

EMERALD HIGH SCHOOL

150 By-Pass 225
Greenwood, SC 29646
Phone: (864) 941-5730 Fax: (864) 941-3487
www.gwd50.org



STUDENT HANDBOOK 2011-2012

**Principal
Brad Nickles**

**Associate Principal/Curriculum Instruction/12th grade
Virginia G. McHugh, Ph.D.**

**Assistant Principal for 9th and 11th grade
Tammie M. White**

**Assistant Principal for 10th and 11th grade
Luther T. Carter**

MISSION STATEMENT

The mission of Emerald High School is to develop in all students the skills, the knowledge, and the responsibility to be productive citizens and life-long learners.

This Is Viking Country!
Wear the Viking ARMOR

August 2011

Welcome, Vikings!

I hope that you are as excited as I am about the beginning of a new school year. I am equally excited about being a part of the dedicated faculty and staff at EHS. Our primary goal is to meet the needs of all students in order to provide a quality education. It is vital that you take advantage of all the resources you have available to maximize your learning potential.

The rigorous curriculum will challenge you academically and help mold you into a well informed citizen who can compete in a global economy. The faculty and staff will work tirelessly to engage you in learning that is both practical and relevant. The curriculum at EHS is the entire experience. Please take advantage of the extracurricular activities that are available to you. Participate in athletics; join a club; run for an SGA office. Get involved with your school. The experience you have hinges upon your willingness to take advantage of what is offered.

This year, all students should wear their Viking armor. The Viking ARMOR consists of Academics, Respect, Manners, Organization, and Responsibility. These expectations are leadership qualities that everyone needs to be successful. You will be rewarded by the faculty and staff when you follow these expectations. Your Viking ARMOR will serve as a means of achieving your success at Emerald High School.

Our focus for the 2011-2012 school year is "Encourage...Engage...Energize". The faculty and staff are ready and willing to do whatever it takes, in order to maximize teaching and learning. Are you willing to do what is necessary, going the extra degree, to maximize your potential? I hope that the answer is yes. Working together, you will leave Emerald High School with a high quality education and a variety of positive experiences that will prepare you for the next phase of your life.

Let me say again how excited I am to be a part of the Emerald Family. Again, welcome to your Emerald High School. GO VIKINGS!

Sincerely,

Brad Nickles
Principal
Emerald High School

STUDENT OFFICERS

• **STUDENT GOVERNMENT ASSOCIATION (SGA)**

President	Philip LeRoy
Vice-President	Bethany Mlinar
Secretary	Sarah Bates

• **SENIOR CLASS OFFICERS**

President	
Vice-President	
Secretary	
Treasurer	

• **JUNIOR CLASS OFFICERS**

President	
Vice-President	
Secretary	
Treasurer	

• **SOPHOMORE CLASS OFFICERS**

President	
Vice-President	
Secretary	
Treasurer	

• **FRESHMAN CLASS OFFICERS**

President	
Vice-President	
Secretary	
Treasurer	

Voting will take place in the fall for the remaining officers.

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ALMA MATER

Emerald Vikings all victorious,
Stand in honor and pride.
Gold and purple colors luminous,
Shields held at our side.
Steadfast in spirit we shall triumph,
Brave, strong and faithful we shall ever be.
Alma Mater ever glorious,
Always be our guide.

Bound in spirit together,
Emerald Vikings shall rise.
Loyal to our school forever,
Never break our ties.
Our days spent together in harmony,
Ever give us treasured memories.
Emerald High School in our heart and soul,
You shall always remain.

- Arranged by Robin & Maria Scott

VIKING FIGHT SONG

We are the Emerald High School Vikings
We're gonna fight until the end
We've got that Emerald Viking spirit
That's gonna lead us to the win.
Fight! Fight!

We have the greatest, loyal fans around
Our teams are the undisputed best in town
So stand up Emerald Vikings, say it loud
Let's hear it:
E H S!

- 1st stanza: **Katie Ouzts, Christi Hollingsworth, & Beth Bollman**
- 2nd stanza: **Mrs. Burton's 2nd block French III Spring 2000 class**

COLORS: Purple, Gold, & White
MASCOT: Vikings

DIRECTORY

Assistant Principals:	
Grade 9 & 11	941-5739
Grade 10 & 11	941-3456
Associate Principal & Curriculum Instructor/12 th grade	388-2476
Athletic Department:	
Athletic Director.....	941-5743
Athletic Secretary	229-4349
Attendance Office	388-2448
Bookkeeper	941-5735
Cafeteria Manager.....	941-5740
Guidance Counselors:	
Erin Carroll	941-5733
Donna Leopard.....	941-3425
Nancy McCurry.....	941-5648
Celester Pearson.....	941-5423
Health Room	388-2449
Case Manager.....	941-5737
Media Center.....	941-5736
Principal's Office.....	941-5731
Registrar.....	941-5778
Resource Officer	388-5734
Transportation Department.....	941-5555

ATTENDANCE PROCEDURES

Students who fail to follow these procedures are committing a disciplinary offense. Please read your *Student's Rights and Responsibilities* handbook for additional information.

Attendance

- o Suspensions are counted as absences.
- o Attendance is taken in each class. Students must attend a minimum of eighty minutes in each class to be considered present. Students may not exceed eight absences in a full credit course or four absences in a half credit course—excused or unexcused. This includes medical, bereavement, etc.

Absences

The first day a student is absent, a parent or guardian should notify the Attendance Office at: **388-2448**

- o The student is responsible for making up all work during an absence. Upon request for extended lawful absences, the guidance clerk will arrange for assignments to be sent home. Please allow 2 days for completion of such requests.
- o Absences due to medical conditions, court appearances, or bereavement are approved by the principal at the time of the occurrence and at the end of each semester. Upon returning to school, the student must submit the proper documentation to the Attendance Office. Proper documentation includes a doctor's note, court documents, bereavement documents, or parental notes. A grade of FA equaling a 61 is given to all students who exceed the absences per class despite their academic average in that class.

Dismissal Requests

Dismissal requests must be given to the attendance clerk before 8:15 am.

- o Each dismissal request should include the student's legal name, the reason for the dismissal, a current daytime phone number and signature of the parent or guardian. Upon returning to campus the student must report to the attendance office and submit proper documentation.
- o In order to avoid unnecessary interruptions, dismissals should coincide with the end of the class period. **STUDENTS MAY NOT LEAVE CLASS OR SCHOOL DURING EXAMINATION PERIODS.**
- o Students being dismissed must report to the attendance office and check out using monitoring system prior to departure.

Procedure for Late Arrival

Any student arriving on campus after 8:25 am must sign in at the Attendance Office. A parent will be contacted at that time.

BELL SCHEDULE (BLOCKS)

8:25 – 8:30 ANNOUNCEMENTS
8:30 – 10:00 1ST Block
10:05 – 11:40 2nd Block (anyone leaving for 3rd is dismissed at 11:35)
11:45 – 1:15 3rd Block

LUNCH 3 rd 1:20 – 1:50

1:55 – 3:25 4th Block
3:25 – 3:30 ANNOUNCEMENTS

BELL SCHEDULE (PERIODS)

8:25 – 8:30 ANNOUNCEMENTS
8:30 – 9:30 1st Period
9:35 – 10:35 2nd Period
10:40 – 11:40 3rd Period

11:40 – 12:10 1 st LUNCH	4 th period – 12:15 – 1:15
12:45 – 1:15 2 nd LUNCH	4 th period – 11:45 – 12:45

1:20 – 2:20 5th Period
2:25 – 3:25 6th Period
3:25 – 3:30 ANNOUNCEMENTS

CAFETERIA

Breakfast is served from 8:00—8:25 am. Money should be deposited in your account from 8:00—8:25 am. Charging for meals is **not allowed** at EHS. **Students who eat breakfast must eat in the cafeteria.**

Students may obtain **free and reduced** breakfast and/or lunch forms from the cafeteria manager. It must be completed and approved prior to a student receiving a free or reduced breakfast and/or lunch.

Daily Price of Meals

Faculty:	\$3.20 for Lunch	\$1.85 for Breakfast
Student:	\$1.70 for Lunch	\$.75 for Breakfast
Reduced meals:		\$.40 for Lunch \$.30 for Breakfast

CALENDAR

School Begins for Students	August 15
Labor Day (Holiday)	September 5
No School for Students	October 21
Fall Break	November 23-25
Winter Break	December 19-January 2
No School for Students	January 10-11
Martin Luther King (Holiday)	January 16
No School for Students	February 16-17
No School for Students	March 23
Spring Break	April 9-13
Memorial Day (Holiday)	May 28
Last Day for Students	May 30
EHS Graduation	June 1

PTSO MEETINGS

August 29, 2011 (Open House)	6:30 p.m.
November 14, 2011	6:30 p.m.
January 30, 2012 (Open House)	6:30 p.m.
April 23, 2012 (Spring Showcase)	6:30 p.m.

CELL PHONE POLICY

Electronic devices (cell phones, radios, CD or cassette players, MP3 players, IPODS, gaming devices, beepers, etc.) are strictly prohibited on campus. Students are allowed to use their cell phone after 3:30 pm while on campus.

The following disciplinary actions have been approved by the Greenwood District 50 Board of Directors for the confiscation of cell phones.

- 1st offense Confiscate device. The device may be returned to the parent or guardian **on the Friday of the following week between the hours of 3:30 pm and 4:15 pm.**
- 2nd offense Confiscate device. Student receives 1 day ISS (In School Suspension). **Cell phone is returned to parent during the last week of the semester.**
- 3rd offense Confiscate device. Student receives 3 ISS days (In School Suspension). **Cell phone is returned to parent during the last week of school.**

If a student refuses to give their cell phone to a teacher or staff member it will be considered a breach of conduct as noted in the Students' Rights and Responsibilities. Refusal to surrender cell phones will result in suspension days.

COLLEGE TESTING SCHEDULE

EHS Code: 410936

TEST TYPE	TEST DATE	REGISTRATION DEADLINE
ACT	09/10/2011	08/12/2011
SAT I & II	10/1/2011	09/9/2011
ACT	10/22/2011	09/16/2011
SAT I & II	11/5/2011	10/7/2011
SAT I & II	12/3/2011	11/8/2011
ACT	12/10/2011	11/4/2011
SAT I & II	01/28/2012	12/30/2011
ACT	02/11/2012	01/13/2012
SAT I	03/10/2012	02/10/2012
ACT	04/14/2012	03/9/2012
SAT I & II	05/5/2012	04/6/2012
SAT I & II	06/2/2012	05/8/2012
ACT	06/9/2012	05/4/2012

AP EXAMS (www.collegeboard.com)

Date	8:00 am	12 Noon	2:00 pm
May 7	Chemistry Environmental Science	Psychology	
May 8	Computer Science A Spanish Language	Art History	
May 9	Calculus: AB Calculus: BC	Chinese Language and Culture	
May 10	English Literature and Composition	Japanese Language and Culture Latin: Vergil	
May 11	German Language and Culture United States History	European History Studio Art-Last day for Coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for physical assembly.	
May 14	Biology Music Theory	Physics B Physics C: Mechanics	Physics C: Electricity and Magnetism
May 15	United States Government and Politics	Comparative Government and Politics French Language and Culture	
May 16	English Language and Composition	Statistics	
May 17	Macroeconomics World History	Microeconomics Italian Language and Culture	
May 18	Human Geography Spanish Literature		

COMPUTER USE

Rules and procedures are displayed in all computer labs. Students receive a username and password. It is the student's responsibility to keep these accessible for his/her use. Computer use is available in Media Center during business hours before and after school.

INTERNET ACCESS

All Internet users are expected to abide by Greenwood School District 50's Acceptable Use Policy for Using the Internet. An Internet Access Approval Form must be signed by the parent or guardian and filed in the Media Center. Internet access is for educational purposes only. School administrators reserve the right to terminate access to any student or class abusing these privileges. The system administrator will deem what is inappropriate and that decision is final. Disciplinary measures are outlined in the *Student's Rights and Responsibilities* handbook.

COURSE CHANGES

To minimize disruptive changes in a student's academic program, the following policies have been approved by the administration. The intent is to provide a stable student population in each classroom to facilitate the instructional process.

During the first 5 days of school, efforts will be made to accomplish legitimate changes required by circumstances such as the following:

- o a computer or scheduling error
- o a student scheduled to repeat a previously failed course under the same teacher
- o a student scheduled for a class where credit previously was awarded

If the student originally requested the course, no change will be made. No class change is official until the proper student course change notice has been completed and distributed by the Guidance Office.

DELAYED OPENINGS OR CLOSINGS

WEATHER HOTLINE: 941-5511 or www.gwd50.org

All local radio stations and television stations will be notified of any school closings or delay of school schedule.

DETENTION

Detention is held from 3:40 pm to 4:10 pm on Tuesdays and Thursdays.

DISCIPLINE POLICY

All discipline measures are outlined in the *Student's Rights and Responsibilities* handbook. This document is distributed to each student annually and should be studied carefully. Refer all discipline problems to the student's grade principal.

DRESS CODE

The following dress code applies to all schools in Greenwood School District 50. Inappropriate and impermissible student attire includes, but is not limited to, the following: (See the *Student's Rights and Responsibilities* handbook for further information.)

1. Clothing that depicts alcohol, drugs, tobacco, racial slurs/epithets, sexual suggestion/insinuation or inappropriate language is prohibited.
2. Halter-tops, tank tops, and see-through clothing are prohibited.
3. Shorts, skirts and culottes-type clothing are allowed in grades 5-12 with the following restrictions:
 - a. Said garments may not be made of clinging material, such as but not limited to biker shorts and pants, surfer pants, form fitting knit material, etc.
 - b. All garments should be of appropriate length, as determined by the school principal.
 - c. Revealing necklines are prohibited.
4. Hats/bandanas will not be worn on school grounds.

ADOPTED: 1/20/98

Emerald High School has expanded and clarified this district policy as follows:

1. Chains suspended from clothing are not allowed.
All pants will be worn above the hips. Zip ties will be provided to all students wearing pants below the hips.
2. Skirts and shorts should be of appropriate length.
No head coverings, including hoods, caps, and hats, will be worn on campus from 7:00 am through 4:30 pm.
All shoes should have a hard bottom. Rubber-soled flip flops or bedroom slippers are NOT allowed.
3. Pajamas, spaghetti strapped tops, leggings, and tank tops will NOT be worn on campus.
4. Gloves are not allowed on in building during school day.

To write a regulation that will adequately cover every detail of appropriate dress is virtually impossible. Therefore, the administration reserves the right to make judgments as to whether a student is properly attired. The administration may make an exception to these rules for medical or religious situations or for school spirit or curriculum activities. The administration has the authority to judge a student dress situation.

1st offense: Warning/Parental Contact/Violation corrected
2nd offense: ISS/Parent Contact
3rd offense and every offense after: OSS/Parent Contact

END OF COURSE EXAMS (EOC)

End-of-Course Exams are mandated by the state of South Carolina and **may not** be exempted. EOC counts 20% of the final grade. After the EOC, students will continue to attend class and will be tested during their scheduled final exam. The grade from this test will count towards the nine weeks average.

FINAL EXAMS

Board Policy states the following: Exams for all students will be held the last two days of the semester. **No final exams will be given prior to that time.** Senior exams for semester 2 may be given earlier than exams for students in grades 9-11. However, the superintendent must give permission. Final exams count 20% towards the final grade. **Only seniors may exempt their final exams under the following conditions:**

- The teacher must approve the exemption option.
- The course must carry a full unit.
- The student must have an A average in the class.

FINANCIAL OBLIGATIONS

During the school year, students may have to pay for lost library books or textbooks, fees for materials, library fines, or some other financial obligation to the school.

Student accounts must be paid in full prior to participating in any student activities.

Students are expected to clear these obligations promptly. **If financial obligations are not cleared, report cards will be held at the end of each nine week grading period.**

Fees can be accepted at anytime. See Mrs. Marbert or call if you have any questions 941-5735.

GRADING POLICIES

Grade placement is determined by minimum credits earned.

Dual credit courses taken at the school site or off campus will carry AP/IB credit weightings.

Students taking AP classes must take the AP Exams or he/she will lose the AP credit.

The grade point average will be determined by dividing the sum of units attempted into the sum of the quality points for all the units received.

When transcripts are received from non-public out-of-state or in-state schools which contain only letter grades, the following conversion scale is used:

A=96	B=88	C=80	D=73	F=65
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Grades lower than 70 received from another school, but which are indicated as a passing grade from the sending institution, will be converted to a 73 in the numerical scale.

UNIFORM GRADING SCALE

All students taking courses for high school credit will be graded with the Uniform Grading Scale of South Carolina.

Numerical Average	Letter Grade	College Prep	Honors	Dual Credit AP/IB
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
--	WP	0.000	0.000	0.000

GRADUATION

For a high school diploma, students must pass all sections of the HSAP exams and earn a minimum of twenty-four units in state approved courses.

COURSE	UNITS
English / Language Arts	4.0
Mathematics	4.0
Science	3.0
US History & Constitution	1.0
Economics	0.5
US Government	0.5
Other Social Studies	1.0
Physical Education or JROTC	1.0
Computer Science	1.0
Foreign Language or Occupational Education	1.0
Electives	7.0
TOTAL	24.0

NOTE: These requirements are the **minimum**. Additional coursework may be required to **satisfy college requirements**. For additional information, consult the *Career Planning and Program of Studies* guide and the Guidance Department.

GRADUATION SPEAKERS

The top three seniors who possess the highest ranking at the end of their eighth semester will be recognized as Student Scholars and will speak at the graduation ceremony along with the Student Body President.

GUIDANCE COUNSELORS

Whether a student's problems are personal or academic, the guidance counselor's primary function is to assist the student. Parents are encouraged to call or come for a visit any time assistance is needed.

Guidance counselors student assignments are as follows:

A – Di.....	Mrs. Donna Leopard
Do – Lan, AVID	Mrs. Erin Carroll
Lao - Roq	Mr. Celester Pearson
Ror – Z	Mrs. Nancy McCurry – Lead Counselor

HEALTH ROOM POLICIES

Students who become ill or injured at school should report to the **Health Room**.

If a student is required to take oral medication during school hours, only the school nurse or the guidance office personnel will administer the medicine according to the directions on a medical form to be completed by the student's doctor and parent/guardian.

Prescription medications must be kept in the health room and administered by the nurse. Any student possessing a prescription medication is subject to disciplinary action.

IMMUNIZATION REQUIREMENTS

Legislation mandates that all students must present a valid South Carolina Certificate of Immunization upon enrolling in school. The Certificate of Immunization is placed on file in the Guidance Office. Emerald High School cannot enroll a student without the required immunization information on file at the school.

Greenwood School District 50 schools participate in annual health screenings as recommended by South Carolina's Department of Health and Environmental Control. The school nurse and trained volunteers perform screenings which include height, weight, blood pressure readings, vision, hearing, and dental screenings. If you do not wish for your child to participate, please notify the school nurse in writing at the beginning of the school year.

HONOR CODE

EHS honor code policy, consists of two parts: *students tell the truth* and *students do not cheat*. Violation of the honor code will result in severe disciplinary actions at the administrator's discretion.

HOUSE RULES

Hitting, touching, kissing, pulling, tugging, touching in a sexual nature or any other physical contact with another student will be considered inappropriate behavior and result in a disciplinary referral.

Students should not arrive on campus prior to 7:30am unless they are supervised by a school official.

Upon arriving on campus, students are to immediately exit all cars and report to the main campus. Students arriving prior to 8:20 am should report to the cafeteria or the old gym. Loitering in the parking lots is strictly prohibited before and after school. Students may not return to their cars without permission from an administrator unless he/she has been properly dismissed from school.

Students arriving on campus before 8:20 am must remain in the following areas UNLESS PERMISSION IS GIVEN BY A TEACHER OR AN ADMINISTRATOR: the cafeteria or the old gym. Students are not allowed in the new gym area prior to the start of class.

At dismissal, students are to leave campus immediately unless they are waiting for a ride or waiting on bus transportation. Students waiting on car transportation need to wait on the black top area near the new gym. Students waiting on bus transportation need to wait near the bus loop as indicated by the administration.

Students are provided a locker and lock. Lockers may be checked at any time.

Students may only have food and drinks in designated areas such as the cafeteria and the courtyard area during lunch. Food is not allowed in any other location during the school day.

Students are NOT allowed to leave campus for lunch. Students are not allowed to have lunch delivered to them.

Fighting will not be tolerated at EHS. If a student fights at EHS, he/she will be referred to law enforcement.

EHS observes the **20-20 rule** which means students are not allowed to leave the classroom during the first 20 minutes nor the last 20 minutes of class.

No students should be out of class without a school issued pass.

Emerald High School cannot accept deliveries during the school day. This includes flowers, balloons, packages, food, etc.

ID BADGE PROCEDURES

Permanent Picture I.D.

For security reasons, all students and employees must wear a school issued, current-year picture ID during school. The student ID's are used for signing in at the attendance office, purchase of student lunches, library checkout, textbook checkout, entrance into the media center, computer labs, purchase of prom tickets, entrance into the prom, entrance into extracurricular activities, etc.

Picture ID's must be worn around the neck on the provided lanyard. Students may not wear other students' ID's. If the picture ID is lost or defaced, an additional picture ID must be purchased for \$5.00. Charging of ID's is not allowed.

Temporary I.D.

Students will be allowed to purchase temporary ID's for one dollar from 8:00 a.m. until 8:25 a.m. in the front office to avoid an ID violation. Late passes will not be given to students arriving late to class from purchasing an ID. Temporary ID's are only valid for one day. Students with temporary ID's will be required to go to the back of the lunch line. The temporary ID must be visible.

EHS students are required to wear their EHS ID while attending classes at the G. Frank Russell Career Center, Greenwood High School, and at Piedmont Technical College. ID's must be visible at all times. Violations will result in the following consequences:

- 1 – verbal warning
- 2 – parent contact by teacher
- 3 – office referral/lunch detention
- 4 – ISS – one full day
- 5 – OSS – one full day

Students who deface an ID badge will be required to purchase a new ID badge. A defaced ID badge is any badge on which the picture, ID#, year, barcode or status has been changed, altered, or obstructed.

Any student who wears another student's ID badge will be punished according to the *Student's Rights and Responsibilities* handbook.

Students who fail to give correct identification will be punished according to the *Student's Rights and Responsibilities* handbook.

INTERNET ACCESS

All Internet users are expected to abide by Greenwood School District 50's Acceptable Use Policy for Using the Internet. Internet access is for educational purposes only.

An Internet Access Approval Form signed by the parent or guardian must be on file in the Media Center.

School administrators reserve the right to terminate access to any student or class abusing these privileges. The system administrator will deem what is inappropriate and that decision is final. Disciplinary measures are outlined in the *Student's Rights and Responsibilities* handbook.

MEDIA CENTER

Students have access to the online DISCUS Reference Library databases and internet access from teachers from school and from home. The Media Center is open from 8:00 am to 4:00 pm.

A photocopy machine is available for student use in the Media Center. Copies are 10 cents per page.

Tampering with books or other materials and equipment may result in a disciplinary referral. Students assume responsibility for all materials checked out.

MID YEAR PROMOTION

Greenwood District 50 allows mid-year promotion for two groups of students:

- ninth grade repeaters who have earned at least 5 units including one unit in English and one unit in math and completion of one year in high school
- fourth year students who have earned at least **16** units including English 1, 2, and 3 and completion of three years of high school

Students who have been identified as seniors for semester two may be allowed to be photographed as a senior for the yearbook and participate in graduation.

OFF-LIMIT AREAS

Permission must be obtained from an administrator to enter the parking area during school.

Faculty lounges, the teacher mailroom and workrooms are NOT to be used by students. Students are NOT to use copiers in the workrooms or the Main Office.

All athletic fields and other remote areas are off-limits to students at all times unless the students are under the direct supervision of a teacher or a staff member.

During first and third lunches, students are restricted to the cafeteria or the courtyard. **Food is only to be eaten in cafeteria or courtyard.** Students may only use the restrooms located near the cafeteria.

Students are NOT allowed to congregate in the hallways at anytime.

PARKING REGULATIONS

Parking passes are required of all students who drive a car on campus. To obtain a parking pass, students must present to the bookkeeper a valid driver's license, schedule, \$10.00 fee, and a completed permission form. The pass must be displayed on the front windshield. A student may not borrow another student's parking pass.

Failure to adhere to parking regulations will result in the vehicle being towed at owner's expense and/or loss of driving privileges.

Students who fail to display a parking pass will face the following consequences:

1 st	Warning
2 nd	\$10.00 and loss of driving privileges for 1 week
3 rd	\$10.00 and loss of driving privileges for 2 weeks
4 th	Driving privileges revoked for the semester

Emerald High School will not be held responsible for theft of contents, theft of vehicle, damage to any vehicle or contents while the vehicle is on campus.

Once a car is on campus, it may be searched at any time. **Students are responsible for the contents in their cars.**

Wreckless driving will NOT be tolerated on campus.

Greenwood School District 50 has stated that only seniors may drive off campus to the Career Center. All other students must ride a bus. Rules and Regulations for Drivers/Riders are on the application form.

PHOTO RELEASE STATEMENT

Parents who object to permitting their child's picture to be taken or released must notify the school in writing.

Occasionally students may be photographed for publication or broadcast by the news media or school. In accordance with district policy (see *Student's Rights and Responsibilities* handbook) and privacy laws, only "directory" type information will be given—i.e. name, grade level, etc.

POLICE INTERROGATION AND INVESTIGATION

The school has legal custody of students during the school day and during the hours of approved extracurricular activities. Therefore, it is the responsibility of the school administration to protect each student under its control. Please read your *Student's Rights and Responsibilities* handbook for additional information.

POSTING SIGNS/FLYERS ON CAMPUS

Only signs or flyers approved by an administrator or designee may be posted on designated bulletin boards or cork strips and must be removed in a timely manner.

SAFETY DRILLS

During safety drills, students should follow all staff instructions without question. Students caught tampering with the fire alarm system are subject to expulsion.

During a **fire drill**, proceed quickly and quietly to the location instructed by school personnel. Students must remain with their teachers until the signal is given to return to the classroom.

During a **tornado drill**, assume a duck-and-cover position on an interior wall away from glass or machinery. Remain in this position until further instructions are given by the teacher/administrator.

During an **earthquake drill**, **assume a duck and cover position**. The buildings will be evacuated if directed by the school administrator.

SCHOOL COMMUNICATIONS

- **School website:** <http://www.gwd50.org/emerald/site/default.asp> or www.gwd50.org and choose Emerald under select a school
- **Yearbook:** The Voyager
- **Guidance:** Personal e-mail to parents
- **Automated phone system:** when needed
- **Teacher & Guidance websites**
- **Marquee**

SCHOOL SPONSORED TRIPS

Prior to taking any type of school-sponsored trip, students are required to have a permission slip signed by the parent/guardian, a valid and permanent ID badge, not more than four absences from school for that semester, and not owe in excess of \$50.00 in fees. Students will not be permitted to drive or ride with other students on school-sponsored trips. Transportation will be provided according to district guidelines.

SOCIAL NETWORKING

[Social networking website](#) with an interactive, user-submitted network of friends, personal profiles, blogs, groups, photos, music, and videos for teenagers and adults internationally should not be used in such a way that it becomes a hindrance to the learning process. Inappropriate use of these sites will be addressed in accordance with the Students Rights and Responsibilities.

STUDENT ACTIVITIES

Emerald High School offers a wide range of activities to give every student a chance to become involved in campus activities and make new friends. The following are some of the activities available at EHS.

- o AFJ ROTC Drill Team
- o Athletics
- o Band
- o Cheerleading
- o Color Guard
- o Fellowship of Christian Athletes
- o Interact Club
- o National Art Honor Society
- o National Beta Club
- o National Honor Society
- o Show Choir
- o Student Government Association
- o Yearbook Staff

TARDY POLICY

Students will be issued a "tardy card" that they are required to keep in their possession during the school day. If a student is tardy to a class, the teacher will punch a hole on the student's card. If a student receives 6 "punches" during the 9 weeks, the teacher will refer the student to an administrator for further action. If the student is tardy and does not have a tardy card, the teacher will refer the student to an administrator.

- | | |
|--------------------------|--------------------|
| 1 st referral | Lunch Detention |
| 2 nd referral | ISS – one full day |
| 3 rd referral | OSS – one full day |

TEXTBOOKS

Textbooks are issued directly to the student by the textbook coordinator or the bookkeeper.

Textbooks are the property of Emerald High School and are issued free of charge to all students. If the issued textbook is lost, stolen, or damaged, the student is financially responsible for it.

TRANSPORTATION

Greenwood District 50 provides video-recording equipment for school buses. The equipment is used to monitor school transportation and videotape bus routes at random throughout the school year. Tapes are reviewed on a routine basis by the school principal and/or the transportation director. Evidence of student misconduct is documented and disciplinary action is initiated under the Code of Conduct and Discipline. Videotapes are treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines apply:

- Tapes remain in the custody of the district transportation supervisor.
- Only students and their parent(s)/guardian are allowed to view a bus videotape in response to disciplinary action taken against the student.
- Persons unrelated to a disciplinary incident are not permitted to view bus videotapes.

VISITORS

To avoid classroom disruptions, the school requires guests to make prior arrangements with the classroom teacher and/or principal.

All visitors must sign-in at the Main Office immediately upon arrival at EHS and receive a visitor's pass. This pass must be worn at all times and returned to the Main Office when departing campus.