



STUDENT HANDBOOK 2016-2017

Greenway High School
3930 West Greenway Road
Phoenix, AZ 85053
623-915-8500

Glendale Union High School District Calendar

2016-2017 School Year

1st Semester

Registration	July 25-July 29
School Begins	August 8
Labor Day	September 5
End 1st Quarter	October 7
Fall Recess	October 10-14
Veterans' Day Observance	November 11
Thanksgiving Recess	November 24-25
End 1st Semester/2nd Quarter	December 22
Office Open (No Students)	December 23
Winter Holiday/Recess	December 24-January 8

2nd Semester

Office Open (No Students)	January 9
Begin 2nd Semester	January 10
Martin L. King, Jr. Day	January 16
Presidents' Day	February 20
End 3rd Quarter	March 17
Spring Recess	March 20-24
Senior Finals	May 18-19
Semester Finals	May 23-24
Office Open (No Students)	May 25

Greenway High School Daily Class Schedules

Regular Schedule

(Monday, Tuesday, Thursday, Friday)

Zero	7:00	-	7:55
P.1	8:00	-	8:55
P.2	9:00	-	9:55
P.3	10:00	-	11:00
P.4	11:05	-	12:00
1 st Lunch	11:05	-	11:35
P.5	11:40	-	12:35
2 nd Lunch	12:05	-	12:35
P.6	12:40	-	1:35
P.7	1:40	-	2:35
FIRE Hour/EOP	2:40	-	3:30

Wednesday Late Start

Zero	8:00	-	8:45
P.1	9:00	-	9:45
P.2	9:50	-	10:35
P.3	10:40	-	11:30
P.4	11:35	-	12:20
1 ST Lunch	11:35	-	12:05
P.5	12:10	-	12:55
2 nd Lunch	12:25	-	12:55
P.6	1:00	-	1:45
P.7	1:50	-	2:35
FIRE Hour/EOP	2:40	-	3:30

Administrative Staff

From the Principal:

Welcome back, Demons! For over 40 years, Greenway High School has been and continues to be recognized as one of the top performing educational institutions in the state. Greenway is acknowledged as a National Blue Ribbon School by the U.S. Department of Education and is rated an "A" School by the Arizona Department of Education. This continued success is due to the dedication of our faculty and staff, students and parents. Together, we are proud to offer excellence in all areas: academics, the arts, music, leadership, and athletics.

Your Greenway family wishes you a very successful school year. Some keys to a successful high school experience include a focus on academics, regular and punctual attendance, and involvement in extracurricular activities. I encourage you to become actively involved on campus in one or more of the many clubs, co-curricular, and athletic programs Greenway has to offer. Research shows that students who are involved in extracurricular activities are more likely to achieve academic success in the classroom and build a more meaningful high school experience. Also, be forward-thinking and keep your eye on the future, and take advantage of opportunities to plan and prepare for life beyond high school.

As we venture into this school year, I ask that you join the many caring teachers and staff members who are always working hard to make Greenway a better place. As our motto says, "**Excellence Runs Green and Gold.**" You are part of this rich tradition!

Have a great year, and GO DEMONS!



Jon Vreeken
Principal

Assistant Principals



Michelle Frias
Student Services



Brittany LaPalm
Attendance & Discipline



Jeff Feldman
Operations & Resources
Title IX Coordinator

Our Purpose

Greenway High School's purpose is to advance the life-long process of learning through growth in academics, social responsibility and the physical well-being of our students.

STUDENT SERVICES

ACADEMIC INFORMATION~COUNSELING~GUIDANCE~CAREER SERVICES
(623) 915-8502



Ms. Michelle Frias
Assistant Principal
Student Services
(623) 915-8514

COUNSELING SERVICES

Upon entering Greenway High School a counselor will be assigned to you. This counselor is well qualified through training to help you with your problems whether they are personal or academic in nature. Although the needs of students vary, counseling usually concerns one or more of the following areas: emotional, social and academic.

If you wish to see your counselor, you may stop by before or after school, and during lunch in the counseling office to make an appointment. Emergency cases will be accepted anytime.

SCHEDULE CHANGES

Students will meet with their counselor throughout the year to plan the following year's academics. Once those requests are processed, teacher staffing and courses are planned based on student requests and needs. Therefore, requests for a specific teachers or lunch periods will not be granted. Additionally, elective changes are not permitted and classes will be closed upon reaching their capacity limit.

REPEATING A CLASS*

Students frequently repeat courses to improve the grades on a transcript, or because they did not pass the course. A repeated course will:

- a. Have the new grade placed on the transcript (if it is an improvement upon the old grade).
- b. Have the old grade no longer be calculated in class rank, CPA and GPA.

* To maintain the integrity and legitimacy of our honors/AP programs, the Glendale Union High School District will not allow students to retake an honors/AP class for HPA improvement. To improve their CPA, honors/AP students can retake a standard non-Honors/non-AP version of the course so that the transcript reflects the grade improvement, but no honor point will be awarded.

REPORT CARDS/PROGRESS REPORTS

Student grades may be viewed online at any time. If you are unable to access grades online or wish to receive a printed copy of your student's grades in the mail, please fill out the request forms available in counseling. These

report cards are published at the end of each nine week period. They show the current grade a student has earned in the subjects in which he/she is enrolled. If a student's grades are not satisfactory to the student's parents, a conference may be arranged. School officials and teachers welcome the opportunity to become acquainted with parents and advise them of their student's work.

GRADES

Academic Grade

Grade A: Excellent-This is the highest grade and is given for achievement of such quality as to merit special recognition.

Grade B: Above Average-This grade is given for achievement above the average of the class.

Grade C: Average-This is the lowest recommending grade for employment and college entrance.

Grade D: Below Average-This grade is given for completing only the minimum essentials.

Grade F: Failure-When this grade is received, the student must satisfactorily repeat the course in order to receive credit.

Citizenship Grades

Grade of A: Above Average-This student sets a positive example for others in class and campus activities.

Grade of S: Satisfactory-This student shows consideration for his school associates and appreciation of the campus community.

Grade of U: Unsatisfactory-Improvement is needed in one or more of the following areas: care of property, initiative in class preparation, use of study time, class participation, self-control, respect for others, cooperation, attendance, and punctuality (three tardies="U")

IMPORTANT TRANSCRIPT TERMS

GPA: Grade Point Average – the average of all student grades including their electives.

CPA: Core Grade Point Average – the average of all Core classes (Required courses for graduation and or University admission).

WGPA: Honor Grade Point Average – the average of all student grades including electives with additional honors points added for taking Honors/AP courses. Class rank is determined from WGPA.

ACADEMIC HONORS

The Glendale Union High School District honors the top 10% of the graduating class. The top 1% is honored as "Highest Distinction," the next 2% as "High Distinction," and the next 7% with "Honors." The graduation speakers are selected from the top 1%.

HONOR ROLL

The Honor Roll consists of those students who have an HPA of 4.0 or better, with no grade lower than a C and no mark in citizenship less than 'satisfactory' at the end of each semester. The student must be enrolled in at least 5 grade bearing classes to be considered for Honor Roll.

PRINCIPAL'S PASS

Any student who receives straight A's for the semester and satisfactory citizenship grades in every class will receive a Principal's Pass for the next semester. The pass will be valid for one semester and will admit the student to any regular athletic contest, play or regular fine arts production held on Greenway High School's campus. The pass is not valid at dances or club and class fund raising events. The student must be enrolled in at least 4 grade bearing classes to be considered for the Principal's Pass.

NATIONAL HONOR SOCIETY

Membership is limited to those students selected by a faculty review committee. Academic eligibility is based on a minimum 3.5 cumulative honor point average. A requirement for continued membership is active participation in NHS school and community service projects.

Requirements for continued membership, culminating in receipt of honor cords just prior to graduation, is based on the following:

1. Scholarship: Maintaining a 3.0 GPA.
2. Service: Completing 50 hours of community service, including two Adapt-a-streets, an ongoing service project for this chapter.
3. Leadership: Demonstrating resourcefulness, good problem-solving, promoting school spirit and activities, and exhibiting positive attitudes.
4. Character: Treating others with respect and working in a spirit of cooperation; being reliable, honest, and trustworthy.

In the event that a member should fail to continue meeting these criteria, dismissal from NHS

may become necessary. Should this situation arise, the process for dismissal as outlined in Article V of National Honor Society Chapter Bylaws (2007) shall be followed.

TITLE ONE LEARNING CENTER

The **SPARK** Center is a place for students to study, complete homework assignments and get extra help from teachers and adult tutors who are experienced in math and English. SPARK, located in the J Building, is available for students before and after school, and an additional bus run at 3:45 PM is provided for students who stay after school to utilize this valuable learning center.

LINK CREW

Link Crew is a high school transition program, staffed by trained junior and senior mentors, that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Link Crew is a proven high school transition program that increases attendance, decreases discipline referrals and improves academic performance. Link Crew provides a variety of both academic and social follow-up activities throughout the year. Specifically, Link Crew helps address three fundamental transition needs students have: safety, information and connection.

MANDATORY LEARNING CENTERS

Mandatory Learning Centers begin with the first week of each semester. Students are notified by their teachers if they are required to attend a Learning Center before or after school in a teacher's classroom. Teachers assign these learning centers as an academic intervention. Any student who is not meeting academic criteria whether passing or failing may be assigned a Learning Center time. **Students are required to attend all assigned Learning Centers.** A late bus will run Monday through Friday and transport any students eligible to ride the bus at 3:45 P.M. Teachers will write students a pass to ride the bus when the Learning Center has been served. **Failure to report to an assigned Learning Center will result in disciplinary consequences.**

COLLEGE & CAREER CENTER

The College & Career Center is a resource center that is available for all students who are seeking additional information and guidance about career planning, college or vocational training. Students visiting the College & Career Center are assisted by a specialist who can help them with online searches, self-assessment tools, college catalogs and applications, financial applications and scholarship information.

MAKE UP WORK

Students are required to make up all work missed when absent from class. Upon a student's return to school, it is the student's responsibility to meet with his/her teachers and gather any missing assignments. The student will have two school days in which to make arrangements for making up any work missed, including class work, homework, and tests. Failure to make arrangements with teachers within two school days could result in the student being denied the right to make up the work or get full credit for the work.

Based upon the duration of the absence and the nature of the missing assignments, the teacher, in conjunction with the student, shall determine a reasonable amount of time for the student to complete the necessary work.

It is the student's responsibility to make arrangements with his/her teachers to make up any and all assignments due to absence.

MEDIA CENTER

Your Media Center offers many sources of information—research equipment, Internet, on-line catalog, books, magazines, AV materials, and MORE. Come, see and enjoy!

The Media Center is open from 7:30 a.m. to 3:30 p.m. Monday through Thursday and from 7:30 a.m. to 3:00 p.m. on Fridays. Students using the Media Center during class time must have passes from their teachers. The Media Center is open for student use during both lunches except when classes are scheduled to use the library during 4th and 5th hours. If classes are scheduled during your lunch hour and you need to use the library for research, ask the librarian for permission to come in and work.

A book may be checked out for two weeks and can be renewed unless it has been reserved by another student. A five (5) cent fine per school day is charged for overdue material. A second overdue notice could result in a detention. **Students must present their current Greenway I.D. in order to check out library materials.** If a book is lost, the librarian should be notified immediately. If not found, students are responsible for replacement costs. There is a \$2.00 charge if the white tabs are removed from the book pockets or if the barcode is missing.

Students in the media center should work and talk as quietly as possible out of consideration for others. The same consideration of others should be shown by carefully handling library materials and equipment. Students who are not considerate of others will be asked to leave the media center. Shoes must be worn at all times and **no food, gum or drinks are allowed in the media center.** Media Center personnel are available and willing to help you find information. Just ask.

RESIDENCE REQUIREMENTS

Our district residence policy requires that all students who are eligible to attend Greenway High School must live with their parents or legal guardians within the boundaries of the school. If students move out of the district or change address, they must report this to the school immediately. If a student does not live in Greenway High School boundaries but wishes to attend, they must complete a Transfer Request application.

WITHDRAWING FROM SCHOOL

If a student is transferring to another school he/she will be given a withdrawal form which will list the grades to date. This slip will assist the student in entering another school.

Notice: No record or transcript will be sent to another school until all debts are paid. Students are not allowed to register at Greenway High School without clearing all previous debts.

EARLY WITHDRAWALS

Students who leave school before the end of the school semester will receive credit only in the case of extreme emergency. **Approval for an early withdrawal must be obtained by the parents of the student, in writing and at least two weeks in advance, from the Assistant Principal for Student Services.** Failure to make appropriate arrangements may result in loss of credit.

ALTERNATE LEARNING ACTIVITIES

In cases of conflict with a student's belief system or personal sensitivities, the staff member will provide alternate learning activities through which students can achieve established learning objectives without penalty. (Example: Such classroom activities as biological dissection or the reading of a specific literary work).

DISSEMINATION OF STUDENT DIRECTORY INFORMATION

It shall be the policy of the Board of Education of the Glendale Union High School District to permit its schools to compile non-confidential student information such as student's name, address, awards, honors, athletic participation data, information data, information for the school annual, and other general data which seem appropriate to school curricular and extracurricular activities.

Written public notice in student handbooks and other appropriate school publications shall notify parents, guardians and students over 18 that information about a student may be excluded from student directories upon request. Such requests must be in writing indicating which data are to be

excluded, and filed in the Office of Student Records at the time of registration.

The releasing of directory information to any commercial, business, or private agency or any other agency which may have a profit motive in mind is prohibited unless specified or approval of Board of Education is granted.

Students names will routinely be provided to the military recruiting services in the fall of each year from the district office and to the senior portrait photographer in the spring unless seniors or second semester juniors specifically request the deletion of their names.

STUDENTS WHO SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME

The staff of the Glendale Union High School District wishes to communicate with all Glendale Union High School District parents and guardians. If communication with the parents/guardians in a language other than English is needed, please contact the Assistant Principal for Student Services at the school to make a request. Glendale Union High School District has a special program for students whose primary language is other than English.

Los miembros de Glendale High School District desean comunicar con todos los padres/guardianes que tienen hijos asistiendo a nuestro distrito. Si la comunicacion con los padres/guardianes es necesaria en otro idioma que no sea el ingles, por favor, comuniquese con el Director de servicios en la escuela para que sea acomodado. Glendale Union High School District tiene un programa especial para estudiantes cuyo idioma principal es otro que el ingles.

PRIVACY ISSUES

The Glendale Union High School District respects the privacy of student records and recognizes that only pertinent and factual information should be contained in the permanent records of the district's students. The Board of Education has adopted policies to insure the rights of parents and students over 18 years of age to review student records and to limit the amount of student record information that can be made available to people or agencies outside the district.

If you are under 18 years of age, your parents have the right to review and challenge the content of your student personnel records. If you are 18 years old, you have the right to review or challenge these records.

Schools also keep separate records on student discipline. Your parents also have the right to review these records. If you are over 18, you have the right

to review them. A copy of these records is held in the attendance office at the school.

Procedures for reviewing student records are available in the school office. No records, other than transmittal of official school transcripts to new schools of enrollment, will be released to another individual, school system or agency without the knowledge or written consent of your parents or yourself, if you are over 18. Board policies covering these procedures have been officially approved to insure compliance with the Family Educational Rights and Privacy Act of 1974, the Arizona Parents law of 1974, and the Directory Information Act of 1977.

ATHLETICS AND ACTIVITIES

ATHLETICS~CLUBS~ELIGIBILITY~MAINTENAINCE~RESOURCES

Athletics-(623) 915-8507 Bookstore- (623) 915-8513



Mr. Jeff Feldman
Assistant Principal
Operations and Resources
Title IX Coordinator
(623) 915-8512

SPORTSMANSHIP

The practice of good sportsmanship and positive relationships between Greenway and other student bodies is essential to the continued welfare of our school and student body. We have worked hard to achieve a favorable image in the eyes of those we come in contact with throughout the school year. It is hoped that each of you will work hard to continue the development of those characteristics of sportsmanship and friendliness that has identified our student body in the past.

INTERSCHOLASTIC ATHLETICS

Greenway High School is governed by the rules and regulations of the Arizona Interscholastic Association. Student eligibility requirements are outlined for your information. These regulations apply to both boys' and girls' interscholastic athletics. A student will establish their school eligibility when he or she first competes for a team and for most students this will be during their freshman year. Athletics, Clubs and Activities are a privilege and not a right.

Residence: No student will be eligible to represent this school in interscholastic competition unless the parents or legal guardian reside in the district which the high school is located. This requirement will be waived in the case of a foreign exchange student or students meeting A.I.A. exemption requirements such as variances depending on circumstances.

*** If you have or are transferring from another High School, Please see Athletic Director for Transfer Rules and Eligibility to Participate in Athletics.**

Birth Certificate: a birth certificate, original hospital certificate, passport or other recognized court document establishing student's birth must be present. (BAPTISMAL CERTIFICATES ARE NOT

ACCEPTABLE). **This will remain in the student's athletic file.**

YEARLY ATHLETIC CLEARANCE PROCEDURES

The Athletic Department only accepts FULL clearance packets with all information below.

All forms for the Athletic Clearance Packet are now online and no longer available in the Athletic Office. To download the Clearance Forms, go to **greenway.guhsdaz.org** and look under the Athletic Tab for Athletic Clearance.

The following are to be redone, filled out completely and signed each school year:

Parent Permission: Before a student can be allowed to practice for any interscholastic athletic contest, they shall have a permit from the parents or guardian giving permission for participation on file in the Athletic Office.

Physical Examination: No student will be eligible to represent his high school in any interscholastic athletic contest unless there is a physician's statement for the current school year (after March 1st of the same year) certifying that the student has passed an adequate physician's examination and is fully able to compete in athletic contests on file with the Athletic Office. The physical is the responsibility of the family.

Insurance: Any athletic participant must provide proof of insurance coverage before he/she is allowed to participate in any interscholastic activities. If the student does not have insurance, coverage may be purchased. Forms for insurance purchase may be picked up in the Athletic Office.

Concussion Form: Informational sheets are included in the packet for all athletic participants. One form is for the athlete and parent to keep, the other is to be signed by both parties and returned to the school.

AIA Concussion Course: Every athlete must complete the online concussion class through the AIA. Information for the class can be obtained in the Athletic Office and is in the Athletic Clearance packets. This only needs to be taken once during the 4 years. The certificate of completion needs to be turned in with the Athletic Clearance Packet.

Scholarship: A student must have been and must be maintaining a passing grade in each of five or more studies requiring a minimum of 20 regular school recitations per week; in his preceding semester in school he must have also met the same requirements throughout the entire semester. Further information regarding the scholarship requirements are listed in the Governing Board Policy 5700-A.

The violation of any one of these rules shall be just cause for the school to forfeit any contest in which the student played. See the assistant principal for Operations and Resources to establish a record of your eligibility or answer any questions you might have concerning eligibility.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR PARTICIPATION

Class eligibility will be checked each week on Thursday. There will be a pending week followed by a failure week. If during a failure week, a student-athlete is found to be failing one or more classes, he/she will be deemed ineligible for a 2 week period beginning the following Monday. The student-athlete must attend all practices during this period, but may not participate as a team member (i.e.: will not be allowed to travel with the team, sit on a team bench or receive player uniforms to wear). If at any point during the 2 week ineligibility period a student-athlete raises his/her grade to passing status, he/she will be deemed eligible for the remainder of the ineligibility period and allowed to participate. It is the responsibility of the student-athlete to track his/her progress in conjunction with the teacher.

GENERAL ATHLETIC POLICY

In addition to the A.I.A. policies there are some guidelines that have been established at Greenway to help in the administration and control of our local program. Participants in the athletic program are expected to meet and satisfy all academic assignments or teachers' requests for extra help prior to taking part in any athletic activity. The athletic program is secondary to the academic program of the school.

Members of our athletic teams are expected to set a positive example of citizenship and attendance. Any student athlete violating the general citizenship

or attendance regulations may face the temporary loss of his/her eligibility as a disciplinary action. The continued violation of campus standards may result in a student being declared ineligible to participate by the school administration. Participation in athletics and activities is a privilege to be earned.

Any athlete found in violation of the accepted standards of behavior while representing the school could be subject to administrative dismissal from the team or denied the award of a letter of certificate of participation.

Each and every athletic team will have a Code of Conduct Contract which is to be read and signed by both the athlete and the parent or legal guardian.

ACTIVITY ATTENDANCE POLICY

In order to participate in any extra class activity, field trip or interscholastic practice or contest the student must be in attendance at school or at a school recognized activity at least 3 periods on the day of participation.

ATHLETIC GUIDELINES

All athletic equipment is the property of Greenway High School and the Glendale Union High School District. The equipment is the responsibility of the person to whom it is issued and they are responsible for its care or replacement if it is lost, stolen or damaged. School equipment may not be taken home or worn at any time other than practice or competition. The unauthorized use of equipment will result in the equipment being picked up by the administration or athletic staff.

ATHLETIC LOCKERS

Athletic lockers are provided for the storage of athletic equipment only and are not to be used as P.E. lockers or for other purposes. If the lockers are being used for the storage of items other than athletic equipment the locker may be emptied of its contents by the administration, coaching staff or equipment manager.

The athletic locks and lockers are the property of the school and are subject to search at any time considered necessary by the administration or coaching staff.

ATHLETIC EVENTS (CROWD BEHAVIOR)

Greenway High School will ban students in bizarre dress or costumes, prohibit radios and unusual noisemakers (horns, whistles, drums, etc.), and will take whatever steps are necessary to ensure order and responsible crowd behavior at all athletic contests. AS MEMBERS OF THE A.I.A., GREENWAY HIGH SCHOOL HAS THE RESPONSIBILITY TO PROVIDE A POSITIVE ENVIRONMENT AND EXPERIENCE FOR ALL PARTICIPANTS (VISITING SCHOOLS, COMMUNITY, OFFICIALS, ETC.). Acts or cheers which are in poor taste, inflammatory, or offensive to others will be stopped immediately. ANYTHING WHICH DIVERTS ATTENTION FROM AN EVENT TO A PERSON OR GROUP IS CONSIDERED DISRUPTIVE AND UNDESIRABLE.

FINANCIAL RESPONSIBILITY

Any student participating in the school activities program is fully responsible for equipment or uniforms entrusted to them in the event of theft, loss or damage. If equipment issued to a person is not accounted for in a satisfactory manner, participation awards and clearance for other sports or activities will be withheld until a satisfactory resolution is achieved. Do not share your locker with others or leave an open locker unattended.

NCAA CLEARINGHOUSE

The NCAA which governs athletic programs for Division I and Division II colleges and universities requires that all athletes register with the NCAA Clearing House. This regulation includes any athlete who plans to attend a community college and may someday wish to transfer to a Division I or II institution. The required Clearing House forms are available in the Counseling Office. There is currently a fee payable to the NCAA to process each application. The student athlete must have an official transcript and his college entrance exam scores sent to the Clearing House. It is highly recommended that the student athlete apply at the end of his junior year at Greenway. If you have questions, please call the Assistant Principal for Operations and Resources or the Counseling Office.

GRADUATION TRIPS

Greenway High School and the Glendale Union High School District will not sanction or sponsor graduation trips.

CLUB INDUCTION GUIDELINES

There may be no informal initiations as a part of club activities. No induction activities will be scheduled to interfere with the daily school routine or class presentations. There will be no formal initiation to any school organization which can be construed to

be degrading in nature or which will set a person or a group apart from other persons or groups within the school. Formal inductions may be scheduled when in keeping with the educational goals of the organization and approved by the Assistant Principal for Operations and Resources.

BOOKSTORE

Bookstore hours: 7:30 - 7:55 a.m., 1st & 2nd lunches, and 2:35 - 3:00 p.m. ALL STUDENTS MUST PRESENT THEIR ID CARD TO RECEIVE SERVICE.

TAX CREDIT

Starting with 1998 tax year, Arizona has authorized a new tax credit for individual income tax payers. A credit of up to \$400 is available for payment of fees to an Arizona public school for support of extracurricular activities. Additional information and state tax guidelines are available through your local school bookstore.

TEXTBOOKS

Textbooks are the property of the Glendale Union High School District and are issued at no cost to all students; however, charges are assessed when textbooks are: damaged, destroyed, lost, stolen, and not returned by the Friday after school is out. Assessed charges will be the FULL PURCHASE PRICE to replace the textbooks.

PHYSICAL EDUCATION LOCKERS & DRESS

You are responsible for the combination lock on your locker. If it is missing you will be assessed \$6.00 to replace it unless you are given permission to use your own combination lock. To prevent the loss of your lock or athletic equipment **do not reveal your lock combination to other students.** All students enrolled in Physical Education are required to dress out in the designated P.E. uniform. Students will be excused from class only on the presentation of a medical excuse from a doctor or school nurse. Unless specifically stated on the doctor's excuse, students who are excused from P.E. participation will be required to dress out. **THE ADMINISTRATION HAS THE RIGHT TO INSPECT LOCKERS AT ANY TIME WITHOUT A WARRANT.**

EQUIPMENT DAMAGE OR LOSS

Students are financially responsible for any school equipment or property they are entrusted with if it is stolen, lost or damaged.

FEDERAL SCHOOL LUNCH PROGRAM

All district schools will participate in the Federal Lunch Program. This program offers a balanced nutritional meal for both breakfast and lunch. Students can sign up for free or reduced lunches or place money on account for their lunches (they don't have to have money on campus). For more information or to get an application, see our cafeteria manager during registration or at the beginning of the school year.

ON CAMPUS SALES

The on campus sale of items, snack or otherwise, must be approved by the Assistant Principal for Operations and Resources. Sale items may only be sold before school, during both lunch periods and after school. Sale items may not be sold during the class periods. Students selling during class may have the sale items taken by the staff or administration and may be subject to disciplinary action. All items sold must fall under the guidelines of the Federal School Lunch Program and Dietary Requirements.

LIMITATION ON ACTIVITIES

There will be no club, class or organizational activities during the last week of the 1st semester or during the last two weeks of the school year.

SIGNS AND POSTERS

No sign or posters may be displayed on the metal or exterior of any building on campus. Signs or small posters may be placed on bulletin boards if:

- All signs or posters are in good taste.
- Any sign or poster for non-school activity is approved by a school administrator prior to its display on the campus.
- Any sign or poster for school related activities is approved by the Assistant Principal for Operations and Resources. The sign or poster will then be stamped by the school receptionist prior to placement.
- Signs may not be attached to any plaster or painted surface.
- Persons or organizations displaying posters are responsible for immediately removing the advertising following the event or activity. Persons or organizations guilty of violating these guidelines may be denied the right of displaying posters or information in the future.

NON-SCHOOL PUBLICATIONS

All non-school publications must be approved by a school administrator before they may be distributed on the campus. The guidelines for such approval are described in the Students' Rights and Responsibilities under the section "Freedom to Publish."

ATTENDANCE AND DISCIPLINE

(623) 915-8501



Ms. Brittany LaPalm
Assistant Principal
Discipline and Attendance
623-915-8508

ADMINISTRATIVE JURISDICTION

The jurisdiction of the administration of Greenway High School may be extended to cover all actions on the part of students coming to or going home from school and while waiting at bus stops. The administration will enforce all rules and regulations within this jurisdiction.

VISITORS ON CAMPUS

All visitors are required to check in at the front office. Parents/guardians are welcome to visit the campus at any time. All deliveries must come through the front office in order to limit disruptions on campus. Only deliveries of an emergency nature will be accepted by the front office. All foods, flowers, balloons, or other non-emergency items will not be accepted. No other visitors will be allowed during school hours under any circumstances.

ATTENDANCE

In order for an individual to succeed in class assignments and be a student in good standing at Greenway High School, satisfactory attendance must be maintained. Students are expected to attend all regularly scheduled classes or activities during the normal school day and special schedules.

When it is necessary for a student to be absent from school, a parent or guardian must contact the attendance office within 24 hours of the date of absence. An absence not excused within 24 hours may be documented as a truancy and subject to disciplinary action.

A student who is absent more than 12 days in one semester may lose credit in his/her classes. Please refer to the GUHSD Parent and Student Handbook for specific information regarding this policy.

TARDIES

Tardies are a disruption to the classroom. The GUHSD defines being on time as present and prepared to work at a student's assigned work station. Any student deemed tardy will be directed to

the attendance office. The tardy will be documented and the student issued a pass to class. A student will be subject to disciplinary action once he/she has reached two tardies in one semester, or if he/she is tardy multiple times in one school day. In addition, the total of a student's absences and/or tardies are considered to determine credit eligibility in a class.

Only medical or legal documentation will be accepted to excuse a student from a tardy. **A parent phone call will not excuse a tardy.**

Students who arrive more than 30 minutes into a class period will be considered absent.

CLOSED CAMPUS

Greenway High School is a CLOSED campus for the purpose of student safety and security. **Students may not walk or drive off campus during lunch, or go to the parking lots between classes or during the lunch hour.** The campus will be closed during the day and the lunch hour. The campus will be open before school until 8:00 a.m. and after 2:35 p.m.

Students are able to arrive and leave campus by checking in and out through the attendance office if they have appointments or are finished with classes early. **Students may not leave campus during the day without checking out through the Attendance Office.** When checking out, you will need a verified phone call from a parent or guardian requesting your dismissal.

Students found in the parking lots or leaving campus without the necessary approval will be subject to disciplinary action.

The campus will be CLOSED at 3:15 each afternoon. At that time, students may only be on campus under the direct supervision of an adult or at a school-sponsored activity.

STUDENT EATING AREAS

Students **may not** eat in the parking lots, on the athletic fields, inside classroom buildings, in stairwells, or in other areas away from the quad. Students are not to leave campus during lunch.

ELECTRONIC DEVICES

The disruption of the educational environment by the use of cellular phones or other electronic devices is prohibited. Cell phones may not be on or in use during class time without teacher approval. Failure to comply may result in disciplinary action.

SUSPENSIONS

Any student suspended off campus is ineligible to practice, participate, attend, or compete in any school activity for the duration of the suspension.

POSSESSION OF I.D.CARDS

At any time a student is on campus or in attendance at a school activity it is his/her responsibility to possess his/her current I.D. card. Student services will not be given to any student not properly in possession of a current I.D. card. The I.D. card is not to be altered or defaced in any way. The failure to properly identify oneself with a valid I.D. card may result in disciplinary action and may result in the person being removed from the activity. Students are responsible for immediately replacing their ID card if it is lost or stolen. New ID cards can be purchased in the bookstore for \$5.00.

SCHOOL BUS TRANSPORTATION

Greenway High School provides bus transportation for students who live more than a mile and a half from school. Students must show their I.D. card to the driver to board the bus. The bus driver has complete charge of the bus and his/her instructions must be followed. Rules for passengers are posted in the front of each bus. Students whose behavior threatens the safety of others will result in disciplinary action and could result in denial of transportation.

STUDENT PARKING

The student parking lot is located on the west side of campus, along 41st Avenue. Students are to register and park their vehicles in the student parking lot.

- **Cost:** \$25 dollars per school year.
- **What you need:** A valid drivers license, proof of insurance, registration and title of vehicle.
- **Where to buy a parking permit?** At registration or in the bookstore during the school year.

Note: Parking is a privilege and not a guaranteed right. Students who abuse the privilege may lose it. Cars that are not registered or are parked in unauthorized areas may be towed at the owner's expense and students may face disciplinary actions. Unauthorized areas include, but are not limited to, faculty or visitor parking, handicap parking, unmarked spots, and bus or parent pick-up and drop-off loading zones. Please pay attention to signs indicating no parking zones, and park only in the student parking lot. Greenway or GUHSD is not responsible for any damages to cars parked on campus at any time.

VEHICLE SEARCH WARNING

Any vehicle on the campus area is subject to search by school authorities. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof.

BICYCLES/SKATEBOARDS

A bicycle rack is located on the east side of the campus, behind the auditorium. Students are required to park their bicycles in this area and Greenway assumes no responsibility for any damage to personal property. Students may not ride on the campus at any time. Students riding on the campus are subject to disciplinary action

In addition, students may not ride skateboards, roller-blades, go-peds, etc. on campus at any time. Skateboards may be stored in the Dean's office.

PERSONAL PROPERTY

Greenway assumes no responsibility for personal property brought to school. This includes, but is not limited to, musical instruments, cars, motorcycles, bicycles, electronic devices or other personal items. Cars, motorcycles and bicycles should be locked at all times when parked on the school campus.

DRUG FREE SCHOOL ZONE

Greenway High School has been established as a "Drug Free School Zone" with the Attorney General's Office and the City of Phoenix Police Department. "Drug Free School Zone" means the area within three hundred (300) feet of a school or its accompanying grounds, any public property within one thousand (1000) feet of a school or its accompanying grounds, at a school bus stop or on any school bus or bus which transports pupils to any school (A.R.S. 13-3411).

The Attorney General's Office has modified the statute outlining Drug Free School Zones to include an enhanced penalty of one year greater than if the offense was not committed in a Drug Free School Zone, tougher penalties for sellers and removal of probation eligibility for offenders. This means that a person convicted of a drug crime which occurred within the zone will now be ineligible for probation and must serve one year longer in prison than he would have had the crime not occurred within the Drug Free School Zone.

GRAFFITI PREVENTION

Any drawings, stylized writing, inscription, figures or marks on school property, backpacks, notebooks, papers, clothing or body, which may be associated with illegal or gang related activity, is prohibited. Violation of these graffiti prevention rules will result in disciplinary action.

STUDENT DRESS

Greenway High School's dress code is an outward symbol of our commitment to prepare our students to be college and career ready. The purpose of the dress code is to help create a learning environment free of distraction. Students feel better about themselves and take their academic studies more seriously when they are dressed appropriately. As you prepare for the 2016-2017 school year, we wanted to share with you the school's dress code:

Tops:

- All tops must have two straps that are no smaller than two fingers wide (spaghetti straps are prohibited)
- Tops are to decently cover a student's body; cleavage and any visible part of a student's torso are not decent and a disruption to learning environment. Crop tops may only be worn if another shirt completely covers the torso.

Bottoms:

- Pants must be worn at the waistline. No undergarments or skin can be showing.
- Shorts, skirts and dresses must be at an appropriate length for a school setting. Appropriate length is no shorter than the thumb when student's arms hang naturally to the sides AND decently covering the lower part of a student's body.

General:

- No part of any undergarment can be showing (bra straps, boxers and/or underwear)
- No apparel such as hats, bandanas, hairnets, or tattoos which may indicate gang affiliation, drug, alcohol, tobacco or obscenities may be worn or seen while on campus.
- Clothing that disrupts the learning of others may not be worn.

Students are restricted from wearing or carrying symbols that endorse or imply the use substances not legally available to minors. Also prohibited is the wearing of anything that has profane, sexual or violent connotation, has gang affiliation, or contains racial, religious, or handicap slurs.

Note: The administration and faculty at Greenway High School have the right to evaluate appropriate clothing for health and safety concerns and may determine on a case-by-case basis if clothing presents a potential safety hazard or is determined inappropriate by administration. These students will be asked to change to more appropriate attire and will be told not to wear the offending clothing again.

TEACHER COMPUTERS

Students are not to use teacher computers unless specifically directed by the regular teacher. Violations of this policy will be subject to immediate disciplinary action.

OFF CAMPUS CONDUCT/GOOD NEIGHBOR POLICY

All disciplinary action normally available with regard to a student for violation of school rules or other clear misconduct on-campus shall be available for any activity away from campus, whether or not school is in session when such activity occurs, if such off-campus activity may be reasonably interpreted to threaten the ability of the district to maintain a safe, orderly and disciplined educational atmosphere. This procedure is not limited to school sponsored and school related events.

LOITERING

Loitering is defined as remaining in an area for no obvious purpose. Students are not to loiter in the neighborhoods or at the businesses or private parking lots surrounding Greenway High School. Students in violation of this policy will be subject to disciplinary action.

Students who need to wait for rides after school may do so on campus in the designated parent pick-up and drop-off zone in the east parking lot.

PASSES

Students will be issued a pass from a teacher during class time to use the restroom or go to the nurse. Passes are a privilege and may be revoked or limited at the discretion of the teacher. Any student out on campus during class time must be in possession of a pass signed by a teacher and marked with the date and time.

SCHOOL DANCES

Regular school dances will be scheduled during the year for the pleasure of Greenway students. These dances are held only for Greenway students. The same campus rules and regulations apply to dances as to normal school operations.

- All students will be required to display their identification cards before being admitted to any school dance.
- Students who leave a school dance will not be readmitted to the dance.
- Guest passes may be obtained for the following dances: Homecoming, Sweetheart Dance, and the Junior/Senior Prom.

GUEST PASSES

A student wishing to bring a guest to a regulated activity must obtain a guest pass for the visitor. Only one guest may be brought by a student. The procedure for securing a guest pass is outlined below:

- Report to the school receptionist at least two days prior to the activity and request a guest pass. You will need to show your I.D. card at the time you fill out the request. The pass may be picked up on the day of the activity. No guest passes will be processed on the day of the activity.
- The student obtaining the pass must accompany the guest to the activity. No guest will be allowed entry without a pass and host. The visitor will be required to show some form of identification at the time of admission.
- The visitor's pass will be collected upon entry to the activity.
- The Greenway host is responsible for the actions of the guest. All guests are bound by our campus regulations.

PARTIES AND FOOD IN CLASSROOMS

No parties will be held in the classroom areas at any time during the year. No food or drink (including but not limited to QT drink cups) is to be taken into the class areas or is to be eaten in the rooms.