

PARENT AND STUDENT ACCEPTANCE AND PROMISE TO COMPLY WITH ALL POLICIES (INCLUDING THE ACCEPTABLE USE POLICY) IN THE GREENWOOD COMMUNITY HIGH SCHOOL STUDENT HANDBOOK

Parent Signature:

"I have read the policies in this handbook and discussed them with my/our student. I accept the regulations stipulated in the handbook for my/our student's entire career at Greenwood High School, including the Out-of-School Suspension policy and the computer Acceptable Use Policy (AUP), and will encourage my/our student to abide by them. If circumstances regarding this permission change (such as custody of my student), I will notify the school in writing as soon as possible."

Parent's Signature

Date

(Parent's name - print)

Student acknowledgement of policies: (Required)

Student Signature:

"I have read the policies in this handbook and discussed them with my parent/guardian. I accept the regulations stipulated in the handbook **for my entire career** at Greenwood High School, including both the Out-of-School Suspension policy and the computer Acceptable Use Policy (AUP), and will abide by them."

Student's Signature

Date

Grade

(Student's name - print)

GREENWOOD COMMUNITY HIGH SCHOOL

615 W. Smith Valley Road
Greenwood, Indiana 46142
Phone: (317) 889-4000

Colors.....Green and Gold
Nickname.....Woodmen
Fax: (317) 889-4039

<http://www.gws.k12.in.us/greenwood-high-school>

Twitter: @GHSWoodmen

2025 - 2026 STUDENT PLANNER & HANDBOOK REFERENCE

If found, please return this planner to the Greenwood Community High School Main Office or call the High School at (317) 889-4000 so that this reference may be returned to its owner.

All listings and dates included in this reference were accurate and the best available information as of its printing. Please refer to daily announcements on our website for changes or additions (<http://www.gws.k12.in.us/greenwood-high-school>).

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In case of a conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the corporation.

NONDISCRIMINATION POLICY

Greenwood Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

As parents raising children while trying to manage the difficulties of homelessness, the last thing you want to worry about is your child's education. The McKinney-Vento Act was created to give your children some rights as you navigate your way to a permanent housing situation. The Act (Subtitle B – Education for Homeless Children and Youth), reauthorized at Title X, Part C, of the No Child Left Behind Act, ensures educational protections for children and youth in homeless situations. If you believe you and your students qualify as homeless under the McKinney-Vento Act, please contact your school principal or counselor to receive information about your rights and responsibilities.

The USDA and the State of Indiana are equal opportunity providers and employers. If you have experienced discrimination in any educational programs or activities, written inquiries about procedures that are available and/or for consideration of complaints alleging such discrimination, please contact the Civil Rights Compliance Coordinator, Title 1, ADA, and 504 Coordinator:

Jill Lambert, Director of Student Services
605 West Smith Valley Road
Greenwood, IN 46142
(317) 889-4060

OTHER NOTIFICATIONS

Local Educational Agencies must annually notify parents and eligible students of their rights under **FERPA (The Family Educational Rights and Privacy Act)** – which affords parents and students over 18 years of age certain rights with respect to the student’s education records) and **PPRA (Protection of Pupil Rights Amendment)** – which affords parents and students who are 18 or emancipated minors certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams).

A complete copy of all applicable information is available in the school office.

Main Office Contacts

Principal: Michael Gasaway	mgasaway@gws.k12.in.us	317-889-4000
Asst. Principal: Robyn Witty	rwitty@gws.k12.in.us	317-889-4000
Asst. Principal: Craig Bruns	cbruns@gws.k12.in.us	317-889-4000
Director of Guidance: Lisa Laug	llaug@gws.k12.in.us	317-889-4000 x. 3502
Counselor: Tanya Fenner (A-G)	tfenner@gws.k12.in.us	317-889-4000 x. 3503
Counselor: Ben Sutton (H-Q)	bsutton@gws.k12.in.us	317-889-4000 x. 3501
Counselor: Devin Hines (R-Z)	dhines@gws.k12.in.us	317-889-4000 x. 3504
Student Services: Kara Christian Moss		317-889-4000 x. 3506
Corporation Nurse: Libby Cruzan	lcruzan@gws.k12.in.us	317-889-4000 x. 3414
School Nurse: Leah Breen	lbreen@gws.k12.in.us	317-889-4000 x. 3402
Administrative Asst.: Shelly Goodrich	sgoodrich@gws.k12.in.us	317-889-4000 x. 3405
Guidance Secretary/Registrar: Karen Shotts	kshotts@gws.k12.in.us	317-889-4000 x. 3500
Treasurer: Carrie Wombles	cwombles@gws.k12.in.us	317-889-4000 x. 3406
Attendance Secretary: Erin Arthur	earthur@gws.k12.in.us	317-889-4000 x. 3404
Receptionist: Rhonda Werner	rwerner@gws.k12.in.us	317-889-4000 x. 3403

CALENDAR AND SCHEDULES

Greenwood Community High School 2025-26

July 29, 2025	Teacher Work Day – no students
July 30	First Student Day
September 1	Labor Day – No School
October 3	End of 1 st Grading Period
October 13-17	Fall Break – No School
November 24-28	Thanksgiving Break - No School
December 19	End of 2 nd Grading Period
	(Winter Break: December 20 – January 2)
January 2, 2026	Teacher Work Day – no students
January 5	Students Return to School
January 19	Martin Luther King Day - No School
March 6	End of 3 rd Grading Period
March 23-April 3	Spring Break – No School
May 21	Last Day of School for Students
	End of 2 nd Semester
May 22	Teacher Work Day – No Students (snow make-up)
May 22	Graduation

BAND DEPARTMENT CALENDAR 2025-2026

After school rehearsals for marching band, winter percussion events, winter guard events, and fundraisers are now on a separate schedule.

DAY	DATE	EVENT	TIME	LOCATION
Sat	Aug. 2	Marching Rehearsal	8:30-2:30	Greenwood
Sat	Aug. 9	Marching Rehearsal	8:30-2:30	Greenwood
Sat	Aug. 16	Marching Rehearsal	8:30-2:30	Greenwood
Sat	Aug. 23	Marching Rehearsal	8:30-2:30	Greenwood
Thu	Aug. 28	Band Parent Meeting	7:00	Choir Room
Sat	Sep. 6	Marching Rehearsal	8:30-2:30	Greenwood
Fri	Sep. 12	Football Game Performance	5:00	Greenwood
Sat.	Sep. 13	Marching Contest	TBA	TBA
Sat	Sep. 20	Marching Contest	TBA	Greenwood
Thurs	Sep. 25	Band Parent Meeting	7:00	Choir Room
Fri	Sep. 26	Football Game Performance - Homecoming	5:00	Greenwood
Sat	Sep. 27	Marching Contest	TBA	TBA
Fri	Oct. 3	Football Game Performance	5:00	Greenwood
Sat	Oct. 4	Marching Contest	TBA	Center Grove
Sat	Oct. 11	Marching Contest	TBA	TBA
Thu	Oct. 16	Marching Rehearsal - Fall Break Camp	12:00-6:00	Greenwood
Fri	Oct. 17	Marching Rehearsal - Fall Break Camp	8:00-2:00	Greenwood
Fri	Oct. 17	Football Game Performance - Senior Night	5:00	Greenwood
Sat	Oct. 18	Marching Contest - ISSMA Regional	TBA	TBA
Fri	Oct. 24	Marching Contest - BOA Indy Regional	TBA	LOS
Sat	Oct. 25	Marching Contest - BOA Indy Regional or Invitational	TBA	LOS
Sat	Nov. 1	Marching Contest - ISSMA Semi-State	TBA	Pike HS
Mon	Nov. 3	MS/HS Band Concert	7:00	High School Gym
Thu	Nov. 6	State Party	6:15	Cafeteria
Sat	Nov. 8	Marching Contest - ISSMA State Finals	TBA	LOS
Fri	Nov. 14	Junior All-State Audition Due		Online
Sun	Nov. 16	IBA All-Region Band Concert	TBA	Clark Pleasant MS
Thu	Nov. 20	Band Parent Meeting	7:00	Choir Room
Fri	Nov. 21	ISSMA & Solo and Ensemble Entries Due	TBA	Band Room
Sun	Nov. 23	IBA All-District Band Concert	TBA	Shelbyville
Fri-Tue	Nov. 28-Dec 2	Hollywood Christmas Parade California Trip	TBA	Hollywood, CA
Fri	Dec. 5	All-State Band Application Deadline		Online
Thurs	Dec. 11	Band/Choir Christmas Concert	7:00	Auditorium
Sun	Jan. 11	All-State Band Auditions	TBA	Pike HS
Mon	Jan. 26	Greenwood Solo and Ensemble Contest	4:00	Middle School

Thu	Jan. 29	Band Parent Meeting	7:00	Choir Room
Sat	Feb. 7	ISSMA District Solo/Ensemble	TBA	Bloomington
Thurs	Feb. 26	Band Parent Meeting	7:00	Choir Room
Sat	Feb. 28	ISSMA State Solo/Ensemble - Band	TBA	North Central HS
Fri-Sat	Mar. 6/7	ISSMA Jazz Festival	TBA	Whiteland HS
Sun	Mar. 15	All-State Band Concert	2:00	Purdue University
Thurs	Mar. 19	Band Parent Meeting	7:00	Choir Room
Fri-Sat	Apr 17/18	ISSMA Large Organization Contest*	TBA	WE & SB / Franklin Middle
Mon	Apr. 27	First Year Marcher Meeting (Band & Guard)	6:00	Cafe/Auditorium
Thu	Apr. 30	Band Parent Meeting	7:00	Choir Room
Sat	May. 2	Jazz Band Dinner Dance	7:00	TBA
Thurs	May. 7	Color Guard Recital	7:00	Auditorium or Gym
Mon	May. 11	Band Concert*	7:00	Auditorium
Fri	May. 15	Band Banquet	6:00	Auditorium/Cafe
Fri	May. 22	Commencement	TBA	Gym

* Wind Ensemble/Symphonic Band
rehearsals with Percussion

DAY	DATE	EVENT	TIME	LOCATION
Wed	Dec. 10	Christmas Concert Rehearsal w/percussion	2:00-3:30	Band Room
Thu	Dec. 11	Christmas Concert Rehearsal w/percussion	2:30-4:00	Band Room
Thu	Dec. 11	Band Christmas Concert	7:00	Auditorium
Mon	Apr. 13	Symphonic Band Rehearsal w/percussion	2:30-4:00	Band Room
Tue	Apr. 14	Wind Ensemble Rehearsal w/percussion	2:30-4:00	Band Room
Wed	Apr. 15	Symphonic Band Rehearsal w/percussion	2:00-3:30	Band Room
Thu	Apr. 16	Wind Ensemble Rehearsal w/percussion	2:30-4:00	Band Room
Fri-Sat	Apr 18/19	ISSMA Large Organization Contest	TBA	WE & SB - Franklin Middle
Fri	May. 8	Spring Theme Band Concert Rehearsal w/percussion	2:30-4:00	Band Room
Fri.	May. 11	Spring Theme Band Concert Rehearsal w/percussion	2:30-4:00	Band Room
Mon	May. 11	Spring Theme Band Concert	7:00	Auditorium

HS Choir Department Calendar

2025-2026

- Dates and times are subject to change. Changes will be announced in class and updated across digital/communication platforms.

- To add this as a Google Calendar, visit GreenwoodChoir.org.

- Choir Parent Organization Meetings and Fundraisers are now on a separate schedule

- (R) = required attendance for the people listed

- * denotes events that have an audience admission cost

DAY	DATE	EVENT	WHO	TIME	LOCATION
Wed	Aug 8	Choir Forms Due	HS Choir (R)	-	-
Sat	Sep 6	Penrod Arts Fair Performance*	Rhapsody, Jade (R)	TBD	Newfields
Sat	TBD (Sept)	Auditions: All State Honor Choir	Anyone	TBD	Plainfield HS
Mon	TBD (Sept 22?)	Butler University Mixed Choir Festival	Rhapsody, Jade (R)	12:30-5:30 PM	Butler University
Thu	Sept 25	Folk & World Choir Concert	HS Choir (R)	7:00 PM	Auditorium
Fri	Sept 26	National Anthem @ Homecoming*	Rhapsody (R)	7:00 PM	Greenwood
Fri	Oct 3	DePauw University ChoralFest	Rhapsody, Jade, Woodmen (R)	All Day	DePauw University
Sat	Nov 1	Ball State University Choir Festival	Rhapsody, Jade (R)	All Day	Ball State University
Mon	TBD	Butler University	Revery (R)	12:30-5:30	Butler

	(Nov 17?)	Treble Choir Festival		PM	University
Thu	Dec 4	Greenwood Carols	Jade (R)	Powerhour 1 & 2	Local Nursing Home
Fri	Dec 5	Greenwood Carols	Jade (R)	Powerhour 1 & 2	Local Nursing Home
Fri	Dec 5	Caroling @ Santa Train & Christmas Market	Jade (R)/HS Choir	4:15-6:40 PM	Bargersville
Wed	Dec 10	Holiday Choir Concert	HS & MS Choir (R)	7:00 PM	Auditorium
Thu	Dec 11	Greenwood Carols	Jade (R)	Powerhour 1 & 2	Local Nursing Home
Fri	Dec 12	Greenwood Carols	Jade (R)	Powerhour 1 & 2	Local Nursing Home
Thurs	Dec 18	5th Grade Holiday Choir Festival	Rhapsody, Jade (R)	9:30-10:45 AM	Auditorium
Mon	Jan 26	Greenwood Solo & Ensemble	HS Choir (R) & HS Band	4:00 PM	Greenwood Middle School
TBD	TBD (Feb)	Elementary School Music Tour	Jade (R)	TBD	Elementary Schools
-	Feb 23-27	2026-2027 Choir Auditions	HS Choir	Class/Power Hour	Choir Room
Thu	Apr 16	Spring Choir Festival	HS & MS Choir (R)	School Day	Auditorium
Sat	May 9	Music in the Parks @ Kings Island*	HS & MS Choir	All Day	Kings Island

Tue	May 12	Spring Sing!	HS Choir (R)	7:00 PM	Auditorium
Thu	May 14	Jade Coffeehouse*	Jade (R)	7:00 PM	HS Media Center
Mon	May 18	Choir Awards Reception	HS Choir	7:00 PM	HS Media Center

Note: If taking SAT or ACT, schedule days that do not conflict.

This year there are no [SAT dates](#) that conflict.

This year there are no [ACT dates](#) that conflict.

[Woodmen Theater 2025-2026 Calendar](#)

[Club, Activities, and their Faculty Sponsors](#)

Schools may have additional local graduation requirements that apply to all students

* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

12-07-2012

CORE40 with Academic Honors

(minimum 47 credits)

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 2. 2 credits in AP courses and corresponding AP exams,
 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
 - E. Earn an ACT composite score of 26 or higher and complete written section
 - F. Earn 4 credits in IB courses and take corresponding IB exams.

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 1. State approved, industry recognized certification or credential, or
 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following,
 - A. Any one of the options (A - F) of the Core 40 with Academic Honors
 - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

[Graduation Pathways](#)

Valedictorian/Salutatorian:

Class of 2028 and prior:

All students are ranked by cumulative GPA at the end of each semester. Valedictorian and Salutatorian for the class are determined by the class rank at the end of the 7th semester.

Class of 2029 and After

New Diploma and Readiness Seal Information

Levels of Distinction

Cum Laude: 3.5 - 3.74

Magna Cum Laude: 3.75 to 3.99

Summa Cum Laude: 4.0+

Valedictorian/Salutatorian:

Class of 2029 and beyond:

These distinctions will be determined at the end of the 7th semester (Class of 2028 and earlier)

GRADE POINT AVERAGES

Averages will be determined on the following scales:

<u>Weighted/ Unweighted</u>	<u>Weighted/ Unweighted</u>	<u>Weighted/ Unweighted</u>	<u>Weighted/ Unweighted</u>	
A = 5.0/4.0	B+ = 4.33/3.33	C+ = 3.33/2.33	D+ = 1.33/1.33	F = 0
A- = 4.67/3.67	B = 4.0 / 3.0	C = 3.0/2.0	D = 1.0/1.0	
	B- = 3.67/2.67	C- = 2.67/1.67	D- = 0.67/0.67	

*All students enrolled in an AP course will be expected to take the AP Test.

GRADING SCALE

All GHS classes adhere to the following grading scale:

A 93+	B+ 87	C+ 77	D+ 67	F 59↓
A- 90	B 83	C 73	D 63	
	B- 80	C- 70	D- 60	

CLASS OF 2023 AND EARLY ADOPTERS

<u>Graduation Requirements</u>	<u>Graduation Pathway Options</u>
1) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills (Students must complete at least one of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following: • Project-Based Learning Experience; OR • Service-Based Learning Experience; OR • Work-Based Learning Experience.
3) Postsecondary-Ready Competencies (Students must complete at least one of the following.)	<ul style="list-style-type: none">• Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; OR• ACT: College-ready benchmarks; OR• SAT: College-ready benchmarks; OR• ASVAB: Earn at least a minimum AFQT score and a signed letter of intent ; OR• State- and Industry-recognized Credential or Certification; OR• Federally-recognized Apprenticeship; OR• Career-Technical Education Concentrator: Must earn a C average in at least two non-duplicative advanced courses (courses beyond an introductory course) within a particular program or program of study; OR

- | | |
|--|--|
| | <ul style="list-style-type: none"> • AP/IB/Dual Credit/Cambridge International courses or CLEP Exams: Must earn a C average or higher in at least three courses; OR • Locally created pathway that meets the framework from and earns the approval of the State Board of Education |
|--|--|

MIDTERM GRADUATION AND SUMMER SCHOOL

Greenwood Community High School offers midterm graduation to eligible students. Students interested must enroll in Summer School at GHS the summer prior to their senior year. Interested students should see their guidance counselor for more information and complete the early graduation application.

12th GRADE ENGLISH CREDIT REQUIREMENTS

Greenwood Community High School seniors are required to pass two credits of English 12 or English 12H. Failure to complete this requirement prior to commencement will result in the student being excluded from the graduation ceremony. Such students will complete their remaining English requirements in summer school or through an alternate means if summer school is not available. Students will not be awarded their diploma until this requirement, as well as all other graduation requirements, is met.

In the event that a student fails first semester of senior English, the student's guidance counselor may offer the student a make-up option if such options are available. The student will be expected to complete the first semester in his/her GHS assigned English class in order to prepare for second semester. Make-up options for first semester English 12 vary from year to year, and the availability of such options cannot be guaranteed. If no make-up option is available or if the student fails to show sufficient academic effort to justify assigning a make-up option, the student will be excluded from graduation and will be expected to return for summer school or complete the credit by an alternate means if summer school is not available.

In the event that a student fails the second semester of senior English, the student will have the opportunity to complete coursework after senior final exams. This work may bring the student's grade to a passing range, which will allow him/her to graduate on time. However, if the work is not completed to a satisfactory degree, the student will not graduate with his/her class, will not participate in commencement and will be expected to return for summer school or complete the credit by an alternate means. If summer school is not available, the student's guidance counselor will help the student identify other options. This could include the option of returning the following school year in order to complete the English requirement or any other outstanding requirements.

Retaking Classes

Students who have earned a credit in a high school course, including Jr. High students, may retake the course to better master its content or to meet minimum grade requirements to qualify for an Indiana Academic Honors diploma or a Technical Honors diploma (through the Class of 2028). With permission of the principal and/or principal designee, students who plan to retake the second semester of a year-long course may also retake the first semester. When retaking a course (in person/face-to-face), the original grade and the grade earned when the class is retaken will both be on the

student's transcript. The higher grade will be associated with the credit and factored into the student's GPA. *The lower grade will remain on the transcript with a notation that the course was retaken but will not be included in the calculation of the student's GPA.*

Students who took a GHS course in the traditional setting and failed to earn a passing grade may retake the course to earn credit. In some cases, those at which the earned percentage was close (as determined by each department) to passing, a certain number of units/modules (online) may be completed to earn a passing grade (60%, D-).

Students who meet this criteria may elect instead to take the entire course, to earn a higher grade, capped at 70% (C-). Students whose original percentage does not meet the above mentioned criteria will be required to successfully complete the entire course. If done through Credit Recovery, as opposed to sitting in the traditional GHS course again, the student's grade will also be capped at a 70% (C-) for GPA and transcript purposes. If done through the traditional setting (face-to-face), there is no cap to the grade earned. When retaking a course, the original grade and the grade earned when the class is retaken will both be on the student's transcript. The higher grade (capped at a 70% C-) will be associated with the credit and factored into the student's GPA. The English Department will be piloting a new Credit Recovery process during the '24-'25 school year with Canvas courses created by GHS teachers in which students will complete these courses to earn back credit from any failed English course.

Courses transferring in from a non-accredited school must be replaced by either 1. Completing the GHS final assessment for the equivalent course, or 2. Retaking the course at GHS. In order to change a grade transferred in from an accredited school, students may either 1. Complete the GHS final assessment for the equivalent course, in which case the two grades will be averaged, or 2. Retake the course at GHS.

ADD CLASS POLICY

NOTE: Teacher preferences and classmate conflicts are not valid reasons for a class change. Requested changes should be related to the genuine academic needs of the student.

Drop & Add: A student may drop a class in order to add another class during the first five days of a semester if: a) the class being dropped is not a requirement for graduation; b) the student has discussed the issue with his/her counselor; c) his/her parent/guardian has given signed permission; d) there is room for additional students in the class being added; b) the student is willing and able to make up any missed work; c) the change does not cause a major modification to the student's schedule.

Drop Only: A student may drop a class through the midterm of the first nine weeks period if: a) the class is not a requirement for graduation; b) the student has discussed the issue with his/her counselor; c) his/her parent has given signed permission; and d) the drop does not result in the student having two study halls.

Additional circumstances that may necessitate a class change:

A. A teacher may recommend that a student be placed in a higher, lower, or alternative academic program based on the teacher's evaluation of the student's performance.

B. If a student fails a course a change for the following semester may become necessary. Since the school would require this, parent permission is not necessary.

C. A student may request change for the purpose of changing to a higher-level diploma, subject to the procedures outlined, if pre-requisite requirements have been met.

D. A parent/guardian may request reevaluation of a student's academic program subject to the procedures outlined above. Reevaluation will focus on a student's academic needs.

E. School may initiate other changes in order to balance classes/correct errors.

Note: A student may not drop a course to become a teaching assistant.

Note: A student removed from a class due to disciplinary action may receive a WF.

TESTING PROGRAMS

The following tests are offered either at GHS or at other sites: **Scholastic Aptitude Test (SAT) and American College Test (ACT)**

All 11th grade students will take the school-day SAT in March. Yet there are also additional Saturday dates for additional opportunities to take the SAT and to take the ACT. Both exams are used to qualify students for college and some scholarships. Test dates are listed below, beyond the school-day SAT in March:

- | | |
|-------------------------|---------------------------------|
| • August 23, 2025 | SAT I |
| • September 6, 2025 | ACT |
| • October 4, 2025 @ GHS | SAT I |
| • October 18, 2025 | ACT |
| • November 8, 2025 | SAT I |
| • December 6, 2025 | SAT I |
| • December 13, 2025 | ACT |
| • February 14, 2026 | ACT |
| • March 14, 2026 | SAT I |
| • April 11, 2026 | ACT |
| • May 2, 2026 | SAT I |
| • June 6, 2026 | SAT I |
| • June 13, 2026 | ACT |
| • July 11, 2026 | ACT |
| • Fall, 2025 | PSAT (Grades 10 & 11) |
| • Spring, 2026 | SAT (Grade 11) & PSAT (Grade 9) |

*In preparation for the SAT, which is a Graduation Pathways Post-Secondary Ready Competency and the Indiana Accountability Exam for the Class of 2023 and beyond, all sophomores and juniors will participate in the PSAT administration.

SCHOOL COMPUTER USAGE

Computers are provided for student use either in labs or in classrooms. Since all of these computers are connected to the Internet, it is required that each and every student have an AUP signed by a parent/guardian on file in order to use any of the computers for *any* purpose, whether it involves the Internet or not. In order to speed the process of accessing a computer for use, it is required that students have their student ID cards marked to indicate an AUP is on file. An alternate computer-use contract will be provided to any student whose parent denies permission for Internet usage.

INTERNET USE POLICY

The Greenwood Community School Corporation recognizes that electronic information research skills are fundamental to students' preparation to participate as employees and informed citizens. Access to the Internet provides a research tool enabling students to

explore thousands of resources. The Corporation expects that the faculty will blend thoughtful use of the Internet with other resources and will provide guidance and instruction to students in its use. While students will be able to move beyond recommended sites to others that have not been previewed, they will be expected to follow prescribed guidelines as to their searches. Because many classes now have curricular programs which link directly to the Internet and because almost all computers in the high school are linked to the Internet, it is required by both school policy and state law that all students must have written permission **on file** in order to be able to use the school computers—for any purpose, including all computer related classes we offer.

Families should be aware that some material accessible via the Internet may contain items that are inaccurate, illegal, defamatory, or potentially offensive to some people. In addition, it is possible to purchase some goods and services via the Internet, which could result in unwanted obligations for which a student's parent or guardian would be liable. To that end, the school purchases a filter that blocks some prescribed sites; however, it cannot block all such sites, which means students must monitor their online behavior. The purpose of corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, student use must be in support of and consistent with the educational objectives of the GCSC. **Access is a privilege, not a right.** Access entails responsibility.

No users should expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly. The following uses of school-provided Internet access are, therefore, not permitted:

1. To access any interactive sites unless under the direction and supervision of a classroom teacher;
2. To access, upload, download, install, or distribute pornographic, obscene, or sexually explicit material;
3. To transmit obscene, abusive, or sexually explicit language;
4. To violate any local, state, or federal statute;
5. To vandalize, damage, or disable the property of another individual or organization;
6. To violate copyright or otherwise use the intellectual property (i.e., materials, music, information, or files) of another individual/organization without citation/permission;
7. To change any default/security settings or to tamper with existing programs;
8. To download/upload/install any programs, including music;
9. To play unassigned games.
10. To access the "GWS" server from non-school issued devices.

Any violation of corporation policy and rules as they relate to the use of the Internet may result in loss of corporation-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. If loss of computer privilege occurs and is so noted by any means, such as referral, email, or marking the ID card, the student will need to purchase a new card which shows the reinstatement of privileges.

Notice: This policy and all its provisions are subordinate to local, state, and federal statutes. Although the GCSC has taken precautions to ensure that controversial material (in accordance with community standards) is filtered from the GCSC Internet access, at times something you may find personally controversial may appear. If such circumstances occur, the corporation is not held responsible.

PLAGIARISM/CHEATING/AI POLICY

Academic Integrity Policy

(Cheating, Plagiarism, and AI Use)

Our Goal

We want students to **learn honestly** and take pride in doing their own work.

What Counts as Cheating or Plagiarism?

- Copying someone else's work or letting someone copy yours
 - Using online tools (AI, translators, websites) when not allowed
 - Turning in work that isn't your own
 - Using notes, phones, or help on a test without permission
 - Not giving credit to sources or using someone else's words as your own
-

AI Use

- **Only allowed when your teacher says so.**
- Using AI tools without permission is considered cheating.

Consequences are as follows:

- **1st Offense:** Zero or redo (per department/academic course policy/infraction category) + **Wednesday School**
- **2nd Offense:** Zero or redo (per department/academic course policy/infraction category) + **Saturday School**
- **3rd Offense:** Zero, parent meeting w/academic review team, possible loss of academic/extracurricular privileges

***Dual Credit/AP courses will follow college/university/and AP guidelines for discipline.**

Category A Infractions

These are generally minor violations, often unintentional, and usually involve smaller assignments or activities.

- **Copying a short homework assignment**
 - (e.g., one-night assignment) without permission
- **Collaborating on a minor assignment**
 - when the teacher has clearly stated that work should be completed individually
- **Sharing answers**
 - to a minor assignment (e.g., homework) with another student, knowing they may copy it
- **Using notes or unauthorized materials**
 - during a minor assignment or homework, such as using a calculator on an assignment where it is not allowed
- **Failing to properly cite a source**
 - in a short assignment, even if it was unintentional
- **Allowing someone to copy your minor assignment**
 - (such as homework) with or without your knowledge

Category B Infractions

These infractions are more serious and typically involve larger assignments or exams. The severity increases due to the nature of the work involved and the possible impact on the student's learning and the integrity of the assessment process.

- **Submitting plagiarized work**
 - on a larger project or essay (copying parts or whole sections without citation)
- **Collaborating on a major assignment**
 - (e.g., project, research paper, or essay) in a way that goes against the teacher's guidelines for independent work

- **Looking at another student’s paper during a test, quiz, or exam**
- **Talking to or communicating with another student**
 - during an exam, quiz, or test when the teacher has set expectations for individual work
- **Using unauthorized materials during an exam**
 - such as accessing websites, notes, or using a phone
- **Providing or receiving test information**
 - (e.g., answers, questions) before, during, or after the test
- **Altering a returned assignment or test**
 - (e.g., changing answers to deceive the teacher)
- **Submitting someone else’s work as your own**
 - on a major assignment (e.g., research paper or exam), whether it was bought, borrowed, or stolen
- **Sending or receiving answers**
 - to or from students in other periods or previous years

***Any category B infractions for repeat offenders will be considered in determining consequences for your high school career.**

Key Differences Between Categories:

- **Category A** infractions tend to involve smaller assignments or missteps in following collaboration guidelines.
- **Category B** infractions involve more serious violations, especially concerning large assignments, exams, or clear violations of test-taking rules.

MEDIA CENTER

The goal of the media center at Greenwood High School is to help provide materials—or access to them—in order to support the educational, informational, recreational, and emotional needs of its patrons. That includes collaboration with faculty in order to select items for the collection to support various curricula. Communication about activities and services of the media center is provided along with online access to the library catalog. Please remember that students and parents are able to log in to the catalog to request materials, view the library materials, and review check-out history.

The electronic link below (available on the GHS website as well) provides information regarding the [GCSC Library Collection Development Policy](#).

HOURS AND ATTENDANCE

1. The IMC is generally open from 7:00 a.m. to 3:00 p.m. on school days.

2. Students may go to the media center before the beginning of first period and after the end of their school day. A pass signed by a classroom teacher is required at all other times.
3. Study hall students may visit the library for an entire period with a classroom teacher pass; otherwise, study hall teachers will write a 15-minute pass.

BORROWING LIBRARY MATERIALS AND MAGAZINES

1. Students may borrow books for a three-week period.
2. Materials may be renewed if there are no other requests for those items.
3. A maximum of five items may be checked out at one time.
4. The borrowing time may be altered for particular items in order to provide enough material for various school projects.
5. Lost materials should be replaced by the item replacement cost.
6. In order to use any computer in the school (due to the requirements of universal Internet access and the automated library program), each student must have a signed Appropriate Use Policy (AUP) form on file.

BEHAVIOR AND DISCIPLINE

GCSC believes that all orderly groups must have rules which govern how members conduct themselves so that they can live and work in a harmonious relationship.

Individual building rules define unacceptable behavior and the probable consequence(s) of the behavior; however, forms of discipline may vary depending upon the building principal's philosophy and the age of the students.

Certainly, the discipline plan of each building will incorporate a sound, fairly applied and accepted policy which is requisite to a positive school climate. GCSC also recognizes that a successful discipline policy must incorporate avenues of communication between parents, faculty, and administration, which permit pre-discipline solutions to potential problems before there is a need for more punitive measures. Further, parents of students must accept responsibility for cooperatively ensuring appropriate behavior on the part of their children (I.C. 20-33-8, as amended from time to time).

Principals and teachers are expected to maintain order and discipline. It is the intent of this policy to recognize the authority granted to teachers and administrators under I.C. 20-33-8, as amended from time to time. Observance of the rules of good citizenship as outlined in each building shall be required of all students.

Each teacher shall be responsible for the order/discipline of his own room. In maintaining a well-disciplined room a positive approach to elicit good behavior shall be used at all times.

It is the intent of this policy to recognize the authority granted to teachers and administrators under I.C. 20-33-8, as amended from time to time, to take any action which is then reasonably necessary to carry out or to prevent an interference with the educational function of which he is then in charge.

The principal may suspend a student for a period of time in accordance with and pursuant to State Law.

The superintendent, principal, or other administrative personnel shall be authorized, with parental consent, to require behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency approved by the school corporation if such testing, counseling, or evaluation is necessary to help any student to further school purposes or to prevent an interference with school purposes. The cost of these services shall be the

responsibility of the parent/guardian/custodian and the school corporation may require, with parental consent, release of the results, progress reports, and other information to appropriate school officials.

BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing.

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

Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts may be reported to law enforcement officials.

The complainant shall be notified of the findings of the investigation and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

BASIC RULES

1. Courtesy and good manners should be shown in contacts with teachers, fellow students, and the general public. Observance of this rule will make a long list of minor rules unnecessary.
2. Obey your teacher, cheerfully if possible, but promptly and without argument. Disrespect of a staff member will not be tolerated. If you request, your teacher will explain or discuss any situation after class or after school.
3. Keep hands off other people and their property. This applies to: a) scuffling, pushing, fighting, etc.; b) touching the property of others including books, clothing, cars, etc.; c) relationships and public displays of affection as noted.
4. The use or possession of tobacco in any form on school property, on a school bus, or at any school activity is prohibited. Electronic cigarettes, vape pens, or lighters are not permitted and are subject to discipline.
5. Boisterous conduct in the building including running, whistling, shouting or the use of vulgar language or inappropriate hand gestures is prohibited.
6. The following are prohibited on or in school property unless written permission of the Principal is given in advance:
 - a. advertising or selling tickets for activities (dances, parties, lectures, etc.) not sponsored by the school;
 - b. selling merchandise or chances;
 - c. soliciting or receiving money for any non-school activity;
 - d. any form of gambling.
7. Protect school property, building, furniture and equipment. Refrain from writing on or defacing walls, posters, bulletin boards, desks, tables, rented or borrowed books. Take good care of the locker that has been provided for your use. You benefit when all is in good working order.
8. Do not go to the parking lot or leave the school building or grounds during the school day without approval from a principal or principal's designee.

9. Students in the halls during class periods must have a school issued hall pass on a lanyard
10. Use and/or possession of alcohol and/or other drugs are prohibited. See Administrative Rules for details.
11. Students are not allowed to eat or drink in classrooms without teacher permission.
12. All drink containers must be in their original containers. Glass containers are not permitted.
13. Greenwood High School believes the showing of affection at school should be limited to holding hands and/or a brief hug.
14. Students must have their computer fully charged each school day. Students bringing their own device must have Chrome installed on it and utilize it for school work. Please remember, phones may not be used in place of a computer for school work.

805 STUDENT CODE OF BEHAVIOR FROM GCSC STATEMENT OF POLICIES REGARDING GROUNDS FOR SUSPENSION OR EXPULSION

The following are grounds for suspension or expulsion as per 805, subject to procedural requirements and as stated by school corporation rules: a) student misconduct, and b) substantial disobedience. The grounds for suspension or expulsion apply when a student is a) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; b) off school grounds at a school activity, function, or event; or c) traveling to or from school activity, function, or event. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: a) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or b) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

ADMINISTRATIVE RULES

Regarding Student Conduct

The following includes examples of student misconduct or substantial disobedience, but are not limited to:

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes or the operation of a school, or urging other students to engage in such conduct.
2. Occupying any school building or school grounds without permission of the school corporation: blocking the entrance or exits of any school building; setting fire to or damaging any school building or property; firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; preventing or attempting to prevent the convening or operation of any school or educational function, or of any meeting or assembly on school property; and continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the activity under his supervision. (This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other rights under the Constitution of Indiana or the United States.)
3. Causing or attempting to cause damage to school property. Stealing or attempting to steal school or private property. Being in possession of school or private property is a violation under this rule.
4. Intentionally causing or attempting to cause physical injury, or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense

or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

5. Threatening or intimidating any students/staff member or slander of a staff member.
6. Knowingly alleging, possessing, handling, or transmitting any object that can reasonably be considered a weapon. (A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from the application of this subsection.)
Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug (including seeds), amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Sniffing glue, aerosol cans, or other substances, drug-related paraphernalia or any type of drug-related paraphernalia represented to be a drug or paraphernalia; or knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind is not permitted.
7. The use of medication by a student prescribed by a medical doctor, dentist, or health care provider authorized by law to prescribe medication for that student does not violate this rule. Any student, who is unsure if possession, use, or providing another person with any particular medicine or substance would violate this rule, should contact the building principal before purchasing, possessing, using or providing the medication or substance.
8. Engaging in the unlawful selling or buying of a controlled substance or engaging in a criminal law violation which constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers, or other personnel during any period of time when he is properly under their supervision where such failure constitutes an interference with school purposes or educational function.
10. Engaging in any activity forbidden by the laws of the State of Indiana, which constitutes an interference with school purposes or an educational function.
11. Failing to comply with the tobacco restrictions for school buildings and property.
12. Willfully absent or truant from school with or without the knowledge or consent of the parent and school, or absent from school when there is an attempt to evade the school attendance law.
13. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function, and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. excessive absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing PPA (phenylpropanolamine) or stimulants/drugs of any kind, be they available with or without a prescription; or
 - f. violating any other rules or regulations regarding student behavior established by the building principal, including but not limited to using profanity or other unacceptable language and/or making inappropriate gestures, including language used through social media mediums.

14. Unauthorized recording (video or pictures) of any student will result in disciplinary action. Students found using a device to record others in locker rooms or restrooms may face severe consequences, including potential criminal charges and expulsion.
15. Telephones are located in the main office if students must make a call during school hours. Students should refrain from having earbuds in both ears during passing periods to hear any emergency announcements that may be necessary. If there is an emergency, parents may call the school and messages will be sent to students during the school day. GHS is not responsible for lost or stolen communication devices.

FIGHTING POLICY

1. Fighting in school will not be tolerated. The following procedure will be followed for such violations of school policy:
2. Individuals involved in the fight will be brought to the office and the police may be called to school. The police officer, in consultation with the Juvenile authorities, will determine whether the student(s) will be taken into custody. A school administrator will call parents/guardians to inform them of the situation. Parents will be expected to meet the school administrator (or juvenile authorities) as soon as possible. If parents cannot be reached immediately, efforts to do so will continue by the administrator or the juvenile authorities. Individuals found to have been a party in the fight will be suspended out of school for 10 school days with a restorative meeting taking place on day 6.
3. Upon returning to school, if it is thought counseling is needed, both students will meet with a counselor.
4. Any fight may result in a recommendation for expulsion, depending on the severity of the incident and the culpability of the student(s). A student who is a party in more than one fight in a school year may be subject to expulsion.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

In accordance with Indiana Code 20-26-18, a copy of the school corporation's policy addressing criminal gangs and criminal gang activity in schools may be found on the district website at gws.k12.in.us, policy 5840.

TOBACCO/ELECTRONIC CIGARETTE AND DRUG POLICY

A student possessing or using tobacco/paraphernalia including but not limited to cigarettes, e-cigarettes, vapes/juuls, cigars, smokeless tobacco, etc on school owned property or at any school activity will be subject to the following:

- 1st Offense: Police citation/ticket & fine and 3-day Out of School Suspension.
- 2nd Offense: 16A (Probationary Continued Education Agreement) along with 5-day Out of School Suspension.
- 3rd Offense: Expulsion - 16A Enforcement

Any student in possession of alcohol/other illegal drugs will be subject to the following:

- 1st Offense: 16A (Probationary Continued Education Agreement)) along with 10-day Out of School Suspension. ***Out of District students are not eligible for 16A and will follow the expulsion process.**
- 2nd Offense: Expulsion - 16A Enforcement

***This policy is for the student's academic high school career.**

DRESS CODE

As students mature and become adults they will be required to meet certain dress standards for many social functions and occupational obligations. Recognizing that

school is a formal process and that an important part of a student's education includes being prepared for real world life and work experiences, the following socially accepted criteria will be used to assess a student's appearance while at school: neatness, cleanliness, good grooming, and appropriate dress.

1. The building principal has the authority to ban any article of clothing, any clothing that inappropriately exposes parts of the student's body between the shoulders and the knees, or an accessory which creates a disruption in the school or on school property.
2. Clothing and/or accessories (including all bandanas) bearing drawings or sayings (stated or implied), which refer to drugs, alcohol, tobacco, obscenities, violence, Satanism, or sex will not be permitted.
3. Clothing worn must cover all skin from shoulders to the area where an individual's fingertips rest with arms extended downward when standing.
Pants will be worn over the hips at all times (so that no undergarments could be visible).
4. Shirts, blouses and/or tops must have sleeves and reveal no cleavage.
5. Rips, tears, or holes in clothing that are considered distracting or offensive, even though no skin is visible, may be a violation.
6. Safe and appropriate footwear is required at all times.
7. Clothing and/or accessories (which includes chains of any kind), which are deemed disruptive and/or are a potential health or safety hazard, because of their nature or the manner in which they are worn, are not permitted.
8. Headwear may not be worn during the school day (7:30-2:30) inside the building. This includes all bandanas, hats, and hoods on sweatshirts. Teacher discretion may be used in his/her individual classroom.
9. ~~Pajamas and slippers are not to be worn during the school day inside the building.~~
~~Also,~~ Blankets are not permitted in school.
10. Lingerie or see-through material is not acceptable as an outer garment.
11. Trench coats or any full-length coat or jacket should not be worn during the school day and should be secured in the student's locker.
12. Individual building principals have the authority to modify any of the above rules based upon building conditions or activities.

Violators of this policy will be warned and possibly offered items of clothing to wear for the remainder of the day or will be assigned ISS for the remainder of the day. Repeat violations will receive other disciplinary consequences.

ELECTRONIC DEVICES

Electronic Equipment, including, but not limited to cellular telephones, music devices, hand-held games, electronic toys, and cameras, are not deemed necessary learning tools at GHS. Individual teachers may provide guidelines for usage in classroom settings. The school assumes no liability for lost or stolen items.

Consequences: Individual teachers will distribute consequences for infractions which may include, but not be limited to, surrendering electronic device for a predetermined period of time. If student(s) is not compliant further disciplinary action will take place.

Cell Phone Policy at Greenwood High School

Objective:

The primary objective of the cellphone policy at Greenwood High School is to maintain a focused learning environment while providing reasonable exceptions for student communication and convenience during specific times.

Policy Overview:

1. **General Rule:** No cellphone(s) are allowed on a student during Periods 1 through 7. Cellphones must be placed in a book bag or in a designated location as determined by the teacher in the classroom.
2. **Exceptions:** The only times that a cellphone may be used are:
 - A. During passing periods
 - B. During Lunch
 - C. During PowerHour (w/Teacher permission)
3. **Headphones/Earbuds:** Headphones, earbuds, or any similar devices may not be worn during Periods 1 through 7.

Progressive Discipline:

The following progressive discipline will be administered for each infraction:

1. **Infraction 1:** Student puts cellphone into a clear plastic bin provided by the teacher in the classroom. The bin is given to the main office for the parent/guardian to pick up. Teacher will also write a log entry of the infraction into PowerSchool.
2. **Infraction 2:** Cellphone will go into a clear plastic bin provided by the teacher in the classroom. In addition to the cellphone being sent to the main office, the student will be administered a lunch In-School Suspension (ISS). Teacher will also write a log entry of the infraction into PowerSchool.
3. **Infraction 3:** Cellphone will go into a clear plastic bin provided by the teacher in the classroom. In addition to the cellphone being sent to the main office, the student will be administered a full day of In-School Suspension (ISS). Teacher will also write a log entry of the infraction into PowerSchool.
4. **Infraction 4:** Cellphone will go into a clear plastic bin provided by the teacher in the classroom. In addition to the cellphone being sent to the main office, the student will be administered a day of Out-of-School Suspension (OSS). Teacher will also write a log entry of the infraction into PowerSchool.

5. **Infraction 5 and beyond:** Cellphone will go into a clear plastic bin provided by the teacher in the classroom. In addition to the cellphone being sent to the main office, the student will be administered 2 days of Out-of-School Suspension (OSS). Teacher will also write a log entry of the infraction into PowerSchool.

STUDENT DRIVER PERMITS AND LICENSES AS RELATED TO SUSPENSION, EXPULSION AND HABITUAL TRUANCY

I.C. 9-24-2-1, as amended from time to time, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to any student less than eighteen (18) years of age if he is identified by the school under the following guidelines:

1. Is under at least a second (for the school year) suspension from school, pursuant to I.C. 20-33-8, as amended from time to time.
2. Is under expulsion from school, under I.C. 20-33-8, as amended from time to time.
3. Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who has been identified as a habitual truant, pursuant to I.C. 20-33-8, as amended from time to time.

POWERHOUR DETENTIONS (PHDs)/AFTER SCHOOL DETENTIONS/SATURDAY SCHOOLS

PowerHour Detention is a term to describe a mandated, supervised program which provides an alternative strategy for student's discipline. PHDs are served during PowerHour (during the school day). After School Detentions (ASDs) will be served on certain days after school for 1-hour. ASDs will only be assigned if a student fails to attend a PHD. Saturday Schools will run for 3-hours on certain Saturdays. Saturday Schools will only be assigned if a student fails to attend an ASD. If a student accumulates 3 Saturday Schools, the student will be assigned Out of School Suspension.

PHDs/ASDs/Saturday School take precedence over any other school activity.

ATTENDANCE POLICY

Regular attendance is essential for a student's success in school. Daily attendance is not only necessary to gain maximum benefits from education, but the law requires it. Since business and industry require regular attendance and dependability, GCHS regards the development of these habits as part of its responsibility.

An absence is declared when a student is not in class. Absences are based on each period a student is not in class. A student who misses fifteen minutes or more of a class will be considered absent. This does not apply when the student is called out of class by office personnel. All absences listed as UNEXCUSED may impact the credit students can earn on assignments.

After 5 absences, all absences will be unexcused without a doctor's note.

DAILY ATTENDANCE IS EXPECTED. EXCESSIVE ABSENCES, WHETHER EXCUSED OR UNEXCUSED, MAY RESULT IN LOSS OF PRIVILEGES, SUCH AS: DRIVER'S LICENSE, PARKING PERMITS, PROM, AFTER PROM OR OTHER EXTRA-CURRICULAR ACTIVITIES.

When a student accumulates the equivalent of the 7th unexcused absence of the semester, a parent/guardian will be contacted by a member of the Counseling Staff via email.

When a student accumulates the equivalent of the 15th unexcused absence of the semester, a Stepping Up referral may be filed with the Johnson County Court System, along with a parent/guardian notification. The student will also be placed on an attendance contract at this point.

When a student accumulates the equivalent of the 25th unexcused absence of the semester or if a student fails to complete the Stepping Up program may be filed with the Johnson County Court System, along with a parent/guardian notification. The student will also be placed on an attendance contract at this point.

If there is no response or improvement in attendance, and the student reaches an 15th unexcused absence, then a probable cause will be given and referred to Probation. At this point, the student is subject to removal from Greenwood Community Schools for the remainder of the semester and may re enroll the next semester.

Not to be counted as absent by statute:

1. Pages in Indiana General Assembly (per I.C. 20-8.1-3-18(a) & Greenwood Community Schools Statement of Policies).
2. Participation in Election Day Activities (per I.C. 20-8.1-3-18(b) & Greenwood Community Schools Statement of Policies). **Note:** Students wishing to work Election Polls must submit permission forms (with signatures) the Friday before Election Day.
3. Subpoenaed as a Witness (per I.C. 20-8.1-3-18(c) & Greenwood Community Schools Statement of Policies).
4. Indiana National Guard (per I.C. 20-8.1-3-18(d) & Greenwood Community Schools Statement of Policies).
5. Attendance at the Indiana State Fair.

Exempt (does not count toward attendance limit):

1. Death in the Immediate Family and Funeral Attendance (806.15.3.h)
2. Suspensions (806.15.3.i)
3. Juvenile or Criminal Justice System Detention (806.15.3.j)
4. College/Career Visits – maximum of 2 exempted per year (Junior/Senior) (806.15.3.k)
5. Extended illness (more than 3 consecutive days). There must be documentation from a physician that the student was unable to attend school. NOTE: The first three days of illness will count as three days toward the 10-day limit.
6. School-approved field trips.

PERFECT ATTENDANCE

Perfect attendance at Greenwood High School is defined as no absences or tardies to any class for the entire school year. Only those absences defined by Indiana Code and Field Trips sponsored by the school are allowable.

Exemplary attendance is having no more than 3 absences in any nine-week period.

REPORTING AN ABSENCE

If a student is absent from school, it is the responsibility of the parent to telephone the school by 10:00 a.m. on the day of the absence. If it is not possible to phone, a note may be sent with the student on the day the student returns to school. The phone number for the Attendance Secretary is 889-4005.

APPOINTMENT SLIPS

Appointment slips (doctor, dentist, etc.) should be presented at the office the morning of the appointment before school starts so that a pass granting permission to leave school can be given to the student. A doctor's note validating the date and time of the appointment is required upon the student's return to school. **Doctor's notes must be received within 3 school days after returning or the absence will be considered unexcused.**

LATE ARRIVAL/ EARLY DISMISSAL

A student who must be released from school early or enter school late must have parental permission and sign in/out with the Attendance Secretary. A student who is absent four or more periods during the day may not be either a participant or a spectator in a school-sponsored event that day. Any student arriving after 7:45 am without an excused pass will not be able to bring food or drink into the building. On days of Final Exams, students will not be released early without a signed note from a parent or guardian. **Phone calls will not be accepted for early release on these days.**

PRE-ARRANGED ABSENCES

Absences of students caused by family travel are discouraged. Unavoidable absence of this kind, up to five school days per year, must be pre-arranged and the following conditions met:

1. At least five (5) school days prior to the absence, a request in writing must be filed by the parent with the assistant principal.
2. The student must accompany his family to qualify for pre-arranged family travel.
3. A pre-arranged absence form must be presented, by the student, to each of his teachers prior to leaving.
4. Pre-arranged absences count against the 10-day per semester limit.
5. Absence of this kind that has not been pre-arranged is considered unexcused. **This policy does not cover individual student travel without his/her family.**
6. **Prearranged absences will not be approved for the weeks of Final Exams.**
7. **Final Exams may not be taken early.**
8. Students must have average to above average grades and attendance before being considered for a pre-arranged absence.

HOMEWORK REQUESTS

Students should record all assignments given by teachers. Thus, if a student must be absent for two or three days, he/she should have all assignments. If the student did not record the assignments, he/she should contact fellow students for assignments.

If a student is absent three or more days, the parent/guardian should request the student's homework by calling 889-4005. Homework will be ready to pick up at the end of the next school day. The parent/guardian should obtain the student's locker number and combination to pick up textbooks.

For more homework information, please refer to the Greenwood Community Schools Statement of Policies, Section 817.

MAKE-UP WORK

In all cases of absences, whether excused or unexcused, students shall be expected to make up work on all assignments missed and will earn partial credit. The make-up work must be completed in a time immediately following the absence. As a general rule, students should be given the same amount of days to make up work as the number of days of absence. Extended absences will be handled on an individual basis.

Full credit will be allowed for make-up work with excused absences. Sliding or partial credit may be earned for either excused or unexcused absences if the work is turned in late.

***THE STUDENT OR PARENT MUST REQUEST ALL MAKE UP WORK.**

TARDY POLICY

Tardies are an interruption to the learning environment. Greenwood High School has five-minute passing periods between classes. ~~Three or more tardies will incur discipline.~~

4th: Wednesday School
5/6th: Saturday School
*7th+: Additional Discipline

Excessive tardies will be referred to a principal for discipline. These could result in loss of driving privileges, mandatory bus-riding Character Development, suspensions, or other consequences including loss of privileges.

TRUANCY

Students who leave the school building without prior permission from a principal, who remain in the school building but purposely miss part of, or a full class, or who refuse to attend school in defiance of parental authority and without an appropriate reason, will be considered as truant. Habitual truancy is defined as more than 10 days of UNEXCUSED absences in a school year. Each truancy will include discipline and other possible consequences.

** Students who are 18 are not subject to loss of driver's license or probation. They may include suspension or loss of privileges of Prom; Post-Prom, other; and/or participation in their graduation ceremony.

~~Also, any student arriving at school after 7:45 am as an unexcused absence, will receive an automatic detention.~~ Unexcused absences for period 1 will count as a tardy and follow the same consequences listed above.

HIGH ABILITY IDENTIFICATION POWERSCHOOL REPORTING

PER IDOE GUIDELINES: A STUDENT IS ONLY REPORTED AS GIFTED IN POWERSCHOOL IF IDENTIFIED AS HIGH ABILITY (GIFTED) AND ENROLLED IN A HONORS/ADVANCED COURSE. IF AN IDENTIFIED STUDENT AT THE MIDDLE AND HIGH SCHOOL LEVELS IS NOT TAKING AN ADVANCED COURSE, THE HIGH ABILITY DESIGNATION SHOULD BE REMOVED. IF A NON-IDENTIFIED HIGH ABILITY STUDENT IS ENROLLED IN AN HONORS/ADVANCED COURSE, THERE SHOULD NOT BE A GIFTED DESIGNATION IN POWERSCHOOL UNLESS A STUDENT IS FORMALLY IDENTIFIED AS HIGH ABILITY (THROUGH SPECIFIC IDENTIFICATION PROCEDURES).

EXAMPLE #1: A student at the middle school level has been identified for high ability services in elementary but is not placed in honors classes in 6th grade. That student would NOT be identified as gifted in PowerSchool.

EXAMPLE #2: A high school student is taking Algebra 2 but has never been formally identified as high ability (through official identification procedures). That student would NOT be identified as gifted in PowerSchool. SEE BELOW FOR BUILDING LEVEL PROCEDURES.

HIGH SCHOOL:

Identified high ability students from middle school who are enrolled in advanced classes should be labeled as gifted in PowerSchool by the Director of Guidance (or designee). Those students will remain labeled as gifted in PowerSchool ***IF*** they are enrolled in an advanced course. Students are not typically newly identified at the high school level unless they are a move in with previous identification status that is comparable to our corporation policies; however, a formal identification procedure needs to take place to newly identify a student as high ability. Once a high ability student is not taking advanced courses, the identification label in PowerSchool will be removed by the Director of Guidance (or designee).

Discipline Policy

A student who receives an ISS or OSS from GHS will **not** be permitted to attend C9 or off-campus courses for the duration of the suspension. Students are expected to contact teachers and C9/off-campus instructors.

The grounds for suspension or expulsion apply during the following:

- On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school
- Off school grounds at a school activity, function, or event
- Traveling to or from school or a school activity, function, or event

15/5 Policy

If a student has 5 separate referrals that result in OSS, regardless of the number of days, a student may face expulsion from school. If a student receives 15 referrals in a school year, a student may face expulsion from school.

SHORTENED SCHOOL DAY

Early release, late arrival, or other special schedule arrangements are only allowed under certain conditions. Generally speaking, if a student is attending school, he/she must attend a school-approved program for the entire day. An official, such as a doctor, officer of the court, welfare worker, etc. must request a shortened school day in writing with stated reasons. The principal will make a determination based upon current attendance/state regulations for each written application.

Students in their fifth (or more) year of high school need only attend those periods necessary to meet graduation requirements.

EMERGENCY SCHOOL CLOSING

In the event of school closing due to weather, etc., local media stations should be consulted, specifically: WIBC (1070 AM), WIRE (1430 AM), WISH (Ch. 8), WTPI (107.9 FM), WFMS (95.5 FM). The high school, in most circumstances, will provide an

automated phone message to the home to notify of a delay/school closing. If these stations are not notified and no call is made to the home, THERE WILL BE SCHOOL!

ATHLETICS

IHSAA ELIGIBILITY REGULATIONS

All athletes (male and female), including managers, cheerleading and dance, must maintain passing grades in at least five full-credit subjects, or the equivalent, during each nine-week grading period or each semester in order to remain eligible for any and all IHSAA-sanctioned contests. Freshman physical education may count as one of the five required subjects the first two semesters it is taken. If you are enrolled in a night school, correspondence courses, or other credit-earning courses, you must first meet with the Director of Athletics to establish your eligibility requirements for participation. Summer school courses may count toward the required courses, but you will still need to meet with the Director of Athletics to establish eligibility requirements for the upcoming schedule. It is the responsibility of each athlete to maintain his/her eligibility.

ATHLETICS, CLUBS AND EXTRA-CURRICULAR ACTIVITIES

Students who get involved in extracurricular activities make better grades, stay in school longer, and are generally more satisfied with school. We offer a wide variety of clubs, service organizations, and athletics. Please get involved in some activity.

ATHLETIC TITLE IX POLICY

The Athletic Department of Greenwood Community High School supports and informs parents of the components of Title IX as it relates to the written position statement outlined by the Indiana High School Athletic Association (IHSAA). Through scheduled presentations and distributed policies and procedures, the Athletic Department continually informs parents about our responsibility in bringing equity to all programs outlined by Title IX.

GENDER EQUALITY POSITION STATEMENT

One of the purposes of the IHSAA is to assure that every student-athlete has a fair opportunity to compete. That purpose can only be achieved when there is true equality of opportunity to participate in athletics. Athletic participation in an IHSAA-member school is an extension of and an integral part of the educational experience for those young people who become student-athletes. These educational experiences should not be reduced in scope and significance by disparities that limit the participation of any athlete.

The IHSAA believes that gender equality is more than being in compliance with the law. It is a spirit and a personal ethic. It is a commitment to do what is right and fair for all student-athletes. It means creating an atmosphere and an environment where opportunities and resources are distributed fairly to boys and girls, an atmosphere where no person experiences discrimination on the basis of gender.

It is the position of the IHSAA that its member-schools must monitor their athletic programs to ensure that athletic offerings are equitable and meet the interests and abilities of student-athletes.

While the IHSAA does not have the authority to provide specific interpretations or to rule on compliance issues regarding Title IX, it does believe that all concerned should take steps to be sure that the spirit and intent of gender equity is met.

DRUG TESTING

The random drug testing program also includes students registered with GHS as a student driver. Such students shall be referred to herein as "Student Participants." More information can be found in student driver application forms.

For athletics, please refer to the Athletic Handbook (in Final Forms or on the athletic website) and Drug Testing Policy Handbook regarding GCHS Athletics.

Both of these documents can be found on the HS website under "Info" and then "Forms, Handouts, & Info" or in Final Forms.

CLOSED CAMPUS

Greenwood High School maintains a CLOSED CAMPUS POLICY. Students are not allowed to leave campus during the inclusive hours of their classes without permission of school authorities. Violations will result in disciplinary action. Restaurant food may not be purchased and brought onto campus without the principal's permission.

FIRE AND DISASTER DRILLS

Upon hearing a planned fire alarm (teachers will inform) all students must leave the building rapidly and in an orderly fashion. In the event of an unplanned alarm, students will hold in place for up to 3 minutes. Students must be at least fifty (50) feet from the building and not re-enter until the all-clear signal is given. Upon hearing the disaster alarm, students should go to the assigned area, be seated with the back against the wall, be quiet and listen for instructions. In the event of an earthquake, students should seek shelter under their desks or other tables.

HEALTH CLINIC

1. All students are **required** to have working telephone numbers and emergency contact numbers on file in the health clinic. It is the student and parent's responsibility to contact the school if there are changes.
2. Greenwood Community School Corporation requires certain forms be on file in order to be seen in the clinic during the school day. The forms that must be on file are: HIPPA authorization, Emergency medical form, and Consent to Treat. **These forms must be renewed every school year online.** If you have questions about these forms, please call the nurse at 317-889-4014.
3. Specific rules regarding medications are as follows:
 - a. Over-the-counter (non-prescription) medications must be in the original container and labeled with the student's name and date of birth. It must be accompanied by a signed Consent to Administer Medication form. The medication and the consent form must be brought to the health clinic and given to the nurse as soon as he/she arrives at school.
 - b. Prescription medications must be in the original container with the prescription label attached. The student's name, drug name, and directions for medication administration must be included on the label. The parent/guardian must sign the Consent to Administer Medication form and send it to school with the medication. The student should bring the medication and consent to the health clinic as soon as he/she arrives at school.
 - c. **No medication** is to be carried by a student unless the health clinic has both the physician's and parent's permission on file that states, the student's name, the name of the medication needing to be carried by the student and that they know how to safely administer this medication. This includes inhalers and epi-pens.
4. State law **requires** students to have certain immunizations. For all high school students at this time, the requirements are as follows:

- a. DPT- 5 doses (4 doses are acceptable if the 4th dose was given on or after the child's 4th birthday)
 - b. OPV (polio)- 4 doses (3 doses are acceptable if the 3rd dose was given on or after the child's 3rd birthday)
 - c. MMR (measles, mumps, rubella)- 2 doses
 - d. Hepatitis B- completed vaccine series- 3 doses
 - e. Hepatitis A- 2 doses
 - f. Tdap
 - f. MCV4 (meningococcal)- 2 doses (second dose before entering the 12th grade, unless first dose was administered after age 16)
 - g. Varicella (chicken pox) – 2 doses or documentation of the disease
- The Indiana State Dept. of Health **highly recommends** the following vaccines in addition to (a-g mentioned above):

- Gardasil – series of 3 vaccines for girls to prevent HPV (Human Papillomavirus)

(Please note: State immunization requirements can change yearly. Please check our school's webpage or with the health department for recent changes.)

5. All students entering the health clinic are required to have a dated, timed, and signed pass from their teacher or they will be sent back to class.
Students are not allowed to “drop in” the health clinic between classes.
Exceptions will be made in the case of an obvious emergency, such as bleeding or vomiting or taking regular medications on an approved schedule.
6. **All students who feel ill**, or are injured, must go to the health clinic to be evaluated. There are corporation standards that determine when it is appropriate for a student to be sent home, and school personnel will contact parents when necessary. Any student leaving school without being evaluated and meeting this standard will be unexcused.
7. Students will be excused from physical education class with a parent/guardian note for one day only. For a longer period, a physician's statement is required. This should be brought to the health clinic. Excessive failure to dress for physical education without a physician's statement may result in loss of credit.
8. If a student has a temperature of 100 degrees or above, he/she will be sent home. The student must remain at home until he/she is without fever for 24 hours without the use of fever-reducing medication.
9. Any skin rash of unidentified origin will require the student to be excluded from school. The student will be permitted to return to school if the rash is gone and/or a doctor's release is obtained stating the student is non-contagious and may return to school.
10. No pierced body part or tattoo will be given routine care. This should be taken care of at home.
11. Elevator keys will be issued to students, as needed, with a doctor's note.

LOCKER USAGE

Lockers may be requested by students at the start of the school or when enrolled. Each student is responsible for the care/appearance of his/her locker. A student is only allowed to use the locker assigned to him/her. It is important to keep the locker combination a secret. Locker problems should be reported to the Guidance Office.

SCHOOL PICTURES

All students pose for school pictures in early August during their English classes -- even if they do not wish to order any. Order forms will be emailed home as well as available in English classes and in the front office. These photos are used for ID cards and

PowerSchool, and for students in grades 9-11, they are used for yearbook photos. Seniors pose for their yearbook senior portraits with Prestige during the summer before their senior year. A temporary full studio is set up in the high school IMC for these pictures. Parents and seniors will receive information directly from Prestige and from the school regarding these important photos. Although seniors are free to go to any photographer for portraits they intend to give friends and family, they must pose with Prestige for their yearbook photos. No purchase is required.

SCHOOL IDENTIFICATION CARDS

Students will receive ID cards following School Picture Day and Retake Day. As school begins, students can use their ID cards from the previous year if they attended Greenwood Schools or their PowerSchool numbers to make cafeteria purchases. All students must have school ID cards following Retake Day. Students who enroll after Retake Day will pose for their ID cards in Room K105. Replacement ID cards cost \$5 and can be ordered in Room K105.

TELEPHONES

Telephones are placed in school offices for official business only. Messages will be taken and sent to students. Students will be called to the office only in an emergency.

VEHICLES AND PARKING

All sophomores must have earned at least two credits in English and at least two credits in Math in order to be eligible for a parking permit.

All juniors and seniors must have earned at least four credits in English and at least four credits in Math in order to be eligible for a parking permit.

GHS STUDENTS MUST RE-REGISTER THEIR CARS EACH SCHOOL YEAR.

The registration fee is \$20.00. (Note: All school fees must be paid prior to a student being allowed to drive to school.)

Students who drive cars to school must park in an orderly manner in the parking lot to the east of the building. Parking is to be in marked spaces only and not in the driveway or at the yellow curbs. THE NORTH ROW AND THE SOUTH ROW ARE RESERVED FOR TEACHERS. A parking sticker must be displayed at all times. Students will first receive a warning for not registering their cars. A second offense will result in a PHD. Third and future offenses will result in additional PHDs and possible towing of vehicle. **THE SPEED LIMIT IS 15 MPH ON SCHOOL PROPERTY.**

VISITORS

Building access begins at 6:45am for students. Any visitor entering the building between 6:45am and 3pm must report to the access window located in the front entrance foyer. Visitors must report to the receptionist's desk in the front office to obtain a visitor's pass before going to any area of the building. Visitors must present driver's license to the receptionist. Students must get permission a day in advance from the principal before bringing a visitor to school. Student guests are allowed, with principal approval, only when the guest is considering attending GHS in the future. Visitors are not allowed to bring restaurant food in for GHS students during lunch without special permission from the principal. Visitors are not allowed to eat lunch with students in the cafeteria.

END OF YEAR BALANCES OR REFUNDS (CAFETERIA)

Funds remaining in students' cafeteria accounts at the end of each school year (or negative balances) will automatically be applied to the student's balance for the next school year. Only in the event that a student leaves the school district(i.e. moves,

graduates, etc.), may a refund of account balance be requested. A written request must be submitted to the Food Service Department within 30 days of the end of the school year or 30 days after the date the student leaves the district in order for the balance to be refunded. A form to submit for refund is available at the school office and on the Food Service page of the Greenwood Schools website (www.gws.k12.in.us)

Use of Handheld Metal Detectors (Board Policies 5771 and 7440) and Procedure for Student Lunch/Meal Accounts (Board Policy 8500) will be followed as approved in June 2019.

**DENIAL OF PERMISSION TO RELEASE CERTAIN DIRECTORY INFORMATION
WITHOUT PRIOR WRITTEN CONSENT**

Dear Parent (Student):

THIS PAGE DELIBERATELY LEFT BLANK