

GREENLAND HIGH SCHOOL
STUDENT HANDBOOK
2018-2019



Our Mission:

Greenland High School will provide an education program characterized by quality, equity, and accountability that will help our students build essential academic skills necessary for lifelong learning. By developing the ability to think logically, independently, and creatively each student will achieve a feeling of self-worth and the confidence required to conquer the challenges of our ever-changing world environment.

Principal

Mr. Steven Fein

Dean of Students / Athletic Director / Head Football Coach

Coach Lee Larkan

Secretary

Ms. Debbie Merwin

Counselor

Mrs. Mary Larkan

INTRODUCTION

Welcome to Greenland High School. This is your handbook as a student at Greenland High School. Please use it as a guide to answer your questions and to assist you in following our customs and regulations. Also refer to the Greenland Public School District Handbook for full policies under the Greenland High School Handbook Section.

Greenland High School is a friendly school. We are anxious for you to feel at home and be happy; to be proud of the school and its friendly spirit and enter with all the students in keeping the name of our school above reproach.

Greenland High School's aim is to make good citizen of the school, the city, the county, the state, and the nation. Good sportsmanship, self-control, good manners, and respect for the rights of others are all important in building citizenship.

Greenland High School wants each student to develop mentally, physically and spiritually by observing the rules and regulations as herein set out. By practicing courtesy, consideration, and good sportsmanship, you can be a vital part in this development.

School Colors

Green / White

Alma Mater

Loyalty we sing unto thee
Spirit we uphold for he
Greenland Alma Mater
Praise the pirates bold
Green and white guide
Us ever to our victory tonight
For the Greenland Alma
Mater your our guiding light
(Fight Pirates Fight)

School Mascot

Pirate

GHS GOALS

1. GHS graduates are college or career ready, with college hours, industry certifications, and/or experiences leading to a value-added diploma.
2. GHS students are provided real-world applications in the classroom to make learning relevant for all students.
3. GHS students are knowledgeable in the 21st century learning and innovation skills which are essential for the future; communication, collaboration, critical thinking and creativity.

LETTER TO PARENT/GUARDIAN

Education is, and must be, a cooperative effort between home and school. When parents, educators, and students understand the common goals, and the part that each must play in order to reach these goals, then the process of getting an education becomes easier, and more pleasant. Parents and students need to have read and understood the provisions contained herein so that they may be afforded the best opportunity for securing a good education. Regular attendance is a “must”. Without regular attendance, a student cannot accomplish much. Past experience has shown that irregular attendance is one of the major factors causing failure. The administration and faculty sincerely solicit your full support and cooperation in providing the kind of school that your sons and daughters deserve. You are encouraged to visit our campus; however, you are reminded that visitors must check in with the office.


As the principal of Greenland High School, I am committed to creating a learning environment that is student-centered and focuses on college and career readiness. Please partner with us in our efforts to provide your child the best education possible.

~Steven Fein, Principal

GREENLAND SCHOOL DISTRICT

2018 - 2019

School Year Calendar



August 18

S	M	Tu	W	Th	F	S
			WD	WD	WD	4
5	PD	PD	PD	PD	PD	11
12	14	15	16	17	18	
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 18

S	M	Tu	W	Th	F	S
						1
2	H	4	5	6	7	8
9	PT	PT	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 18

S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 18

S	M	Tu	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	H	H	H	24
25	26	27	28	29	30	

December 18

S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	H	H	H	H	H	29
30	H					

January 19

S	M	Tu	W	Th	F	S
			H	H	H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 19

S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 19

S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	H	H	H	H	H	23
24	25	26	27	28	29	30
31						

April 19

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 19

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	WD	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 19

S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

H Holiday - No School	PD Flex Day for Teachers No School for Students	WD Teacher Work Day
PT Prof. Development No School for Students	▶ Grading Period Begins	PT Parent/Teacher Conf. Week - to be scheduled by each bldg.
	◀ Grading Period Ends	

Teacher Work Day/No Students	8/1-8/3
Prof. Development/No Students	8/6-8/9
Teacher Flex Day/No Students	8/10
First Day of School for Students	8/13
Labor Day/No School	9/3
Parent Teacher Conferences	9/10-9/11
First Quarter Ends - 44 days	10/12
Second Quarter Begins	10/15
Thanksgiving Break	11/21-11/23
Second Quarter Ends-47 days	12/21
Christmas Break-No School	12/24-1/4
Third Quarter Begins	1/7
Presidents Day/No School/PD	2/18
Parent Teacher Conferences	2/19-2/20
Third Quarter Ends-44 days	3/8
Spring Break	3/18-3/22
Graduation	5/12
Last Day of School	5/15
Fourth Quarter Ends- 43 days	5/15
Work Day/No Students	5/16
Total Class Days	178
Inservice/Work Days	10
P/T Conference Days	2
Total Contract Days	190

Spring Break is always an option for make-up days in extenuating circumstances.
Optional weather make-up days will be May 16-22

Adopted as Policy 02/22/2018
Six (6) hours designated for P/T conferences to be scheduled by each bldg.

Greenland High School
Faculty / Parent / School Compact

The School faculty pledges to:

- Provide opportunities for successful learning
- Provide a safe learning environment
- Provide quality instruction with consideration for an attention to individual needs
- Respect all students, parents, and other faculty
- Model acceptable behavior at all times
- The school will provide ongoing communication with parents regarding their child's progress.

The parent's / guardian's) pledge to:

- Make sure the child arrives on time daily
- See that the child has breakfast at home or school
- Make sure the child has good grooming/hygiene habits
- Make sure the child receives adequate rest
- See that the child has needed school supplies
- Make sure the child does all schoolwork
- Communicate with the child's teacher(s) as needed

The student pledges to:

- Do the best work possible in every class
- Complete all assignments on time
- Be prepared in every class
- Always be honest and truthful
- Be respectful and kind to all adults and peers
- Understand and accept consequences for actions

CLASSIFICATION OF STUDENTS

Ninth grade (Freshman)—must have passed: math, English, and another core course in the eighth grade.

Tenth grade (Sophomore)—accumulate at least six (6) credits in the ninth grade.

Eleventh grade (Junior)—accumulate at least twelve (12) credits in the ninth and tenth grades

Twelfth grade (Senior)—accumulate at least (16) credits and be in line for graduation.

Students who do not have at least 16 credits and are not in line for graduation at the beginning of their senior year will not be considered to be seniors and should meet with the junior class during class meetings.

SCHOOL DAY

Students in grades 9-12 will follow the same bell schedule. Students in grades 9 – 12 begin the day at 7:55 a.m. and end at 3:11 p.m.

Regular Bell Schedule:

First Bell	7:50 a.m.
Warning Bell	7:55
1 st period	8:00 – 8:48
2 nd period	8:51 – 9:39
3 rd period	9:42 – 10:30
4 ^h period	10:33 – 11:21
5 th period	11:24 – 12:12
Lunch	12:12 – 12:42
6 th period	12:44 – 1:31
7 th period	1:34 – 2:21
8 th period	2:24 – 3:11

Collaborative Bell Schedule:

First Bell	7:50 a.m.
Warning Bell	7:55
1 st period	8:00 – 8:42
2 nd period	8:45 – 9:27
3 rd period	9:30 – 10:12
4 th period	10:15 – 10:57
5 th period	11:00 – 11:42
Lunch	11:43 – 12:13
Collaborative Period	12:16 – 12:56
6 th period	12:59 – 1:41
7 th period	1:44 – 2:26
8 th period	2:29 – 3:11

ENTERING THE BUILDING (Before School Begins)

Students who ride the bus will enter the building through the west doors and go into the cafeteria. Students who drive vehicles to school will enter the building through the north cafeteria door and go to the assigned area. During inclement weather all students may enter through the nearest available door and go directly into the assigned area.

LUNCHTIME & BREAKFAST RULES

All students will be seated when they enter, no standing around is permitted. Talking is allowed, but it should not be loud and disruptive. Sitting on desks or tables is not permitted. Students in grades 9-12 will follow the same rules. Students will go to the cafeteria to eat hot lunches, and those students bringing lunch will eat in the cafetorium. When finished eating, all students will report to the designated areas. While in the assigned area, students will sit quietly and behave due to classes being held. NO students are to loiter in the halls during lunch. ANY FOOD FROM AN OUTSIDE SOURCE MUST BE PLACED AT THE DESIGNATED SITE.

CHECKING IN AND OUT

Students leaving campus after arriving to school must check out through the office with a parent/guardian note or phone call before leaving campus, and check back in upon returning.

PARKING

Numbered spaces are provided for student parking. All vehicles must have a numbered parking sticker that correlates to numbered space. Parking stickers may be obtained from the office for \$10. Vehicles must be parked in assigned spaces.

ABSENCES

Students must have parent/guardian, or school permission to not be in class. We need a note or phone call in the office if a student is absent. If a student has a medical, or a court appointment, documentation should be brought to the office. Students with more than **thirteen (13) absences** in a class may be denied credit for the class, and be assigned to the Juvenile Court System.

The absence of any student or group of students required for school-sponsored activities must be approved in advance by the Principal. A student participating in school-sponsored activities will not be counted absent.

TARDY POLICY

Definition of Tardy: Student not being in the room when the tardy bell **begins** to ring. In order for Greenland High School students to gain the maximum benefit from school, they must arrive at school punctually. Tardiness can result in the student missing quality-learning time. Students arriving late to class may cause other students to be distracted causing a disruption to the educational process. Students arriving late to school must report to the office before going to class. Any student detained by the office or a teacher must obtain a slip from the detaining party. Beginning with the second (2nd) tardy, a time out (lunch detention) will be assigned. An after school detention will be assessed for each tardy beginning with the second tardy and spent in an assigned area with the following rules:

- a. Students must be in a seat when tardy bell rings.
- b. Students will not make any effort to communicate with other students by any means.
- c. Students will respond to roll check by raising their hand.
- d. Absolute quiet will be observed.

Parents will be notified upon the accumulation of six (6) tardies.

TRUANCY

A student not being in the assigned place (school) without permission of parent or school.

1st time – 1 day ISS

2nd time – 3 day ISS

3rd time – 5 day ISS – Juvenile Court will be notified

LUNCH/AFTER SCHOOL DETENTION

Lunch detention; student lunch time for minor disciplinary infractions. Any staff member may assign lunch detention. A detention assigned will be served the following day. Students checking out early or absent on the day the detention is to be served must present an admit slip and serve the detention on the day they return to school.

Misbehavior or being late during lunch/after school detention will result in the student(s) being assigned after school detention OR additional time outs. Failure to attend time-out will result in assignment to extra detentions. When a student has acquired six (6) detentions, the parent will be notified and the student assigned to I.S.S. for one day. After acquiring ten (10) detentions, the student will be assigned to I.S.S. for two (2) days and the parent notified. Any time-out above ten (10) may result in the assignment of additional days to I.S.S., Saturday school, or out of school suspension. Failure to attend Saturday school will result in three (3) days of out of school suspension.

SCHOOL DRESS CODE

The dress code of Greenland Middle and Greenland High has been established to promote an orderly environment, conducive to appropriate behavior and representative of community standards, while allowing for sufficient comfort and style. There are many details and styles of clothing that cannot be covered in the dress code. Therefore, students and parents are encouraged to ask school administration if unsure of the appropriateness of any item of apparel.

Administration has the authority to regulate attire or fashion trends which are deemed to be inappropriate or disruptive. The administration, in connection with the sponsors, coaches or any other person in charge of extracurricular activities, will regulate the dress of students who participate in the activity. The administration decision is the final in all dress code matters.

A student's appearance and dress shall not disrupt or contribute to disruption of the educational process or interfere with rights or opportunities of others to learn or teach. Any apparel (defined as garment or jewelry) which is likely to create a disruption of classroom or school activity is prohibited. Such apparel includes, but is not limited to:

- Apparel that depicts or promotes illegal activities, racism, violence, etc.
- Apparel that is revealing, suggestive, sagging, etc. Inappropriate examples include, but are not limited to: bare midriff, backless, cleavage, clothing that

reveals undergarments, or shirts with low/large openings. Must be appropriate when standing, sitting, stooping, or bending.

- Apparel that is obscene or vulgar.
- Sleep/loungewear, including pajamas, robes, house shoes, stuffed animals, blankets, etc.
- Apparel that depicts or promotes the use of drugs, alcohol, bars, tobacco products, or illegal activities.
- Apparel that is deemed gang-related.
- Apparel that presents concerns regarding safety or health issues
- Shorts/Pants (Must be appropriate when standing, sitting, stooping, and bending with or without tights, leotards, spandex, etc...). Any form fitting pants resembling yoga pants, jeggings, or spandex must be worn with a top that reaches the appropriate length.

Students in violation may not return to class until clothing is appropriate. Repeated offenses will result in further disciplinary action.

ELECTRONIC DEVICES

The use of any personal communications device (i.e., paging devices, beepers, cellular phones, and similar electronic devices) may be used in the halls during passing periods and during lunch in the cafeteria and/or the courtyard. These devices are **not allowed during academic times** unless the teacher deems appropriate. The principal may modify use of electronic devices during the school day.

Note: Students may not use cell phones or other electronic devices during instructional/class time for personal use. Students who violate this policy will be told to store the device for the remainder of the instructional period. Such actions that violate the policy may include checking the phone, texting, or using it in any capacity during instructional/class time without permission from the classroom teacher. Failure to comply with the teacher's request to store the device or repeated uses of the device may result in student disciplinary action for insubordination.

For all students in 9 – 12, the school and school district personnel assume no responsibility for any cell phone, personal communication device, or personal entertainment device that is lost, damaged, or stolen in a school building, on school property, or during travel to and from school, including field trips and overnight extracurricular activities.

For the Safety of Our Students: According to Arkansas Law (ACA § 27-51-1609), a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building.

HOMEWORK

The Greenland School District considers homework to be a part of the instructional program and a logical and reasonable extension of the school day. Therefore, the district encourages the appropriate and reasonable use of homework as a teaching-learning strategy. Homework should supplement, complement, and reinforce specific learning activities. It should be utilized as an extension of the learning process,

not as a substitute for that process. Care should be exercised that the necessary foundations are in place before such extensions are assigned. Homework should be assigned with the following criteria in mind:

1. The teacher should consider the student's need for family life and recreation when making assignments.
2. Grade level, maturity level, achievement level, content, and availability of resource materials should be considered before assigning homework.
3. Additional homework should never be assigned as punishment.
4. The classroom teacher is in the best position to see that the child is progressing at his/her own rate; therefore, the teacher should allow time for guided practice during the regular classroom period.
5. Homework should be checked and feedback given.
6. Students and/or their parents will be responsible for contacting the Principal's office or the teacher to make arrangements for making up any missed assignments.
7. Long-term assignments (reports, research, etc.) should be accompanied by timely monitoring and relevant feedback. Homework should be assigned for one or more of the following reasons:
 - a. To promote reading and skills development.
 - b. To reinforce previously taught material.
 - c. To research assigned topics.
 - d. To conduct independent investigations.
 - e. To promote reference and study skills.
 - f. To complete assignments begun in the instructional setting.

STUDENT GRADES AND RECORDS

Grading and Grading Scale can be found in the District Information section.

QUALITY POINTS: Quality points are assigned to the letter grades for calculating GPA'S. The following are used:

<u>Regular classes</u>	<u>AP classes</u>
A-4.00	A-5.00
B-3.00	B-4.00
C-2.00	C-3.00
D-1.00	D-2.00
F- 0.00	F-0.00

The grade point values for AP, IB and ADE approved honors courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points. AP classes can receive weighted credit only if the student takes the AP exam and is taught by a certified AP instructor.

FIELD TRIPS

School-sponsored field trips are a part of the school program. Parental release forms are required for participation. No class will be permitted to take a school-sponsored trip without prior approval of the Principal. Overnight trips are prohibited unless approved by the School Board. If a student has missed more than 5 days, they may not be allowed to go on field trips at the discretion of the field trip sponsor and principal. If a student is not passing his/her class(es), then he/she may not be allowed to go on the field trip.

LOITERING

It is a misdemeanor for any person to loiter on or near public or private school grounds. Visitors must have permission from the Principal's office to be on the grounds or inside the buildings.

LOST AND FOUND

If you lose something you should inquire about it in the Principal's office. Articles not claimed in a reasonable length of time will be given to the finder, given to Goodwill, or used for fundraising purposes.

PARENTAL CONFERENCES

Parents who wish to confer with the Principal, Counselor, or with a teacher are always welcome at Greenland High School. We request that parents notify the Principal before their arrival for a conference in order that the necessary arrangements can be made. There are two (2) days set aside in the school calendar for Parent-Teacher conferences. Parents need to attend.

CLASS OR CLUB FUNDS

All activity accounts must be processed in the Principal's office. It is the responsibility of the sponsor to see that all monies earned by an organization or class are deposited in the school's General Activity Fund. It is also the sponsor's responsibility to make sure that no purchases are made without a purchase order being issued in advance of the purchase and signed by the Principal. If anything is purchased without a purchase order and proper approval, the class, club, or person making the purchase is subject to pay for the order. The high school bookkeeper will accept all deposits and issue receipts. All transactions pertaining to the activity funds must be made through the Principal's office with the sponsor's and Principal's approval. Students should turn in fundraiser monies immediately to their sponsors.

PROCEDURES FOR FORMING A NEW CLUB/ORGANIZATION

School organizations are an integral part of school life in Greenland Public Schools. All students are encouraged to participate in organizations in which they have an interest.

1. Present a request to the Principal to form a new club/organization. The request should include the following:
 - A. Constitution including:
 1. Purpose of club/organization.
 2. Dues to be assessed.
 3. List of by-laws.
 4. Qualification requirements for membership.
 - B. At least two faculty members who have agreed to sponsor.
2. The Principal will meet with the Counselor, Student Council sponsor, the President of the Student Council, and at least two other faculty members to discuss the educational and social benefits of the proposed club/organization. After discussion, the committee will vote on granting or denying creation of the new club/organization.
3. The Principal will review all information and will make the final decision on granting or denying formation of new club/organization.
4. Organizations exist either for academic, honor, or special interest groups.
5. Each group will have written admission rules that will not discriminate on any arbitrary criteria.

6. Any public school fraternity, sorority, secret society or organization is prohibited in Greenland Public Schools (See Act 1929, #171).

GOLF
RENAISSANCE
SI UNIT
FFA
CLOSEUP
CHESS
ACE
FANTASY SPORTS
FCCLA
EAST
STREAM TEAM
SKILLS USA
FBLA
NHS
STUDENT COUNCIL
FCA
ADMINERS

PROFANITY

Students found to be guilty of any profane word or remark, name calling that tends to demean another individual, or using any type of vulgar sign or suggestion will face disciplinary action.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection will not be tolerated. Occurrences will result in disciplinary action. Public displays of affection include: hugging, kissing, etc.

AMI-ALTERNATIVE METHOD OF INSTRUCTION

ACT 862

“Commissioner of Education may grant up to the equivalent of ten (10) student attendance days for public school districts that have an alternative instruction plan approved, including without limitation virtual learning, on days when the public school district is closed due to exceptional or emergency circumstances such as: a contagious disease outbreak, inclement weather, other acts of God; or a utility outage.”

Greenland School District has been granted 5 days, if we follow our plan that Dr. Martin has submitted, you and your child follow through by completing the packet and returning the packet then we as a school district will not have to make that day up. Our teachers will send their email address and or phone numbers in the packets, because just like you and your child we have to continue the educational process as teachers and administrators.

ATHLETICS

If a student plans to participate in a sport and play in the games, he/she must maintain the required grades of the school district and the Arkansas Activities Association. He/she must be in attendance the day of a game and the day after a game (unless

exception granted by building administrator). If a student becomes ineligible, he/she may elect to stay in the program and practice with the team he/she wishes to be a member of or join an off-season program if one is available. They may not dress out for the games, only practice. The athlete will have one semester to become eligible. If a student becomes eligible at semester and has not been in the program working out, he/she may enter this program at that time if permitted by the coaches. If a player leaves a team by mutual agreement of player and coach, then that player may join any other off-season program in progress. If an athlete quits a sport, he/she will not be allowed to enter another sport or off-season program until the sport he/she quit has been completed. The athlete involved will be assigned to a study hall for the remainder of that season in progress. Then and only then will he/she be allowed to join another sport. The decision to allow a student to join the next program will be at the discretion of both coaches involved. Special situations, which may occur, will have to be approved by the coaching staff and administration. There is a full policy concerning Football, Basketball, and Track on file in the Principal's office and available upon request.

SPIRIT TEAMS

They are required to follow the dress code. Uniforms will be allowed during pep assemblies during the school day.

All Special events may have specific dress codes.

Violations of the dress code will be dealt with in the following manner:

1. Student will replace or correct the non-compliant clothing with appropriate clothing immediately.
2. Repeated incidents of non-compliance will be treated as a disciplinary matter.

Appropriateness will be determined by the administration.

A spirit team candidate must be currently enrolled in Greenland High School and must be a 9th grader for the Junior High squad, and a rising sophomore, junior, or senior for the Senior Varsity squad. Each candidate must meet A.A.A. requirements. Each candidate must turn in written certification by a medical doctor stating that he/she has passed a physical examination and a written parental permission form.

BICYCLES/SKATEBOARDS

Students riding bicycles to school must park them in the rack provided upon arrival. The bicycle is not to be used until school is dismissed or student checked out by parent. Bicycle riders should leave school grounds immediately after dismissal to keep from interfering with bus traffic. Bicycles should be locked in the rack with a lock provided by the rider as Greenland High School is not responsible for the safety of the bicycle.

If skateboards, roller-blades, or skates are used to get to school, students must get off or remove these items upon arrival and check them in with the office for storage until school is dismissed.

BOYS AND GIRLS STATE

Each year two (2) boys and two (2) girls are sponsored to go to Boys and Girls State, respectively. These students are selected by the faculty on the basis of leadership, character, physical fitness, scholarship, cooperativeness, courage, and honesty. See complete policy in the Principal's office.

RIDING PEP BUSES AND ACTIVITY BUSES

Any student who rides a pep bus or activity bus to a school event will not be allowed to ride home with any other student or person other than his/her parent/guardian. There is one exception to this rule. If a parent wishes for his/her child to ride home with another relative (21 years old or older), or with the parent of another student on the trip, they must have that request, in written form, in the Principal's office by noon on the day of the trip. If a team or group has a rule that states that the student must ride the bus to or from an event, that rule will take precedence over the rules stated above. If a student has missed more than five (5) days or if a student has had disciplinary referrals because of disruptive behavior, they may not be allowed to go on the bus at the discretion of the principal. If a student is not passing his/her class(es), then he/she may not be allowed to ride the pep bus.

SCHOOL ANNOUNCEMENTS

The announcements will be read over the intercom each morning 2nd period. A copy will be e-mailed to each teacher and student for future reference.

STUDENT ACCOUNTABILITY

By Arkansas Department of Education rules, any student in grades 9-12 who do not score proficient or above on their grade level exams, shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

STUDENT EMPLOYMENT

Student employment is not a valid reason for non-attendance at school. ACT 675 of 2003 requires students to be in planned instructional time for a minimum of 300 minutes each school day with one period each day allowed for extracurricular classes. Students may not be released before the end of the regular school day, unless a senior has a documented financial hardship or is in a Department of Education approved program and filed the required form/s (Form G).

SEMESTER TEST EXEMPTION

A student may be exempt from a semester test for the following grades and absence except school business.

A – 4 days absent

B – 3 days absent

If a student has a C, D, or F, then they will be required to take the semester tests. If a student is exempt, they may choose to take the semester test without it hurting their grade. The semester test counts 1/5 of the semester grade.

USE OF THE GYMS

Entrance to the gyms is to be through the designated doors. Only students assigned to a gym class should be in the gym. Use of the gyms before and after school hours is forbidden unless the coach(s), Principal, or Superintendent has granted permission. Students WILL NOT eat their lunch in the gyms. AT NO TIME SHOULD STUDENTS BE IN THE GYMS UNSUPERVISED.

USE OF THE TELEPHONE

The office telephone is for school business and emergencies only. All calls made by students at other times of the day must be made in the Principal's office and must be an emergency. Calls to employers, boyfriends, girlfriends, etc. are not considered emergencies.

CLASS AND/OR CLUB OFFICERS

The appropriate class or club will conduct these elections/selections. Students may not be President (any leader of a group that is selected by his/her peers) in more than one class or club organization. The Student Council President may not be an officer in any other class or club.

LIBRARY MEDIA CENTER

All students are entitled and encouraged to use the library media center. The library is open throughout the day and during lunch. For use, students are required to have a signed hall pass from their teachers. Specific rules will be posted, and the librarian may refuse service to those who abuse them.

Circulation of materials:

1. Students may check out two items at a time.
2. Items are checked out for two week periods and may be renewed for an additional two weeks if there is not a waiting list.
3. Fines of 5 cents per school day will be charged for overdue items.
4. Students with overdue books or fines will not be allowed to check out additional items.
5. Students are responsible for the items they check out and will be required to pay for lost or damaged materials.
6. Fines will be used for library services and materials.

CLASS RINGS

The school will allow a salesman to present his/her merchandise to the sophomores, juniors, and seniors and to serve those who are interested. A deposit is required. This service is offered only as a convenience for the students.

COLLEGE VISITATIONS

When students are required to visit a college or university to interview for a scholarship, the absence may be excused by the Principal provided the reason is verified and approved in advance of the absence. Two per school year.

CONCURRENT CREDIT

- A. A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective.
- B. Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

- C. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.
- D. Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to Greenland High School in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until the transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9 – 12 are to be received by the school within ten (10) school days of the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities, graduation, or promotion.
- E. Remedial classes and math classes lower than College Algebra shall receive 1/2 credit per three (3) hour course.

GRADE REPLACEMENT

Grades may be improved in courses taken by taking the course over after administrative approval. Grade replacements can only be replaced from courses offered at GHS. This can only be done for 2 full credits (4 semesters).

GRADUATION INFORMATION

Requirements for Graduation

(Credits must be earned in grades 9-12)

SUBJECT AREA	# CREDITS	COMMENTS
English	4	
Math	4	Must include 1 unit of Algebra or its equivalent & 1 unit of geometry or its equivalent
Science	3	Must include 1 unit of Biology or its equivalent and 1 unit of Physical Science or its equivalent.
Social Studies	3	Must include 1 unit of U.S. History, 1 unit of World History, 1/2 unit of Civics, and 1/2 unit of Economics.
Health	.5	
Fine Arts	.5	Art, Music (Vocal or Instrumental), or Theatre
Oral Communications	.5	1/2 unit
Physical Education	.5	1/2 unit
Computer Applications	.5	1/2 unit

Students are required to complete twenty-three (23) credits. Students may take correspondence courses, summer school courses, credit recovery, or approved substitute course to make up any failed class.

Students who will be unable to graduate will not have their picture in the class composite picture; neither will they order invitations or cap & gown. They will not be

allowed to participate in the graduation ceremonies without having completed the required credits.

Requirements for Participation in Commencement (Graduation)

In order to participate in commencement, a student must have met:

- a. all academic requirements
- b. paid all monies owed the school
- c. attended all commencement practices
- d. proper attire and behavior requirements as determined by the High School Principal.

Laws concerning Honor Graduates: (ACT 980 of 1991): Section 1. (a) Beginning with the 1993-94 school year, only a student who has successfully completed the Smart Core Curriculum plus 2 years of foreign language in the same language shall be eligible for the honor of serving as commencement speaker of his/her graduating class or to be considered as an honor graduate. (b) High honor graduates must have a cumulative grade point average of 3.75 or better at the end of the seventh semester. Honor Graduates must have a 3.5 GPA or better at the end of the seventh semester.

Commencement Speakers

Student speakers at Commencement (Graduation) will be determined by student grade point average at the end of the seventh semester. The student must be in line to complete the SMART Core curriculum plus two (2) years of foreign language and other graduation requirements. The grade point average will be calculated to the nearest thousandth by taking the total numerical value of grades based on state required grading scale divided by the number of credit courses attempted each semester totaled. Example: total of grades (123) divided by total attempted (46) equals a 2.6739/2.674 GPA. The two (2) students with the highest GPA's will be selected as speakers.

WHO'S WHO ELECTIONS

The date(s) for the election will be left to the discretion of the sponsor with the Principal's approval. Junior Class Who's Who and Senior Class Who's Who will be selected separately. To be considered as a candidate, students must be in good standing. Positions of honor are as follows: Best All-Around, Wittiest, Most Talented, Friendliest, Best Dressed, Most Beautiful/Most Handsome, Best Athlete, Most Likely to Succeed, Biggest Flirt, Quietest, Cutest Smile, and Most School-Spirited. A boy and a girl will be elected for each of the positions.

SPECIAL ELECTIONS AND SELECTIONS

The purpose of all elections in secondary school is to involve students in active participation in order that they may learn, from actual experience and observation, the qualities of a good citizen. Elections should be conducted in a democratic way (in some instances, using secret ballot) using parliamentary procedures. All students should follow campaign rules or their actions could be detrimental to their candidate's success. Candidates for office may post no more than ten campaign posters during their campaign for their respective office. There will be absolutely no campaigning during the distribution of the ballots. Students must remove their posters as soon after the election as possible.

MR. AND MISS GHS

The members of the freshmen, sophomore, junior, and senior classes will nominate two boys and two girls from the senior class to be honored as Mr. & Miss GHS. The election will be by secret ballot. The date of the election will coincide with the Who's Who elections. Candidates for Mr. & Miss GHS must meet the same criteria as other candidates and be in line for graduation.

SCHOOL DANCES

Greenland High School students are permitted three (3) dances per year according to School Board policy. These include: the Homecoming dance, the Color's Day dance, and the Junior/Senior Prom. Others may be considered. The Greenland High School dances are for Greenland students and are NOT open to the public. Rules for each dance may differ. Homecoming, Color's Day, and special permission dances: A Greenland High School student may invite a guest and bring the guest IF: the proper permission form has been obtained, completed, and returned within the specified time frame. Permission for the guest is granted by the building level administrator. All guests and students are under the supervision of the Principal, designated chaperones or sponsors. They are subject to all school rules, regulations, and policies. The dress code may be modified by the Principal. Guests are to be with the inviting student. Alumni are invited to the Homecoming and Color's Day dances so long as they meet the requirements and maintain acceptable conduct.

HOMECOMING QUEEN (FOOTBALL SEASON)

The Homecoming Queen will come from the senior class. The royalty will consist of one (1) queen and eight (8) maids; 2-Seniors; 2-Juniors; 2-Sophomores, and 2 Ninth Graders. A student may serve in only one royalty court during a school year. The members of the senior boys' football team (grades 10-12) will select the queen from the elected senior maids.

JUNIOR/SENIOR PROM

Each year the juniors may entertain the seniors with a prom to be held near the end of the school year. The arrangements are to be made by the Junior Class Sponsors along with the Junior Class Officers and Prom Committee with prior approval of the High School Principal. Only members of the Junior Class, Senior Class and seniors' dates, the most recently elected School Board and their spouses, school administrators and spouses, school faculty and their spouses, and parents of the seniors, may be invited to the Prom. All dates must be from grades 9-12. Guests for the Prom must be approved in the Principal's office prior to the event. This is a formal event.

COLOR'S DAY QUEEN (BASKETBALL SEASON)

The Color's Day Queen will come from the senior class. The royalty will consist of one (1) queen and eight (8) maids; 2-Seniors, 2-Juniors, 2-Sophomores, and 2 Ninth Graders. A student may serve in only one royalty court during a school year. The members of the senior boys' and girls' basketball teams (grades 10-12) will select the queen from the elected senior maids.

FORMS

Please complete the following forms that are applicable to your child and return them to school. See the pages that follow for the following forms:

Form A:	Receipt of Student Handbook/Parental Involvement Plan
Form B:	Medication Form
Form BB:	Over the Counter Medication Form
Form C:	Student Electronic Device and Internet Use Agreement
Form D:	Field Trip Form
Form E:	Drug Policy Form
Form F:	Objection to Publication of Directory Information
Form G:	Senior Early Release Request
Form H:	Parent/Teacher/Student Compact

Disclaimer Statement

Use of the masculine pronoun anywhere in the following adopted policies, is for the sole purpose of ease in sentence construction and should not be construed as intention to discriminate against females in either its written materials or its practices. The feminine pronoun will be used only in those policies where the masculine form would be totally inappropriate.

SCHOOL TELEPHONE NUMBERS

Office – 521-2366 ext. 274

Fax – 521-1350

Agriculture – 521-2366 ext. 270

Band – 521-2366 ext. 276

Basketball (Boys) – 521-2366 ext. 279

Basketball (Girls) – 521-2366 ext. 280

Business Dept. – 521-2366 ext. 277

Cafeteria – 521-2366 ext. 233

Counselor – 521-2366 ext. 275

E.A.S.T. – 521-2366 ext. 278

Family and Consumer Science – 521-2366 ext. 273

Fieldhouse – 521-2366 ext. 356

Library – 521-2366 ext. 231

Nurse – 521-2366 ext. 245

Special Education – 521-2366 ext. 271