-curricular group, or obtains a permit to drive, that student is considered to be part of the drug testing pool until the student notifies the Greenwood Testing Coordinator (principal, asst. principal) in writing of his/her intention to end participation or until the student elects not to participate in the same activities or elects not to obtain a driving permit in the following school year.

All testing costs associated with the random drug testing program shall be the responsibility of the Greenwood School District.

Procedure: The randomly selected participant will personally hand the specimen container to the medical technician: the technician will examine the contents of the container for abnormalities (color, temperature). If abnormalities exist that would lead the technician to believe that the urine sample is contaminated, a second sample will be required within a reasonable amount of time (2 hours). Two consecutive contaminated samples will result in a failed test being recorded for the participant.

Every effort will be made to provide test results to the school district within five (5) working days of the test administration time. The testing coordinator, high school principal, or Superintendent of schools, will receive a confidential report of the test results. The testing coordinator (principal, asst. principal) will promptly notify the parents/guardians upon the receipt of the test results. This will be by telephone contact.

If the sample tests positive, a second test shall be administered to confirm the results. The second test shall be completed using the original urine sample. If the second test is negative, no further action is taken.

If the second test is positive, the participant's parents/guardian shall be notified and the principal, asst. principal, or superintendent shall convene a meeting with the participant and the parents/guardian. If the test reveals the presence of amphetamines, barbiturates, benzodiazepines, cannabinoid, cocaine, opiates, phencyclidines, or steroids the participant should be required to complete and abide by the following:

1. The participant must take part in the Greenwood Student Assistance Program. The participant will be required to take a drug and alcohol assessment with a certified evaluator of the district's choosing. Greenwood contracts with Cumberland/Perry Drug and Alcohol to provide assessments on students referred to the SAP team. Failure to comply with the assessment and/or the evaluator's recommendation will result in dismissal from the identified activity and/or loss of driving privileges.
2. The student with a first offense will be suspended from participating in all formal performances, athletic contests, or scheduled competitions for a period of time until a drug and alcohol evaluation has been completed. Driving/parking on school property privileges will be suspended until the drug and alcohol evaluation has been completed. The student may attend practices or rehearsals. Athletes should attend all games and sit with the team, but may not be in uniform. The student will be retested, upon the evaluators' recommendation, and an acceptable test result must be obtained before the student can participate in any formal performances, athletic events, or scheduled competitions.
3. A second positive test by the student will result in the student being removed from the extra-curricular performances and/or athletic team competitions and loss of driving privileges for the remainder of the athletic season or academic semester. Students are still encouraged to practice with their organizations. Students who drop out from

the activity or sport will be required to pass a drug test prior to participating again. This requires the student to submit to a urine test and test negative prior to his/her return to a group or reinstatement of driving privileges.

4. The student who re-tests and is found to have a positive test, qualifying as a third offense, will be suspended from participation for one (1) calendar year from the date of the third offense. The student must test negative for drug use before again participating in events or receiving a driving permit.
5. The student who has four (4) or more offenses will be required, along with a parent or guardian, to request a hearing before the Board of Education to apply for reinstatement to all school extra-curricular activities and/or receiving a driving permit.

Students will be randomly selected to participate in the screening. Should any participating student at any time refuse to submit to a sample for testing, this shall result in the student's disqualification from extra –curricular, athletic participation and the revocation of a driving permit. The guidelines for a failed test would be applied in cases of refusal.

Since the presence of any prohibited substance does not necessarily mean that the athlete was in possession or under the influence of such substance on school premises, such detection will only result in disqualification from extra-curricular, athletic participation, and loss of a driving permit. This will not result in a suspension or expulsion from school.

Greenwood School District policy provisions concerning the use, possession or distribution of illegal substances on school property or at school activities shall remain unaffected by this policy.

The Greenwood School District and the Newport School District currently co-sponsor athletic teams in golf, football, soccer, wrestling, and track. In accordance with the current agreement between the schools, each athlete follows the athletic and academic policy guidelines established by their home school. Greenwood students participating in golf, football, and wrestling, sponsored by the Newport School District, would be required to participate in the random drug testing program. Newport students participating in soccer and track, sponsored by the Greenwood School District, would not be included in the random pool of students.

COURSE INFORMATION

Courses required of all students are outlined in the Course Selection and Description Guide issued in the spring of each year. The elective courses that are available are also given. This is available upon request. Students are scheduled each spring for the next academic year. Student schedules are based on the guidelines as established by the Greenwood Curriculum Guide.

Each student is required to select an area of concentrated study, academic, agriculture, business, or vocational, with the option of taking courses in any of the areas. The scheduling process is designed to best meet the needs of each individual student to achieve excellence in the area of concentration. Students have ten (10) school days in which to request a schedule review by guidance and administration. A parent conference is necessary to make a schedule change in regard to a major subject or in a subject within the student's area of concentration. Administration may make later changes if it is deemed to be in the best interest of the student.

INDUSTRIAL ARTS

Guidelines for charging students for industrial art supplies:

- A. Students are required to complete a project sheet for each project.
- B. The school will provide basic supplies for required courses in 7th and 8th grades.
- C. Students in elective courses in grades 9-12 are required to supply their own materials.
- D. Students are given a project sheet marked paid and initialed by the teacher as a receipt of payment of any industrial art supplies.

PHYSICAL EDUCATION

Students must wear shorts, T-shirts, sweat socks, and sneakers during physical education classes. Students who choose to shower after class must provide their own towel. If, for any reason, a student cannot participate in a Physical Education class, a note from the family doctor must be presented to the teacher prior to the beginning of class. Physical Education is a graduation requirement mandated by the Commonwealth of Pennsylvania.

ONLINE COURSES

The opportunity exists to take courses (credit recovery and/or additional options) online through the Capital Area Online Learning Association (CAOLA). Specific guidelines are in place and information can be obtained from the guidance counselor and online learning advisor.

All online courses taken must be completed and grades received by the date specified by the online learning advisor for that academic year.

CUMBERLAND PERRY VO-TECH SCHOOL

Cumberland Perry Area Vocational Technical School offers 21 different vocational-technical programs. Greenwood students attend the half-day program in the afternoon leaving the high school at @ 11:25 and returning at 3:45. Each program is worth three credits per year. Social Studies courses are also offered at CPAVTS.

For more information about CPAVTS students should see the high school guidance counselor. The following programs are offered:

- Arts & Technology
 - Advertising Art & Design
 - Graphic Communications
 - Computer Networking
- Construction & Maintenance
 - HVAC
 - Carpentry
 - Electrical Construction & Maintenance
 - Masonry
 - Horticulture/Landscaping
- Manufacturing
 - Electronics Technology

- Precision Machine Technology
- Welding
- Health Sciences
 - Dental Assisting
 - Nursing
- Transportation & Logistics
 - Automotive Collision Technology
 - Automotive Technology
 - Diesel Technology
 - Logistics & Warehouse Management
- Human Service & Hospitality
 - Cosmetology
 - Criminal Justice
 - Culinary Arts
 - Early Childhood Education

H.A.C.C. POLICY

Students may enroll at H.A.C.C. if they meet the following requirements:

- A. Seniors must have accumulated a minimum of 10 major credits. Under exceptional circumstances highly recommended juniors may enroll at H.A.C.C.
- B. The student must carry an 83 average in major subjects.
- C. The student must meet grade level requirements.
- D. Students must have written approval following a screening process carried out by a faculty-guidance counselor.
- E. The student must present grades from H.A.C.C. to the school at the end of each semester for reimbursement consideration.

DISCIPLINE

The following instances are discipline clarifications for infractions of the Discipline Code. These are the infractions that occur most often during the school year:

A. **Tardiness to class-** The first time this occurs a student is issued a warning by the classroom teacher. The second offense will result in a referral to the office for appropriate intervention. A pattern of excessive tardies will result in appropriate administrative discipline.

B. **Student Lockers-** May be used throughout the school day. It is strongly recommended that students obtain a school lock and keep their locker locked. The school will provide a lock for student lockers. Locks can be rented for \$5.00, which will be returned at the end of the year upon return of the lock. The school district is not responsible for thefts from lockers. Students should always place clothing and valuables in a locked gym locker.

C. **Abusive or Foul Language-** Any student reported by a staff member to the principal for using abusive or foul language will be referred to administration for appropriate administrative discipline.

D. **Smoking and Tobacco-** Students may not smoke, use, or have in their possession tobacco products (including electronic cigarettes) while under the jurisdiction of the Greenwood School District. Students cited for smoking in the school area (school property and adjoining properties within sight of the building) will be given one-day suspension from school. A second offense will result in a two-day suspension and a third offense results in three days of

suspension. (The Clean Air Act passed in April 1989 defines smoking as an act that is not permitted on public school property.)

The borough of Millerstown has an ordinance that prohibits smoking or possession of tobacco products by individuals under the age of 18. Violators may be reported to the police and citations will be issued. This is in effect 24 hours per day. The Greenwood campus is a smoke free/tobacco free school zone for all individuals 24 hours per day/seven days per week. The use of **Smokeless Tobacco** is also prohibited by the Greenwood School District. Students who are cited for having smokeless tobacco in their possession will have that tobacco confiscated. Students who are cited for actively using smokeless tobacco will fall under the Tobacco-Smoking Policy and be issued suspension. The ordinance listed above also applies.

E. Unauthorized Chemical Substances - Students found in possession of or under the influence of unauthorized chemical substances on school properties or at school activities will be subject to **all** of the following:

1. Suspended from school for a designated time if the offense took place during school hours.
2. Parental notification.
3. Law Enforcement notification.
4. Service Agencies notification.
5. Parent-Administration conference.

A. Food, Drinks, and Gum - Eating food, chewing gum and drinking beverages are to be enjoyed during breakfast and/or the student's scheduled lunch period. These items are not to be partaken in common areas of the school during the hours of 7:45 a.m. - 2:35 p.m. Individual classroom instructors should inform students of classroom expectations and procedures. Students will follow the referenced expectations. Failure to comply will result in classroom discipline.

G. Student Driving and Parking - All students are to follow the Driving and Parking Regulations as set forth in this handbook. All violations are treated at the level necessary to maintain and ensure safety. The degree of severity of the violation will be reflected in the consequences. Any activity that endangers the safety of others may result in the termination of driving privileges.

For minor offenses the first violation will result in the loss of driving privileges for one week, second offense, two weeks, and third offense, one semester. All students must register their vehicle with the school, and obtain a parking permit in the office for \$5.00. Vehicles without a parking permit may be towed at the owner's expense. Students may park in the large lot next to the gym. Both sides of the island and the lower parking lot are reserved for staff and visitors. **Student drivers with excessive tardiness to school may have their driving privileges revoked.**

H. Student Contact Clarification - In order to discourage hallway and class area disruptions, along with protecting the personal rights of individual students, the Greenwood School District discourages bodily contact between students during the school day. This includes such activities as hand holding, arm holding, kissing, etc. Students continuing to disregard this request will be assigned an after-school detention. Students should remain in the hall area in the immediate location of their homeroom. Middle School students should not be on the lower level during homeroom unless traveling to breakfast. In this case, the most expeditious route should be taken. Senior High students should not be in the upper level unless visiting the guidance area or library. In these cases, expeditious traveling and an immediate return to homeroom are expected. Failure to comply will result in administrative discipline.

I. **Backpacks, purses, gym bags** - These are not permitted in classes during the day. Students should store books and materials in their lockers. The district is not responsible for thefts from lockers. Bags and purses carried during the day may not exceed 12" x 12".

J. **Laser lights** are prohibited at all times on school property and at all school sponsored events.

K. **Cell Phones, tablets, and laptops** are to be utilized for academic purposes under the permission and direction of school personnel. Unauthorized pictures, videos and/or audio taken without the direction or supervision of an instructor during the school day will result in a minimum out of school suspension of 10 days. Illicit, pornographic or threatening content may involve the appropriate law enforcement authorities, in addition to the out of school suspension.

L. **Headphones, earbuds, and speakers**- Headphones, earbuds and speakers are not to be used in hallways or in classrooms unless authorized by a staff member.

M. **Chains** – Due to student safety, students are not permitted to wear spiked accessories (collar, bracelets) or heavy chains. This includes chains attached to wallets or purses. These chains are to be put in the student's pocket or stored in the student's locker.

SCHOOL SECURITY

Security is a high priority in maintaining a safe learning atmosphere. All staff carry picture ID badges. Security cameras are strategically placed throughout the building and on school grounds. The following guidelines are now in place to maintain that security.

A. All school doors will be secured at 8:02 AM each morning.

B. Between the hours of 8:02 AM and 2:35 PM all students and visitors must ENTER & EXIT the school building from the office doors only. The exception to this guideline is athletic teams or academic field trips leaving the building prior to dismissal or agriculture students using the greenhouse exit. Physical Education classes should use the gym lobby and lower exit for class. Vo-Tech students will exit through the office doors.

C. At the end of the day, students are to use the designated exits. The auditorium should not be used to exit or enter the building.

D. All visitors must sign in at the high school office and wear a visitor's pass while in the building. Visitors must sign out when they leave the building.

E. Students should not open exterior doors for visitors during the school day. Signs on exterior doors direct visitors to the office doors.

DETENTION

Regular detention is assigned to students who violated the discipline policy. Detention will be held one day per week, Thursdays from 2:40 to 5:00. This will allow students to ride an activity bus with administrative permission.

A. Operation of detention:

1. Detention shall consist of no more than two and a quarter (2 ¼) hours a day immediately following school dismissal.
2. Students shall be notified at least one school day ahead of the detention.
3. All Discipline Referrals will be sent home to parents for notification of the behavior and the date of the detention assignment.

B. Teacher-Assigned Detention:

1. A teacher may assign a detention to a student. This detention will be supervised by the teacher.
2. A form will be sent home with the student at least one day prior to the detention-notifying parents of the date, time, and reason.

C. In-School Suspension: ISS will be assigned for offenses that result in repeated discipline referrals to the office or are of a more serious matter.

CORPORAL PUNISHMENT

A. Corporal punishment, namely physically punishing a student for an offense, will not be administered by teachers and school officials to discipline students. However, reasonable force may be used by teachers and authorities:

1. To quell a disturbance
2. To obtain possession of weapons
3. For the purpose of self-defense
4. For the protection of others or property.

SATURDAY WORK PROGRAM

The Saturday Work Program is designed as an alternative consequence for violations of the school's discipline policy. Students and the supervisor will work together on routine maintenance within the Greenwood School District. The goal of the program is to provide the students with an experience that points out the need to follow rules and function as a team to be productive members of society. It will also allow the students to provide community service to the school district.

A. Students are to report to the high school office lobby by 8:00 AM to work until 11:00 AM.

B. Students and the supervisor will work as a team on all projects. Students will be under direct supervision at all times. All supervisors will have required clearances.

C. The Saturday Work Program is an extension of the school day and all school rules apply.

D. Students who do not cooperate or participate in the activity of the day will be sent home and assigned out of school suspension.

SUSPENSIONS AND EXPULSIONS

- A. The Board of School Directors shall define and publish the types of offenses that would lead to exclusion from school.
- B. Exclusion from school may be affected by temporary suspension, full suspension, or expulsion.
 - 1. "Temporary suspension" shall mean exclusion from school for an offense for a period of up to three school days, by the principal, without a hearing, in accordance with the policies of the school board directors.
 - 2. "Full suspension" shall mean exclusion from school for a period of up to ten school days, after an informal hearing before the principal is offered to the student and the student's parents, in accordance with the policies established by the Board of School Directors.
 - 3. "Expulsion" shall mean exclusion from school, for an offense, for a period exceeding ten school days and must be permanent expulsion from the school attendance roster.
- C. No student may receive a temporary suspension unless the student has been informed of the reasons for suspension and has been given an opportunity to respond before the suspension becomes effective. All full suspensions require a prior informal hearing, in accordance with the procedures of the Section on Hearings.
- D. The maximum period a student may be suspended for an offense shall not exceed ten school days. A temporary suspension may be followed by a full suspension for the same offense, provided that the ten school days limitation is not exceeded. Temporary or full suspensions may not be accumulated or made to run consecutively beyond this ten school day limit.
- E. During the period prior to the temporary suspension, the full suspension, or the hearing and decision of the Board of School Directors in an expulsion case, the student may be placed in his or her normal class, assigned to a special class, be placed on a modified schedule, or placed in an alternate program.
- F. Students shall be permitted to make up, without penalty, exams and work missed while being disciplined by temporary or full suspension. This make-up is to be completed by the student within one week of the return from suspension. Students are responsible for obtaining all missed assignments.
- G. If, when expulsion proceedings are initiated, it is determined, after an informal hearing, that a student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others, and it is not possible to hold a formal hearing within the period of a full suspension, the student may be excluded from school for more than ten school days, provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternate instruction.
- H. Students who are less than seventeen years of age are still subject to the compulsory school attendance law even though expelled, and must attend school. The responsibility for placing the student rests initially with the student's parents or guardian. However, if the student is unable to attend another public school, cannot afford to attend, or is unable to be accepted at a private school, the student's school district has the responsibility to make some provision for the child's education, either through instruction in the home or by re-admitting the child.

If none of these alternatives is acceptable, the school district must take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

Act 26 states that students cited for bringing a weapon onto any school property or school sponsored activity may be expelled for a period of not less than one year.

FORMAL HEARING

A. Education is a fundamental right and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

B. A formal hearing may be held before the board of school directors or a duly authorized committee of the board, preferably composed of no fewer than three members of the school board. The hearing committee's decision is advisory to the school board where expulsion is recommended. A majority vote of the entire school board is required to expel a student.

C. At the formal hearing, the following due process requirements are to be observed:

1. Notification of the charges in writing, sent to the parents guardian by certified mail and to the student.
2. Sufficient notice of the time and place of the hearing.
3. The right to an impartial tribunal.
4. The right to be represented by counsel.
5. The right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
6. The right to demand that any such witnesses appear in person and answer questions or be cross examined.
7. The student's right to testify and produce witnesses on his or her own behalf.
8. A record must be kept of the hearing either by a stenographer or by tape recorder. The student is entitled at the student's expense to a copy of the transcript.
9. The proceeding must be held with all reasonable speed.
10. If requested by the student or the student's parent, the hearing will be held in private.
11. When the student is dissatisfied with the results of the hearing, recourse can be had to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.
12. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended, and to provide the student the opportunity to demonstrate that there is a compelling reason why he/she should not be suspended. The informal hearing also encourages the student's parents or guardians to meet with the principal to discuss ways by which future offenses can be avoided.
13. At the informal hearing, the following due process requirements are to be observed:
 - a. Notification of the reasons for the suspension in writing given to the parent(s) or guardian(s) and to the student.
 - b. Sufficient notice of the time and place of the informal hearing.
 - c. The right to cross-examine any witnesses.
 - d. The student's right to speak and produce witnesses on his or her own behalf.

POINT SYSTEM FOR OFFENSES

Students referred to the principal for violations will receive consequences. Students who accumulate 4 points will be assigned a Saturday Work Program detention. Saturday Work Program detention would be held on Saturday throughout the school year. Students who do not report to the Saturday Work Program detention will be issued a three-day suspension. Points are maintained for the school year. Point reduction can occur if a student has no additional violations for a 9-week period.

Minor Offenses - Level 1 - 1 point Examples (not all inclusive)

- Class disruptions
- Misuse of computer resources
- Bus misconduct
- Cafeteria misconduct
- Insubordination
- Disrespect to staff or students
- Misuse of school property
- Profanity
- Tardiness
- Misuse of pass
- Unsafe behavior/horseplay
- Out of assigned area
- Public display of affection

Moderate Offense - Level 2 - 2 points Includes Level 1 offenses that are cumulative, hostile, or premeditated. Includes those acts that constitute a threat to the health, safety, and welfare of students and staff.

Examples (not all inclusive)

- Class cuts
- Cheating/plagiarism
- Truancy
- Minor Vandalism – student repairable
- Pushing/shoving of another student
- Tobacco violation
- Throwing/propelling objects at students or staff
- Defiant/uncooperative behavior with staff
- Leaving school property without permission
- Minor theft
- Failure to serve detention

Serious Offense - Level 3 - Suspension (Out of school) - 3 points accumulated plus suspension. Includes Level 1 and 2 offenses that are chronic or severe. Also, included are acts, which are in violation of the State Crimes Code. Violation may result in suspension or expulsion.

Examples

- Fighting
- Vandalism – major
- Possession or use of illegal substances
- Physical threats to others
- Threatening/terrorist phone calls
- Unauthorized use of fire alarm system
- Use of computer resources for obscene, threatening, violent, or illegal purposes

Severe Offense - Level 4 - Suspension/expulsion - 3 points accumulated plus suspension/expulsion. Includes Level 1-3 offenses that are chronic or severe. All are subject to criminal prosecution.

Examples

- Extortion
- Bomb threats
- Violation of weapon policy
- Assault
- Furnishing, selling, or distribution of illegal and unauthorized substances
- Arson
- Major theft or possession of stolen property

DRIVING AND PARKING REGULATIONS

A. Pupils driving cars to school will park them at the northeast parking lot, which is located just beyond the gymnasium end of the building. The area on either side of the island is reserved for the faculty. Cars must be parked in the assigned area.

B. Smoking in cars on the school grounds is prohibited. (See Tobacco Regulations)

C. The speed limit is 10 mph.

D. Students are not permitted to loiter in or around the automobiles during the school day.

E. Drivers are expected to arrive at school on time. Students are not permitted in the parking areas after 8:02 a.m.

F. Traffic entering the school should use the elementary area to enter the complex and the high school cafeteria to exit. A one-way traffic pattern is utilized on school grounds. The elementary driveway should never be used as an exit during school or activity hours.

G. Automobiles will not be moved until the close of the school day. Students may leave school premises before the buses. Student vehicles exiting out of the exit closer to the gym have the right of way and must use it. Students using the second and third exits must wait until all traffic is cleared. **Once the buses begin moving, all student vehicles must wait until the buses have cleared the parking lot. Vehicles are not permitted to cut in between buses as they are exiting.**

H. A resolution was passed by the Greenwood School Board at its June 3, 1963 meeting and amended at the March 3, 1970 meeting as follows:

Be it resolved that the driveways within the bounds of the Greenwood School at Millerstown be declared public right of way and that the Motor Vehicle Code of the Commonwealth of Pennsylvania be enforced in its entirety for any or all motor vehicles, public or private, or common carriers, public or private. Be it further resolved that the speed limit shall not exceed ten (10) miles per hour on all drives paved or unpaved. One-way traffic shall be maintained as posted: Parking regulated (as established) by driving vehicles into the parking place.

It was agreed that all violations will be prosecuted and penalties will be imposed. Any member of the Administrative Body has the authority to report name of driver, license number, and make of car, date and time, to the State Police and prosecution will be made.

I. Registration

1. Yearly

a. Students may apply for a permanent parking pass for the school year in the high school office. An application can be obtained from the high school office.

b. The student must show just cause to obtain a permanent parking pass.

Example: Work directly after school, membership on a team, etc.

c. Upon approval of the request to drive, the student will be issued a parking permit which is to be displayed at all times while parked in the school parking lot. A nominal fee will be charged.

2. Temporary

a. If any student has an occasional need to drive, i.e., after school appointments, etc., parental notes supporting that specific request will be honored. The notes should be brought to the office.

b. Compliance with the rules is to be observed or the driving privilege may be rescinded.

INTERSCHOLASTIC AND EXTRACURRICULAR ACTIVITIES

The philosophy of interscholastic athletics and extra-curricular activities is to have those participatory activities add to the overall education of the student. These activities are offered by Greenwood School Board to broaden the experiences of our student body and are available to all students on an equal basis. Participation in such activities is voluntary in nature; however, once the decision is made to be a member of the organization, certain regulations and obligations become a part of one's responsibility. Usually these activities are group-oriented; therefore, an attitude of "all for one/one for all" must prevail or the activity and participants will suffer.

In this spirit the following **Guidelines** are suggested:

A. That all rules and regulations are written and placed as attachments hereto.

B. That the student shall attend all practices and events of the activity unless excused by the coach or the person directly involved with that student. This permission should be requested as far in advance as possible. If a personal or parental obligation should occur, a written note from the parent should be presented prior to the absence.

C. If it is determined that the student willfully missed practice or an event, we must assume that he/she is no longer interested. In such a case a second chance will be allowed if the coach, or director, parent, and participant can mutually solve the problem of the absence.

D. Parent Vacation/Travel request will be honored in the best interest of the family situation. The student will not be penalized in such instances other than having to regain his position by re-earning it upon his/her return.

CLUB POLICY GUIDELINES

- A. Club advisors should check the schedule and plan agendas accordingly.
- B. Students should check with club officers and advisors regarding attendance. Student may have to choose between two meetings on certain days.
- C. Advisors should be as flexible as possible given the knowledge that students may belong to a number of organizations.
- D. If additional meetings must be held, these meetings must be cleared through Administration prior to being placed on the announcements.
- E. Club period will take the place of a normally scheduled period. Utilized periods will include periods 1- 4, 10, and 11. The selected period will rotate to accommodate Vo-tech students and the school schedule.

PROM

Recognizing that the Junior/Senior Prom is a high school event that usually incurs expenses well before the date of the Prom, the following guidelines will be effective for the Prom: Four weeks before the Prom, tickets may be purchased by academically eligible students. Students who are ineligible at the four-week cut off, but become eligible within the next two weeks, may also purchase tickets. Any student who has purchased Prom tickets during this two-week window may attend the prom regardless of their eligibility status at the time of the Prom.

A. Prom Attendance and Dress

- 1. Dress for the Prom is semi-formal.
- 2. Attendance to the Junior-Senior Prom will be limited to students in grades eleven and twelve and their guests.
- 3. Guests must be in 9th grade or above. Any guest 21 or older must have approval from the administration.

B. Chaperone Assignments

- 1. Register and sign out all students and student's guests when they leave the building.
- 2. Check lighting so that students are visible in all areas.
- 3. Circulate throughout the students during the hours specified in general regulations.

The same eligibility standards will be applied to the Sophomore Tea.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and student's over 18 years of age certain rights with respect to the student's educational records. These rights are:

- A. The right to inspect and review the student's educational records within 45 days of the day the School receives the request for access. Parents or eligible students should submit to the School principal a written request that identifies the records they wish to

inspect. The principal will then notify the parents or student of the place and time where the records may be inspected.

- B. The right to request the amendment of the student's education records that the parent of student believes are inaccurate or misleading. Parents of eligible students may ask the School to amend a record that they believe to be inaccurate or misleading. They should write the principal and clearly identify the part of the record that they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record, the principal will notify the parent or student of the decision and advise them of their right to a hearing regarding the request for amendment.
- C. FERPA requires that the Greenwood School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Greenwood may disclose appropriately designated "directory information" without written consent, unless you advised the district to the contrary in writing. The primary purpose of directory information is to allow the Greenwood School District to include this type of information from your child's education record in certain school publications.

Examples include:

- A playbill, showing your child's role in a drama or musical production
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs
- Sports programs or activity sheets

Directory information can also be released to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to the following:

- Class ring or graduation announcement companies
- Yearbook publishers
- Military recruiters (This falls under federal law governing the Elementary and Secondary Education Act of 1965)

If you do not want the Greenwood School District to disclose directory information from your child's education records without your written consent, you must notify the District. The Greenwood School District has designated the following information as directory information:

- Student Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of all team members
- Electronic mail address
- Photograph
- Degrees, honors, awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Current grade level

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue. SW
Washington, DC 20202-4605

FIRE DRILLS

When the fire alarm sounds, it is a signal for the pupils to line up and walk quickly and quietly to the exit, which has been designated for the particular room, in which the pupil is located. It is also essential that all windows and doors are closed and the lights are left on when leaving the room.

Pupils and their teachers will, upon leaving the building, form lines in the area provided and remain orderly. At a given signal they shall re-enter the building.

Fire drill maps shall be placed near the exits of the classrooms.

False Alarms-The person or persons involved in this violation of safety will be subject to the penalties of the local district, state and federal government.

Severe Weather Drills will be conducted twice each year.

GRADES

GRADE REPORTING

The grade report symbolizes the levels of effort of students. Greenwood uses percentages to indicate this achievement. The following chart further explains the percentage grade and the letter grade equivalent.

92-100=A

83-91 = B

74-82 = C

65-73 = D

50-64 = F

ACHIEVEMENT RECOGNITION PROGRAM

A. **Academic Achievement Award**-This certificate of Academic Excellence will be presented to all students who have made the Honor Roll in each of the first three marking periods. The Honor Roll Standard is a grade point average of 90%.

B. **Student of the Quarter Program**-Each quarter one student from each grade will be honored as Greenwood Student of the Quarter. Teachers will select the students. Chosen students will be recognized with a certificate and food voucher for the cafeteria.

HONOR ROLL

Greenwood has two honor rolls, the Distinguished Honor Roll and the Regular Honor Roll. The Honor Rolls have been established in order to recognize and give credit to students who have distinguished themselves in the classroom.

In order to be on the Distinguished Honor Roll, a student must have a Grade Point Average of 95. For the Regular Honor Roll, a student must have an average of 90.

A list of students gaining Honor Roll status is published following the issuance of reports cards.

INELIGIBILITY

Ineligibility applies to all activities held beyond the regular school day with the exception of single graded curriculum events held on the Greenwood Campus. This exception would involve a single band concert, a single choral presentation, or a single graded FFA activity.

Students who are ineligible are not permitted to go on field trips, which would cause them to miss class time other than the class sponsoring the Field Trip.

This ineligibility policy also restricts students from attending social functions sponsored by the school. These would include dances, club activities, plays, etc. (See PROM section for special requirements).

All parts of student effort will be considered in the grade each week: tests, quizzes, homework, class participation, etc. The ineligibility will be based on a cumulative grade during each nine weeks marking period. The grade given at the end of each week will be the same as the student would receive on the report card at that time. A failure in two subjects at the end of a marking period will result in a 15 school day ineligibility. A separate list will be published at the end of the marking period indicating this ineligibility.

If a student fails two subjects during the week, that student will be ineligible to participate from Sunday until the next Sunday. In the case of vacation, publication of the new list would end the suspension. This could be longer than one week. The ineligibility does not apply to practice.

The ineligibility list will be run from the Power School grading system at 8:00 a.m. on Friday or the last day of the week. A three-week grace period is instituted at the beginning of each semester to allow time to acquire numerous authentic assessments to substantiate academic progress. At the beginning of quarter two and four, a two-week grace period will be in effect prior to the compiling of an ineligibility list.

Any student on the ineligibility list has the right to review his/her grade with the teacher of a failing class. If he/she is still not satisfied, he/she may ask one of the faculty members to review the situation. If a satisfactory solution is still not resolved, the student and/or teacher may present his/her/their case to the entire faculty/administrative committee for consideration. The faculty/administrative committee's decision will be final. The review policy will be carried out in a timely fashion.

***Failure of semester courses or yearly courses will be included in the eligibility requirements.**

***In accordance with P.I.A.A. guidelines final grades at the end of the school year will be the criteria for eligibility the following September.**

MIDDLE SCHOOL RETENTION POLICY

Each student in grades 7 and 8 must attain 4.5 credits to pass to the next grade. Three of these credits must be obtained in the major subject areas, which include math, science, history, and language arts. Reading and English are considered language arts. Only one major credit can be acquired in language arts. 1.5 credits must be obtained in the elective areas. A student would need a minimum of three major credits (including Math and one Language Arts) and three minor credits to pass each level. In addition, students taking Algebra I are compelled to pass the class and the Algebra Keystone Exam in order to proceed to the next math class. Failure to pass the Algebra Keystone Exam will require the student to retake the course and exam the next school year.

Power School and Schoology

Families are encouraged to use our web based parent portal (PowerSchool) and learning management system (Schoology) for information and communication regarding attendance and academics. Once accounts are created they are sufficient for the duration of the student's academic career at Greenwood.

GRADUATION AND SENIORS

REQUIREMENTS FOR GRADUATION

Graduation requirements for students who graduate from Greenwood High School are listed below. These requirements include those required by the Pennsylvania Board of Education, under Chapter 5, Curriculum Regulations. **Additional graduation requirements for the class of 2020 and beyond are included in an addendum in the back of this handbook.**

English	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Arts/Humanities	3 units
Health Education	.5 units
Physical Education	1.332 units
Sr. Graduation Proj.	1 unit
Creative Comp. Appl.	<u>1 unit</u>
	19.832 units
Electives	<u>7.168 units</u>

27.0 total credits

A Greenwood High School Diploma will be given only if the work toward graduation is completed under the direct supervision of its faculty and all accounts are current.

The successful completion of the test for a General Education Diploma will be noted on the permanent record if they do desire, but a Greenwood Diploma will not be granted.

Military personnel shall be granted a Greenwood High School Diploma if they complete the courses required for Graduation by Greenwood School District through U.S.A.F.I. or similarly approved Military Correspondence Courses. Students must be 18 years of age for GED testing.

SENIOR GRADE POLICY

Seniors who have not completed the necessary school district requirements upon completion of their senior year may not participate in commencement exercises or graduation-related activities. Students who experience a medical problem or extenuating circumstances may appeal to the administration and the faculty committee for review.

A. A letter will be sent home notifying the parent of the unmet requirements. Failures are also noted on this letter.

B. The policy of sending unsatisfactory reports home to the parents' midway through the semester will continue to be in effect.

C. The High School Administration will notify the parents of the failing grade or unmet expectation and schedule a parent-teacher conference, if necessary.

D. Senior classes and final exams are always completed a minimum of two days before the date of graduation.

HARASSMENT/ BULLYING

In order to provide a safe and positive learning environment for students, it is the policy of the district that harassment and bullying in any form will not be tolerated. A bully is someone who repeatedly and over time intentionally inflicts or attempts to inflict injury or discomfort upon another student or group of students. Students should promptly report any incidents of harassment or bullying to the principal. Harassment and bullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

- A. Directed at another student or students
- B. Which occurs in a school setting
- C. That is severe, persistent or pervasive
- D. Substantially interferes with a student's education
- E. Creates a threatening environment
- F. Substantially disrupts the orderly operation of the school

In addition, harassment and bullying includes slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, national origin, age, or handicap/disability.

Acts of harassment and bullying will result in disciplinary action as determined by the principal. False accusations by students will be subject to disciplinary action, also.

All acts of harassment and bullying should be reported to the building principal for investigation and documentation.

LIBRARY MEDIA CENTER

The print and non-print materials in the Media Center of Greenwood High School are bar coded and entered into a computer program.

A. Student Use

Students are encouraged to use the library for research, recreational and informational reading, and for Internet searches on topics of school-related content or personal interest.

Students must have a pass from the study hall teacher to use the library. Time, date, and teacher signature should be on all passes to enter the library. Students must return to study hall before the end of the period with their pass signed by the librarian noting the time of departure.

Students may also sign up to use the library before homeroom using the same pass procedure as noted above.

B. Borrowing Materials

Students check out materials with the librarian giving their first and last name.

C. Circulation of Materials

General Collection:	14 day charge (2 weeks)
References/Encyclopedias:	OVERNIGHT*
Periodicals:	7 day charge (1 week)

*(The term "OVERNIGHT" means the materials are charged at the close of the regular school day and must be returned before first period of the next day.)

D. Fines

General Collection:	5 cents per day
Reference and Encyclopedia:	25 cents per day
Periodicals:	5 cents per day

The use of the library is a privilege. The librarian, with the approval of the administration, may limit or revoke this privilege if the student misuses the facility or its materials.

SAFETY AND HEALTH IN THE CLASSROOM

A. Eye Protection devices. Every teacher, student, visitor, and spectator in any shop or laboratory in the Greenwood School District who is engaged in or is within the area of known danger created by

1. Sawing, turning, shaping, cutting, grinding, milling, or stapling, or solid materials
2. Gas or electric welding
3. Use of hot liquids, solids, or gases, or caustic or explosive material
4. Tempering, heat treatment, or kiln
5. The repairing or servicing of motor vehicles. Students shall wear industrial

quality eye protective devices at all times while engaged in such activities.

B. All teachers must competently instruct their students, supervise them, and guide them in safety procedures.

C. Other Protective Devices. Screens, aprons, and gloves for welding, shop, and science labs shall be used as the teacher and administration deems necessary.

D. Safety Code-Housekeeping. All buildings, grounds, and equipment shall be maintained in a manner that will prevent hazardous conditions.

E. Safety Code-Noncompliance. Persons who fail to comply with the safety code will be subject to the disciplinary action of the Administration and/or the Board of Education.

SCHOOL INSURANCE

A. Coverage is available for school insurance with a contracted company. Information about the insurance coverage and costs will be sent to parents at the beginning of the school year.

B. Extra Curricular Activities and Insurance by Board action, all boys and girls participating in interscholastic or intramural groups are required to have insurance.

C. Students who wish to waive the purchase of the insurance through the services of the school district may secure a student insurance waiver form from the office.

SEARCHES AND LOCKERS

A. School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

B. The Courts have upheld the claim that school lockers are school property loaned or rented to the student for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband, because, standing in loco parentis, school authorities are charged with the safety of all students under their care and supervision. Such a search is not an "illegal" search under the Fourth Amendment to the Federal Constitution, but a reasonable exercise of board power in the interests of the health, welfare, and safety of all school students. Courts have reasoned that the school extends locker use to students only for legitimate purposes.

C. Lockers are located in the halls and locker rooms of the gym. These are for your use and should be treated accordingly. Each student will be required to pay \$5 for the lock. This deposit will be returned at the end of the school year when the lock is returned. (It is not mandatory to have a lock on your locker.)

D. Students cannot place their own locks on their lockers.

E. If you do not lock your locker, the school is not responsible for lost items.

STUDENT SERVICES

Greenwood School District is one of the 500 school districts to have made a commitment to the Pennsylvania Department of Education to sponsor a Student Assistance Program. This intervention program identifies students having difficulty in school because of problems related to substance abuse and/or suicide. Students with problems are referred for professional help. The program is modeled after many Employee Assistance Programs currently found in private business or industry.

STUDENT ASSISTANCE PROGRAM

COMMITMENT

Greenwood made its decision to begin the Student Assistance Program because of its commitment to provide an education environment which does not tolerate the use of alcohol or drugs and which faces the problem of student suicide head on. A previous Phi Delta Kappa/Gallup Poll of public opinion identified student drug use as the most important problem facing schools today. Suicide is also a major concern in schools. Our priority is to have students concentrate on the process of learning and interaction without the negative impacts of chemical abuse and emotional depression.

STUDENT ASSISTANCE TEAM

The heart of the Student Assistance Program is the specially trained Student Assistance Team (SAT). The SAT will work at the high school to identify and help students with substance abuse problems or who have suicidal intentions. Each team is comprised of building administrators, guidance counselors, a certified school nurse, and classroom teachers. Working closely with the team are trained drug and alcohol counselors and mental health professionals. Students referred to the program may receive professional counseling at appropriated drug an alcohol, or mental health community agencies that serve the Greenwood Community.

REFERRAL AND TREATMENT

Student referrals to the SAT may be made by teachers, parents, other students, or by self-referral of a student experiencing difficulty in a situation. Any student who violates the Greenwood Drug and Alcohol Policy will automatically be referred to the SAT for assessment. One component of the SAT program includes group sessions for students who are having school and home problems related to drug abuse and/or suicide. Support groups will be held to help students adjust to returning to school after discharge from residential treatment programs.

PEER HELPER PROGRAM

The name for the Peer Helper group at Greenwood is S.O.S. (Students Offering Support). Peer Helping programs are designed to train a group of youth to serve as listeners and "helpers" to other youth. They are given communication skills in an approved training program and taught not to give advice. Confidentiality, ethics, decision-making, making referrals, and knowing limits are important parts of the training program. Peer Helpers seek out the hurting and 'help them to help themselves.' Peer Helpers do not solve problems or become involved in any situations beyond their training.

Youth are very much influenced by their peers. They listen, trust, and even learn who they are through interacting with each other. Adult influences, though very important, are no longer the powerful force in the lives of today's youth that they once were. Being accepted by friends and belonging to a group of peers are highly important parts of their lives.

STUDENT DRESS

Parents and students are notified that the student dress code is designed to promote a safe school that has limited distractions. The environment is designed to promote school-to-career and make all students comfortable without infringing on the rights of others. Parents and students are asked to be **conservative** when making a judgment on appropriate attire for school. Clothing that is acceptable on the beach or at the mall is not always appropriate for school. Students in violation will be referred to administration. Students wearing clothing or accessories that are deemed offensive will have to change to acceptable clothing, be assigned to the office, or return home.

A. A school board member or school official may not impose limitations on dress in which fashion or taste is the sole consideration even if the majority of students have approved a student dress code. A student may not be excluded from regular instruction because of his/her appearance if style, fashion, or taste is the sole criterion for such exclusion.

B. The School Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

1. Present a hazard to the health and/or safety of the student him/herself or to others in the school
2. Materially interfere with school work, create disorder, or disrupt the educational program
3. Cause excessive wear or damage to school property
4. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement

C. Students may be required, however, to wear certain types of clothing while participating in physical education classes, or in extra-curricular activities such as band.

- D. Students have the responsibility of good personal hygiene.
- E. Students are prohibited to wear:
 - 1. Clothing with printing that is libelous or obscene
 - 2. Clothing that advertises alcohol, tobacco or illegal substances
 - 3. Spaghetti/thin/no straps, low cut or half shirts
 - 4. Clothes that expose any part of the stomach area
 - 5. Torn or ripped clothing
 - 6. Jeans or shorts with holes/frays
 - 7. Shorts and skirts that are tight and dramatically violate the suggested length
 - 8. Jackets, coats, and hats
 - 9. Cut-off jeans that are not clean-cut
- F. Students shall not wear hats or hoods in the school building during school hours.
- G. Students must wear footwear in the school building. Slippers are not permitted.
- H. Shorts and pants must be worn above the hips at all times.
- I. Due to student safety, students are not permitted to wear spiked accessories (collar, bracelets) or heavy chains. This includes chains attached to wallets or purses. These chains are to be put into the student's pocket.
- J. Undergarments may not be visible.

Failure to adhere to these guidelines will result in referral to administration for discipline.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. The use of book covers is required. The student's name and grade should be written inside the front cover in case the book is misplaced. A fine will be imposed based upon the principal or teacher's judgment for abuse, misuse, or lost books. The charge will be based on the text's replacement list price.

Chapter 12 Provisions

Student Responsibilities

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following.
 - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.

- Students should assume that until a rule is waived, altered, or repealed in writing, it is in effect.
- (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for the students enrolled therein.
 - (5) Comply with Commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.
 - (7) Attend school daily and be on time at all classes and other school functions.
 - (8) Make up work when absent from school.
 - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - (10) Report accurately in student media.
 - (11) Not use obscene language in student media or on school premises.

12.10 Flag salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his country and its flag.

- (1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
- (2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

12.11 Confidential Communications

- (a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example 42 Pa.C.S. 5945 (relating to confidential communications to school personnel).
- (b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

Notice of Special Education Services and Programs - Child Find

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, to offer assistance to parents, and to describe the parents' rights with regard to confidentiality of information that will be obtained during this process.

Identification Activity

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities that, if found, may cause a child to need services are: autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language impairment, traumatic brain injury and visual impairment including blindness. In the case of a child that is of preschool age, developmental delay.

The following are potential signs of developmental delay and other risk factors that could indicate disabilities:

(Developmental areas - Cognitive, communicative, physical, social/emotional and self-help.)

Developmental delay - A child who is less than the age of beginners and at least 3 years of age is considered to have a developmental delay when one of the following exists:

- (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas.
- (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

Each school district is required to annually provide notice describing the *identification* activities and the procedures followed to ensure confidentiality of *personally identifiable information*. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called *screening* activities. The activities include: review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior, and determining the student's response to attempted remediation. Input from parents is also an information source for *identification*. After a child is identified as a suspected *child with a disability*, he or she is evaluated, but is not evaluated before parents give written permission for their child to be evaluated. Regardless of screening activities, parents who think their child is a child with a disability may request in writing, at any time, that an evaluation be conducted to determine if the child is eligible to receive special education services. Written requests

should be sent to the school district/charter school Special Education Contact Person, as listed in this notice.

Early Intervention Identification

In Pennsylvania, a child between 3 years of age and the school district's age to begin school who has a developmental delay or one or more of the physical or mental conditions as listed on page 1, is identified as an "eligible young child." The parents of these children have the same rights described previously in this document.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. Screening for preschool children is available from the Capital Area Intermediate Unit (CAIU). To schedule an appointment for screening, or for additional information, please call Eric Bostick, CAIU Preschool Program Supervisor, at 717-732-8400 ext. 8619

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

Graduation Requirements for the Class of 2020 and beyond:

In the 2012-13 school year, the Pennsylvania Department of Education replaced the PSSA Grade 11 tests in math, reading, science, and writing with the Keystone Exams in Algebra, Literature, and Biology. To comply with Pennsylvania School Code 4.24, students must demonstrate mastery of the PA Academic Standards for Reading and Mathematics by attaining proficiency or better on the Keystone Exams in Algebra and Literature. Beginning with the Class of 2020, students will be required by the Pennsylvania Department of Education to demonstrate proficiency on the Algebra I, Biology and Literature Keystone Exams in order to graduate.

Students who attain proficiency or better on the Keystone Exams will receive a certificate from the Pennsylvania Department of Education. Students not demonstrating proficiency in any area must participate in a district-chosen remediation program and

assessments. Students who do not attain receive focused remediation in the *Reporting Categories* (assessment anchors) for which they are performing at the *Basic* or *Below Basic* levels. These students will then have opportunities to retest for identified *Reporting Categories* and be administered a district-approved and Keystone-aligned assessment. The purpose of these requirements is to assure that all students are able to apply, analyze, synthesize, and evaluate information and to communicate significant knowledge and understanding. Students will be retested until proficiency is reached. Once a student reaches proficiency he/she is not permitted to take the assessment again. Students who do not demonstrate proficiency in any area by his/her senior year may participate in a project based assessment (PBA) that will be determined by the Pennsylvania Department of Education.